

HEADWAY BLACK COUNTRY

England & Wales · Charity number 1089171

Details

Status	Registered
Legal form	Charitable company
Company number	04001321
Registered	2001-11-01
Register	View on the Charity Commission register

Contact

Address	Martin Hill Street Dudley West Midlands DY2 8RT
Phone	01384869961
Email	admin@headwayblackcountry.co.uk
Website	www.headwayblackcountry.co.uk

Activities

Objects: 1) TO PROVIDE SERVICES AND FACILITIES CALCULATED TO REHABILITATE AND RELIEVE FROM THEIR DISABILITIES PERSONS WHO HAVE EXPERIENCED ACQUIRED BRAIN INJURY AND WHO RESIDE IN THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND AND RECEIVING OR HAVE RECEIVED MEDICAL TREATMENT THERE.2) TO RELIEVE THE FAMILIES OF PERSONS WHO HAVE EXPERIENCED ACQUIRED BRAIN INJURY.3) TO ENCOURAGE, PROVIDE AND SET UP SELF HELP GROUPS TO PROMOTE THE OBJECTS OF THE CHARITY.4) TO PROVIDE OR ARRANGE AFTER-CARE/COMMUNITY BASED SERVICES (FOLLOWING HOSPITAL DISCHARGE) FOR PERSONS WHO HAVE EXPERIENCED ACQUIRED BRAIN INJURY.5) TO PROVIDE AND FACILITATE THE PROVISION OF PERMANENT HOMES OR SHORT STAY HOSTELS FOR SUCH PERSONS AND/OR THEIR RELATIVES.

Activities: To promote understanding of all aspects of acquired brain injury and provide information, support and rehabilitation services for people with acquired brain injuries, their families and carers who live in the Black Country (the Metropolitan Boroughs of Walsall, Sandwell and Dudley and the City of Wolverhampton).

Classification

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

Geography

- **Area of benefit:** UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND
- Dudley
- Sandwell
- Walsall
- Wolverhampton

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£541,209	£567,420	£756,628	25
2024-03-31	£666,776	£516,112	£782,839	26
2023-03-31	£508,066	£537,713	£632,175	30
2022-03-31	£543,699	£485,036	£661,822	32
2021-03-31	£505,803	£447,830	£603,159	29

Trustees

Name	Role	Appointed
Deborah Ann Pejica	Chair	2018-11-12
Alexander Liam Keyes		2026-01-07
Gillian Elizabeth Darwood		2025-01-28
James Robert Brent		2024-07-15
Susan Mary Hatton		2018-11-12

Accounts

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2025
for
Headway Black Country
(A Company Limited by Guarantee)

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

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for the Year Ended 31 March 2025

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TRUSTEES

Ms Claire Victoria Burnell
Ms Susan Mary Hatton
Ms Deborah Ann Pejica
Ms Alison Jane Ratcliffe
Ms Kavita Nagra
Mr James Robert Brent (appointed 15.7.24)
Mr Stephen Paul Austin (appointed 28.10.24)
Mrs Gillian Elizabeth Darwood (appointed 28.4.25)

REGISTERED OFFICE

Headway Black Country
Martin Hill Street
Dudley
West Midlands
DY2 8RT

**REGISTERED COMPANY
NUMBER**

04001321 (England and Wales)

**REGISTERED CHARITY
NUMBER**

1089171

INDEPENDENT EXAMINER

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

Report of the Trustees
for the Year Ended 31 March 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. 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

Structure, Governance and Management

Headway Black Country was started as branch of Headway UK in 1997.

It was incorporated as a company limited by guarantee on 24th May 2000. On 1st November 2001 the company was entered on to the Central Register of Charities, number: 1089171. The company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association.

The company is limited by guarantee. Each member undertakes to contribute to the company as may be required, but not exceeding £5, in the event that the company is wound up.

As such, Headway Black Country has been an independent charity and company limited by guarantee since these dates, affiliated to Headway UK.

Our main address is:

Headway Black Country, Martin Hill Street, Dudley, West Midlands, DY2 8RT

Our Bank is:

Unity Trust Bank, Four Brindley Place, Birmingham B1 2JB

Accountant and Independent Examiner are:

Lewis Smith & Co. The Old Doctors House, 74 Grange Road, Dudley DY1 2AW

The Board of Trustees meets quarterly to manage the strategic direction and overall performance of the organisation. Minutes are taken at each meeting. At least three Trustees must attend in order for action or a decision to be approved.

The Chair and the Treasurer are appointed annually and one third of all remaining Trustees retire by rotation each year. A retiring Trustee is eligible for re-election. A Secretary may be appointed by The Board for such term as it shall think fit.

Trustees are recruited from all sections of the local community often through contact with support groups, professionals and sometimes advertisements. All Trustees receive an induction.

Trustees in office during 2024/25 were:

Ms Debbie Pejica (Chair)
Ms Claire Burnell
Ms Sue Hatton (Ambassador)
Ms Alison Ratcliffe
Ms Kavita Nagra
Mr James Brent
Mr Stephen Austin

The following trustee was appointed after the year end:

Mrs Gillian Darwood (appointed 28/04/2025)

The Chief Officer is responsible for the day-to-day running of the charity and reports to the Trustees on a regular basis. The Chief Officer, Operations Manager, Finance and Admin Manager, Referral and Outreach Manager and Life Skills Co-ordinator form the Management Team.

Frontline delivery is carried out by our staff team and our volunteers. At the end of March 2025, we employed 23 staff (3 full time, 20 part time), 3 sessional Counsellors and 1 Bank Support Worker. During the financial year 2024/25 we were supported by 22 volunteers in total.

All volunteers undergo relevant training and are vital to the services we provide. We are very grateful for their contribution to our work.

Objectives

Headway Black Country is a local charity set up to provide support and information for adults who have survived a brain injury and to their family and carers. We cover The Black Country areas of Dudley, Sandwell, Walsall and Wolverhampton.

Our mission is: To promote the understanding of all aspects of brain injury and provide information, support and services for people with a brain injury, their families and carers.

Our vision is that: Any person with an acquired brain injury and their family, living in the Black Country, will have access to all the resources and support they need to enable them to live an active and fulfilled life within their family and communities.

The Strategic Objectives of the Charity are to:

- Increase awareness and understanding of acquired brain injury and its consequences.
- Provide relevant and timely support services for people with acquired brain injury, their relatives and carers.
- Promote improved, co-ordinated and multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-integration.
- Assist people with acquired brain injury return to independent living, including access to productive activities, social outlets and appropriate accommodation.
- Participate in promotions aimed at reducing the incidence of acquired brain injury.

Guiding principles underpinning the delivery of our services

Headway Black Country:

- Values the individual and believes in the equal right of all to realise their potential.
- Believes in countering the disadvantage and social exclusion experienced by people with acquired brain injury and their carers.
- Values and respects diversity of ability and disability, race, culture, gender, religion and sexual orientation.
- Believes that people with acquired brain injury, their relatives, carers and relevant professional people should work together in pursuit of shared goals.

OBJECTIVES AND ACTIVITIES

Activities for Public Benefit

Acquired Brain Injury refers to any form of brain injury that has occurred since birth. It includes Traumatic Brain Injury (from a severe blow or jolt to the head), Strokes (including haemorrhages caused by ruptured aneurysms), viral infections (e.g. encephalitis, meningitis), brain tumours, hypoxic/anoxic injuries, amongst other causes.

Our brain is a complex organ controlling our body and all the elements of who we are, from our thoughts and memory, to our behaviour and personality. Injury to the brain, however it is caused, affects people in different ways with each person having unique physical, emotional, intellectual or behavioural problems. These problems may not always be apparent and for this reason it is often referred to as a 'hidden disability'.

These difficulties - which the person with a brain injury may not be aware of themselves - can be severely life restricting and go largely unrecognised by the public, statutory authorities and non-expert professionals.

Each year an estimated 1 million people attend hospital accident and emergency in the UK following brain injury. Many more head injuries go unreported and are not assessed by medical professionals. It is estimated that across the UK there are 500,000 people of working age living with long-term disabilities as a result of traumatic brain injury.

Headway Black Country seeks to address the needs of its client group by:

- Ensuring accurate information is made available to brain injury survivors, their families and interested professional. Provision takes various forms including telephone enquiries, a website, presence at events, training sessions and a comprehensive range of brain injury publications. These include those published by Headway UK and those of other specialist agencies such as the Stroke Association.
- Providing guidance about entitlements and practical support to access support services. Being a voice for those who find interaction with statutory and other services difficult and/or daunting.
- Access to our counselling service for those in need of emotional support.
- Presence at several hospitals serving our area to provide early support to survivors and to their families/carers
- Regular Carer Support Groups to foster mutual support, provide respite and social activities.
- Organising and running a Life Skills Service over five days per week at our Centres at Dudley and Willenhall. With the help of volunteers and paid staff, we provide person centred life skills activities in small groups for people with a brain injury. At the end of March 2025, we were providing 29 Life Skills Activity Sessions (257 individual session spaces) each week.
- Working in partnership with other organisations, charities and statutory bodies to raise awareness of brain injury and to support our beneficiary group more effectively.
- Campaigning on behalf of brain injury survivors and carers; representing their needs at relevant forums including Headway UK and the United Kingdom Acquired Brain Injury Forum, contributing to national debates on brain injury related issues.

In undertaking these activities, Headway Black Country and its Trustees confirm the Charity has complied with its duty under section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Our Chief Officer, Jayne Emery, along with our team continues to build on the significant progress achieved throughout 2024. She remains focused on ensuring the safe, efficient, and effective running of Headway Black Country, while also driving forward key developments that further strengthen our organisation. Her leadership has been central to several important initiatives, including the ongoing enhancement of our website and branding to improve our visibility, communication, and overall public presence and the creation of our new garden room, an important addition that increases the space available for both staff and clients, enabling us to deliver services in a more comfortable and flexible environment, with the potential for increased services to be accommodated.

OBJECTIVES AND ACTIVITIES

Importantly, all of this work has been delivered within the agreed budget, clearly demonstrating Jayne's strong leadership and unwavering commitment to responsible financial management. As in previous years, we continue to maintain tight control of our budget and financial expenditure, ensuring that resources are used efficiently and transparently. Alongside this, there remains a strong focus on fundraising and building new connections and partnerships, both of which are essential to supporting our long-term sustainability and growth.

Risk

The key risk continues to be funding to ensure stability and growth of our charity. With the changing economic conditions over the last 3 years, we will be reviewing and updating our Risk Register and ensuring the key risks with mitigating actions are reviewed in our quarterly Trustee meetings

We are working with the four local authorities within the Black Country and the Black Country Integrated Care Board and other bodies to ensure that we continue to be funded to deliver the vital support and services we offer to people with brain injury, their families and carers. In line with our Business Plan we are actively exploring new services that will provide sustainable income sources over time.

Protection of vulnerable adults

All clients attending our Life Skills Sessions are individually risk assessed as are the activities they engage in. Headway Black Country is committed to safeguarding of vulnerable adults. We have policy and procedures for the protection of people who use our services, provide regular staff training and subscribe to the Safeguarding Adults Multi-Agency Policy and Procedures for the West Midlands.

ACHIEVEMENTS AND PERFORMANCE

Achievement and Performance 2024/25

During the year Headway Black Country has continued to achieve its objectives, providing significant benefits to the service users, their families and carers.

Life Skills Services

1st April 2024 - 85 clients attending at least one session each week.

31st March 2025 - 86 clients attending at least one session each week.

Outreach Service

The outreach service has continued to support people both on the telephone and in person.

Referrals for April 2024 - March 2025 - 325 clients, families and carers.

Counselling Service

During the year;

36 new counselling referrals were received.

FINANCIAL REVIEW

Financial position

The Charity receives income from the provision of care services. It also seeks financial support for specific activities / services from a variety of sources including charitable trusts, local authorities and health trusts. Fundraising and charitable giving by individuals, organisations and groups also make important contributions to our services and activities.

During the year to 31st March 2025 the charity received donations, service income, grants and interest amounting to £541,209 (2024 £666,776). It has spent £567,420 (2024 - £516,112) in pursuit of the Charity's objects. At 31st March 2025 £756,628 (2024 - £782,839) was held as Restricted and Unrestricted Funds. The detailed accounts are set out on the pages 9 to 23 of these financial statements.

FINANCIAL REVIEW

Funds policy

Headway Black Country and its Trustees consider that the assets within the Charity should be at a level to cover the Charity's operational costs for at least six months. The reserves are needed to bridge the funding gaps between spending on the Charity's overheads and the receipt of new grants and development of new income streams.

In previous financial years, an Accommodation Strategy was adopted and a Designated Building Fund developed. However, building costs had more than doubled post Covid and despite a comprehensive report from Baxendale proving the financial viability of the organisation, a decision was made not to commit to this increased expense. Following consultation with clients and staff, it is proposed to develop an accessible garden project instead. Therefore the Designated Building Fund has been released back into general funds this year.

Our Investment Policy guides our approach to the application of reserves to further the work of the Charity having regard to its Business Plan and investment risks. The majority of the reserves are represented by cash at bank and the managerial staff monitor the cash levels on a daily basis and report any material fluctuations to the Trustees.

FUTURE PLANS

Looking Ahead

At the close of March 2025, we are proposing (to be agreed in the April 2025 Trustee Board meeting) that our 3 strategic priorities will be:

- Investment into Business Development to increase our funding stream opportunities
- Investment in a Garden Room to free up space for new sessions for existing & new clients
- Increased Brand awareness through marketing materials and a new website, built with SEO in mind

The above will be achieved through donations and grants where possible. We recognise that there are many more people with ABI who would greatly benefit from our services so at the close of March 2025 our focus will turn to collaboration with partners to sustain and grow our service

We continue to engage with a wide range of statutory agencies, voluntary partners and commissioning bodies in order to sustain our work and explore opportunities of meeting unmet need amongst those affected by acquired brain injury.

Trustees are dedicated to seeking other funding and income streams to give our organisation security and stability so that we can continue to provide services to people with acquired brain injury and their families and carers in the long-term.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

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

.....
Ms Deborah Ann Pejica - Trustee

Independent examiner's report to the trustees of Headway Black Country ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since 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 member of the Association of Chartered Certified Accountants, 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.

Mr Andrew James Smith

FCCA

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Date:

Headway Black Country

Statement of Financial Activities for the Year Ended 31 March 2025

		Unrestricted funds £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	7,557	-	7,557	179,419
Charitable activities	3				
Grants receivable		-	24,099	24,099	24,162
Income received through the provision of rehabilitative services		497,081	-	497,081	453,430
Investment income		12,472	-	12,472	9,765
Total		<u>517,110</u>	<u>24,099</u>	<u>541,209</u>	<u>666,776</u>
EXPENDITURE ON					
Charitable activities	4				
Staff and volunteer costs		434,222	21,742	455,964	427,836
Property costs		31,550	3,600	35,150	32,483
Other operating costs		70,139	6,167	76,306	55,793
Total		<u>535,911</u>	<u>31,509</u>	<u>567,420</u>	<u>516,112</u>
NET INCOME/(EXPENDITURE)		(18,801)	(7,410)	(26,211)	150,664
RECONCILIATION OF FUNDS					
Total funds brought forward		620,059	162,780	782,839	632,175
TOTAL FUNDS CARRIED FORWARD		<u><u>601,258</u></u>	<u><u>155,370</u></u>	<u><u>756,628</u></u>	<u><u>782,839</u></u>

The notes form part of these financial statements

Headway Black Country

Balance Sheet

31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	10	203,808	49,607	253,415	211,044
CURRENT ASSETS					
Debtors	11	72,187	-	72,187	54,394
Cash at bank and in hand		352,071	105,763	457,834	534,118
		424,258	105,763	530,021	588,512
CREDITORS					
Amounts falling due within one year	12	(26,808)	-	(26,808)	(16,717)
NET CURRENT ASSETS		397,450	105,763	503,213	571,795
TOTAL ASSETS LESS CURRENT LIABILITIES		601,258	155,370	756,628	782,839
NET ASSETS		601,258	155,370	756,628	782,839
FUNDS	14				
Unrestricted funds				601,258	620,059
Restricted funds				155,370	162,780
TOTAL FUNDS				756,628	782,839

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 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:

.....
Ms Deborah Ann Pejica - Trustee

The notes form part of these financial statements

Headway Black CountryCash Flow Statementfor the Year Ended 31 March 2025

	Notes	31.3.25 £	31.3.24 £
Cash flows from operating activities			
Cash generated from operations	1	(25,608)	143,804
Interest paid		-	(1,667)
Net cash (used in)/provided by operating activities		<u>(25,608)</u>	<u>142,137</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(50,676)</u>	<u>(2,650)</u>
Net cash used in investing activities		<u>(50,676)</u>	<u>(2,650)</u>
Cash flows from financing activities			
Loan repayments in year		<u>-</u>	<u>(42,225)</u>
Net cash provided by/(used in) financing activities		<u>-</u>	<u>(42,225)</u>
Change in cash and cash equivalents in the reporting period		<u>(76,284)</u>	<u>97,262</u>
Cash and cash equivalents at the beginning of the reporting period		<u>534,118</u>	<u>436,856</u>
Cash and cash equivalents at the end of the reporting period		<u><u>457,834</u></u>	<u><u>534,118</u></u>

The notes form part of these financial statements

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.25 £	31.3.24 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(26,211)	150,664
Adjustments for:		
Depreciation charges	8,304	8,328
Interest paid	-	1,667
Increase in debtors	(17,793)	(11,639)
Increase/(decrease) in creditors	10,092	(5,216)
Net cash (used in)/provided by operations	(25,608)	143,804

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.24 £	Cash flow £	At 31.3.25 £
Net cash			
Cash at bank and in hand	534,118	(76,284)	457,834
	534,118	(76,284)	457,834
Total	534,118	(76,284)	457,834

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.

The presentation currency of the financial statements is the Pound Sterling (£) and the figures are rounded to the nearest round pound.

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.

Voluntary income received by the way of donations and gifts to the charity is included in full in the Statement of Financial Activities when received.

Grants are credited to the Statement of Financial Activities on a receivable basis. Grants received in advance have been recognised as deferred income and are released to the Statement of Financial Activities when the related expenditure is incurred.

Income received through the provision of rehabilitative services is credited to the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable and the amount can be measured reliably by the charity.

Other charitable activity income and other income are included in the period to which they relate.

Intangible income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include this value.

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 are allocated to activities using estimates deemed appropriate by the Trustees on a basis consistent with the use of resources. Expenditure is classified under the following activity headings:

Cost of raising funds comprises investment management costs and their associated support costs.

Expenditure on charitable activities included the costs undertaken to further the purpose of the charity and their associated support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objectives of the charity and include governance costs and back office costs. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

The basis upon which support costs have been allocated are set out in note 3 of the financial statements.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

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

Freehold property	- Straight line over 50 years
Computer equipment	- 25% on reducing balance

Tangible fixed assets are items of equipment, furniture etc and have a useful life in excess of one year. The charity has adopted a policy of writing off, in the year of acquisition, all fixed assets costing £350 or less.

Donated assets are valued at the time of acquisition.

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.

Designated funds are the unrestricted funds of the charity which the trustees have decided at their discretion to set aside for a specific purpose.

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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

Debtors and creditors with no stated interest rate receivable or payable are recorded at their transaction price. Any basic financial instruments are recognised at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	31.3.25	31.3.24
	£	£
Donations	7,557	31,553
Legacies	-	147,866
	7,557	179,419

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

3. INCOME FROM CHARITABLE ACTIVITIES

		31.3.25	31.3.24
	Activity	£	£
Grants	Grants receivable	24,099	24,162
Rehabilitative services	Income received through the provision of rehabilitative services	497,081	453,430
Investment income	Investment income	12,472	9,765
		<u>533,652</u>	<u>487,357</u>

Grants received, included in the above, are as follows:

	31.3.25	31.3.24
	£	£
General grants	<u>24,099</u>	<u>24,162</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 5)	Totals
	£	£	£
Staff and volunteer costs	370,243	85,721	455,964
Property costs	28,543	6,607	35,150
Other operating costs	58,269	18,037	76,306
	<u>457,055</u>	<u>110,365</u>	<u>567,420</u>

5. SUPPORT COSTS

	Finance	Information technology	Other	Governance costs	Totals
	£	£	£	£	£
Staff and volunteer costs	-	-	85,721	-	85,721
Property costs	-	-	6,607	-	6,607
Other operating costs	615	3,002	10,032	4,388	18,037
	<u>615</u>	<u>3,002</u>	<u>102,360</u>	<u>4,388</u>	<u>110,365</u>

6. NET INCOME/(EXPENDITURE)

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

	31.3.25	31.3.24
	£	£
Other assurance services	4,388	4,175
Depreciation - owned assets	<u>8,305</u>	<u>8,328</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

7. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

8. STAFF COSTS

	31.3.25	31.3.24
	£	£
Wages and salaries	409,060	384,587
Social security costs	24,637	21,853
Other pension costs	9,047	7,212
	<u>442,744</u>	<u>413,652</u>

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

	31.3.25	31.3.24
	25	26
Average number of employees	<u>25</u>	<u>26</u>

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

Key Management Personnel

In the year, the total aggregate costs relating to key management personnel (which is considered to be the charity's Chief Officer, Jayne Emery) were £55,929 (2024 - £53,187). This cost includes gross salary, employers national insurance and pension contributions. The Chief Officer is not a trustee of the charity, Jayne has been in post throughout both of this and the previous financial year.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	31,462	147,957	179,419
Charitable activities			
Grants receivable	-	24,162	24,162
Income received through the provision of rehabilitative services	453,430	-	453,430
Investment income	9,765	-	9,765
Total	<u>494,657</u>	<u>172,119</u>	<u>666,776</u>
EXPENDITURE ON			
Charitable activities			
Staff and volunteer costs	393,973	33,863	427,836
Property costs	32,483	-	32,483
Other operating costs	51,433	4,360	55,793
Total	<u>477,889</u>	<u>38,223</u>	<u>516,112</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME	16,768	133,896	150,664
RECONCILIATION OF FUNDS			
Total funds brought forward	603,291	28,884	632,175
TOTAL FUNDS CARRIED FORWARD	<u>620,059</u>	<u>162,780</u>	<u>782,839</u>

10. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2024	271,430	-	47,173	318,603
Additions	41,795	7,265	1,616	50,676
At 31 March 2025	<u>313,225</u>	<u>7,265</u>	<u>48,789</u>	<u>369,279</u>
DEPRECIATION				
At 1 April 2024	70,557	-	37,002	107,559
Charge for year	5,429	-	2,876	8,305
At 31 March 2025	<u>75,986</u>	<u>-</u>	<u>39,878</u>	<u>115,864</u>
NET BOOK VALUE				
At 31 March 2025	<u>237,239</u>	<u>7,265</u>	<u>8,911</u>	<u>253,415</u>
At 31 March 2024	<u>200,873</u>	<u>-</u>	<u>10,171</u>	<u>211,044</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25 £	31.3.24 £
Trade debtors	67,255	46,818
Prepayments and accrued income	4,932	7,576
	<u>72,187</u>	<u>54,394</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Trade creditors	2,542	1,257
Social security and other taxes	6,772	6,187
Pension creditor	1,747	1,428
Attachment of earnings	25	279
Accruals and deferred income	15,722	7,566
	<u>26,808</u>	<u>16,717</u>

13. SECURED DEBTS

The bank loan was secured by a legal charge over the freehold land and buildings.

14. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
Unrestricted funds			
General fund	620,059	(18,801)	601,258
Restricted funds			
Lottery Funding - Server	729	(182)	547
Eveson Trust Grant	4,306	(298)	4,008
Screwfix Foundation	2,418	(1,397)	1,021
Beacon Centre	3,346	(1,418)	1,928
Additional Counselling Support	4,115	(4,115)	-
New Development Project	147,866	-	147,866
	<u>162,780</u>	<u>(7,410)</u>	<u>155,370</u>
TOTAL FUNDS	<u>782,839</u>	<u>(26,211)</u>	<u>756,628</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	517,110	(535,911)	(18,801)
Restricted funds			
Lottery Funding - Server	-	(182)	(182)
Eveson Trust Grant	-	(298)	(298)
Screwfix Foundation	-	(1,397)	(1,397)
QE Project	12,667	(12,667)	-
Beacon Centre	11,432	(12,850)	(1,418)
Additional Counselling Support	-	(4,115)	(4,115)
	<u>24,099</u>	<u>(31,509)</u>	<u>(7,410)</u>
TOTAL FUNDS	<u>541,209</u>	<u>(567,420)</u>	<u>(26,211)</u>

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	413,291	16,768	190,000	620,059
Building reserve	190,000	-	(190,000)	-
	603,291	16,768	-	620,059
Restricted funds				
Lottery Funding	15,392	(15,392)	-	-
Lottery Funding - Server	972	(243)	-	729
Eveson Trust Grant	4,555	(249)	-	4,306
Screwfix Foundation	2,418	-	-	2,418
National Heritage	1,124	(1,124)	-	-
Black Country Consortium	4,423	(4,423)	-	-
Beacon Centre	-	3,346	-	3,346
Additional Counselling Support	-	4,115	-	4,115
New Development Project	-	147,866	-	147,866
	28,884	133,896	-	162,780
TOTAL FUNDS	632,175	150,664	-	782,839

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	494,657	(477,889)	16,768
Restricted funds			
Lottery Funding	-	(15,392)	(15,392)
Lottery Funding - Server	-	(243)	(243)
Eveson Trust Grant	-	(249)	(249)
National Heritage	91	(1,215)	(1,124)
QE Project	12,833	(12,833)	-
Black Country Consortium	-	(4,423)	(4,423)
Beacon Centre	3,346	-	3,346
Additional Counselling Support	7,983	(3,868)	4,115
New Development Project	147,866	-	147,866
	172,119	(38,223)	133,896
TOTAL FUNDS	666,776	(516,112)	150,664

The purpose of the restricted funds are as follows:

Lottery Funding

14. MOVEMENT IN FUNDS - continued

This was a grant to deliver sufficient extension to the services already provided for brain injury survivors. This included new rehabilitation sessions for survivors in Walsall, extending the sessions already provided in Dudley, a new family outreach service to help families and careers and an advice partnership with Dudley CAB. In particular, it provided a service dedicated to supporting carers of brain injury survivors whose needs for specialist support and information often go unmet and unrecognised. This funding ceased in the year to 2023 and the balance of the remaining fund brought forward was fully utilised in the year to 2024.

Lottery Funding - Server

Some of the lottery funding was used to acquire a server at a cost of £5,700. This has been treated as a fixed asset and annual depreciation is charged against the fund.

Eveson Trust

This is a grant to support development of Survivor Peer Support, Tea and chat and Carer Support Groups.

Screwfix Foundation

The Screwfix grant was given to the charity for us to investigate and repair the subsidence at the front of the building and to treat the damp in the stationery cupboard. Some of the grant still remains and is put towards other building repairs when required.

National Heritage Fund

A celebration of Headway's 25th year anniversary and providing visits to the Black Country Museum.etc. This fund was fully utilised in the previous year.

QE Project

For our Outreach Team to support brain injury patients at the Queen Elizabeth Hospital. All receipts into this fund are fully utilised in the year.

Black Country Consortium

This fund was to provide seated exercise class and weekly walks to clients. This fund was fully utilised in the previous year.

Beacon Centre

This fund was provided by Black Country Healthcare NHS Foundation Trust to cover learning co-ordinator costs, life skills co-ordinator costs, support worker costs as well as other related expenses.

Additional Counselling Support

This grant was to provide counselling services to clients and an amount brought forward has been fully utilised during this year.

New Development Project

A legacy donation of £147,866 was received during the previous year to support the charity's new development project. Some of this has been spent on a new building and relating fixtures during the year, therefore some of the fund is now represented by fixed assets, with the remainder held as cash at bank.

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

16. ULTIMATE CONTROLLING PARTY

The charity is under the control of the trustees.

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

	31.3.25 £	31.3.24 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	7,557	31,553
Legacies	-	147,866
	7,557	179,419
Charitable activities		
Grants	24,099	24,162
Rehabilitative services	497,081	453,430
Investment income	12,472	9,765
	533,652	487,357
Total incoming resources	541,209	666,776
EXPENDITURE		
Charitable activities		
Wages	332,157	312,285
Social security	20,005	17,745
Pensions	7,346	5,856
Heat, light and rates	4,967	4,270
Telephone	3,969	4,483
Printing, postage & stationery	2,775	3,639
Sundry expenses	3,906	3,062
Travel expenses	3,071	2,754
Publicity costs	12,034	1,517
Rent and insurance	9,642	8,213
Professional fees	10,669	4,697
Training and books	5,096	7,310
Repairs and renewals	9,526	9,631
Computer costs	12,226	12,619
Equipment hire	2,920	3,425
Membership fees	1,233	796
Cleaning	4,022	3,123
Life and health insurance	2,774	1,661
Bad debts	1,974	-
Depreciation	6,743	6,818
Mortgage and loan interest	-	1,354
	457,055	415,258
Support costs		
Finance		
Bank charges	615	605
Mortgage and loan interest	-	313
	615	918

Headway Black CountryDetailed Statement of Financial Activities
for the Year Ended 31 March 2025

	31.3.25 £	31.3.24 £
Finance		
Information technology		
Telephone	171	193
Computer costs	2,831	2,922
	3,002	3,115
 Other		
Wages	76,903	72,302
Social security	4,632	4,108
Pensions	1,701	1,356
Heat, light and rates	1,150	989
Rent and insurance	2,232	1,901
Telephone	748	845
Printing, postage & stationery	642	842
Sundry expenses	904	709
Training and books	1,180	1,692
Travel expenses	711	638
Publicity costs	2,786	351
Repairs and renewals	2,205	2,230
Professional fees	2,470	1,088
Membership fees	286	184
Equipment hire	676	793
Cleaning	931	723
Life and health insurance	642	385
Depreciation	1,561	1,510
	102,360	92,646
 Governance costs		
Auditors' remuneration for non audit work	4,388	4,175
Total resources expended	567,420	516,112
Net (expenditure)/income	(26,211)	150,664

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 04001321 (England and Wales)
REGISTERED CHARITY NUMBER: 1089171

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2024
for
Headway Black Country
(A Company Limited by Guarantee)

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

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Headway Black Country

Reference and Administrative Details
for the Year Ended 31 March 2024

TRUSTEES

Ms Claire Victoria Burnell
Ms Susan Mary Hatton
Ms Deborah Ann Pejica
Ms Alison Jane Ratcliffe
Ms Jane Camellia Sarker (resigned 15.1.24)
Ms Kavita Nagra
Mr James Robert Brent (appointed 15.7.24)
Mr Stephen Paul Austin (appointed 28.10.24)

REGISTERED OFFICE

Headway Black Country
Martin Hill Street
Dudley
West Midlands
DY2 8RT

**REGISTERED COMPANY
NUMBER**

04001321 (England and Wales)

**REGISTERED CHARITY
NUMBER**

1089171

INDEPENDENT EXAMINER

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

Report of the Trustees
for the Year Ended 31 March 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. 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).

Headway Black Country

Report of the Trustees for the Year Ended 31 March 2024

OBJECTIVES AND ACTIVITIES

Structure, Governance and Management

Headway Black Country was started as branch of Headway UK in 1997.

It was incorporated as a company limited by guarantee on 24th May 2000. On 1st November 2001 the company was entered on to the Central Register of Charities, number: 1089171. The company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association.

The company is limited by guarantee. Each member undertakes to contribute to the company as may be required, but not exceeding £5, in the event that the company is wound up.

As such, Headway Black Country has been an independent charity and company limited by guarantee since these dates, affiliated to Headway UK.

Our main address is:

Headway Black Country, Martin Hill Street, Dudley, West Midlands, DY2 8RT

Our Bank is:

Unity Trust Bank, Four Brindleyplace, Birmingham B1 2JB

Accountant and Independent Examiner are:

Lewis Smith & Co. The Old Doctors House, 74 Grange Road, Dudley DY1 2AW

The Board of Trustees meets quarterly to manage the strategic direction and overall performance of the organisation. Minutes are taken at each meeting. At least three Trustees must attend in order for action or a decision to be approved.

The Chair and the Treasurer are appointed annually and one third of all remaining Trustees retire by rotation each year. A retiring Trustee is eligible for re-election. A Secretary may be appointed by The Board for such term as it shall think fit.

Trustees are recruited from all sections of the local community often through contact with support groups, professionals and sometimes advertisements. All Trustees receive an induction.

Trustees in office during 2023/24 were:

Ms Debbie Pejica (Chair)
Ms Claire Burnell
Ms Sue Hatton (Ambassador)
Ms Alison Ratcliffe
Ms Kavita Nagra

The following trustee resigned during the year:

Ms Jane Sarker

The following trustees were appointed after the year end:

Mr James Brent
Mr Stephen Austin

The Chief Officer is responsible for the day-to-day running of the charity and reports to the Trustees on a regular basis. The Chief Officer, Operations Manager, Finance and Admin Manager, Referral and Outreach Manager and Life Skills Co-ordinator form the Management Team.

Frontline delivery is carried out by our staff team and our volunteers. At the end of March 2024, we employed 23 staff (2 full time, 21 part time), 2 sessional Counsellors and 2 Bank Support Workers. During the financial year 2023/24 we were supported by 10 volunteers in total.

Headway Black Country

Report of the Trustees for the Year Ended 31 March 2024

All volunteers undergo relevant training and are vital to the services we provide. We are very grateful for their contribution to our work.

Objectives

Headway Black Country is a local charity set up to provide support and information for adults who have survived a brain injury and to their family and carers. We cover The Black Country areas of Dudley, Sandwell, Walsall and Wolverhampton.

Our mission is: To promote the understanding of all aspects of brain injury and provide information, support and services for people with a brain injury, their families and carers.

Our vision is that: Any person with an acquired brain injury and their family, living in the Black Country, will have access to all the resources and support they need to enable them to live an active and fulfilled life within their family and communities.

The Strategic Objectives of the Charity are to:

- Increase awareness and understanding of acquired brain injury and its consequences.
- Provide relevant and timely support services for people with acquired brain injury, their relatives and carers.
- Promote improved, co-ordinated and multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-integration.
- Assist people with acquired brain injury return to independent living, including access to productive activities, social outlets and appropriate accommodation.
- Participate in promotions aimed at reducing the incidence of acquired brain injury.

Guiding principles underpinning the delivery of our services

Headway Black Country:

- Values the individual and believes in the equal right of all to realise their potential.
- Believes in countering the disadvantage and social exclusion experienced by people with acquired brain injury and their carers.
- Values and respects diversity of ability and disability, race, culture, gender, religion and sexual orientation.
- Believes that people with acquired brain injury, their relatives, carers and relevant professional people should work together in pursuit of shared goals.

OBJECTIVES AND ACTIVITIES

Activities for Public Benefit

Acquired Brain Injury refers to any form of brain injury that has occurred since birth. It includes Traumatic Brain Injury (from a severe blow or jolt to the head), Strokes (including haemorrhages caused by ruptured aneurysms), viral infections (e.g. encephalitis, meningitis), brain tumours, hypoxic/anoxic injuries, amongst other causes.

Our brain is a complex organ controlling our body and all the elements of who we are, from our thoughts and memory, to our behaviour and personality. Injury to the brain, however it is caused, affects people in different ways with each person having unique physical, emotional, intellectual or behavioural problems. These problems may not always be apparent and for this reason it is often referred to as a 'hidden disability'.

These difficulties - which the person with a brain injury may not be aware of themselves - can be severely life restricting and go largely unrecognised by the public, statutory authorities and non-expert professionals.

Each year an estimated 1 million people attend hospital accident and emergency in the UK following brain injury. Many more head injuries go unreported and are not assessed by medical professionals. It is estimated that across the UK there are 500,000 people of working age living with long-term disabilities as a result of traumatic brain injury.

Headway Black Country seeks to address the needs of its client group by:

- Ensuring accurate information is made available to brain injury survivors, their families and interested professional. Provision takes various forms including telephone enquiries, a website, presence at events, training sessions and a comprehensive range of brain injury publications. These include those published by Headway UK and those of other specialist agencies such as the Stroke Association.
- Providing guidance about entitlements and practical support to access support services. Being a voice for those who find interaction with statutory and other services difficult and/or daunting.
- Access to our counselling service for those in need of emotional support.
- Presence at several hospitals serving our area to provide early support to survivors and to their families/carers
- Regular Carer Support Groups to foster mutual support, provide respite and social activities.
- Organising and running a Life Skills Service over five days per week at our Centres at Dudley and Willenhall. With the help of volunteers and paid staff, we provide person centred life skills activities in small groups for people with a brain injury. At the end of March 2024, we were providing 29 Life Skills Activity Sessions (257 individual session spaces) each week.
- Working in partnership with other organisations, charities and statutory bodies to raise awareness of brain injury and to support our beneficiary group more effectively.
- Campaigning on behalf of brain injury survivors and carers; representing their needs at relevant forums including Headway UK and the United Kingdom Acquired Brain Injury Forum, contributing to national debates on brain injury related issues.

In undertaking these activities, Headway Black Country and its Trustees confirm the Charity has complied with its duty under section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Up to March 2024, our Chief Officer has worked tirelessly with the team and partners on dealing with many staff changes following leavers and change in roles, as well as improvement and implementation of policies and procedures to ensure the safe and effective running of Headway Black Country. This has enabled us to have a solid team, with clear roles and responsibilities and clear direction on the objectives and the actions needed to sustain and grow.

OBJECTIVES AND ACTIVITIES

Risk

The key risk continues to be funding to ensure stability and growth of our charity. With the changing economic conditions over the last 3 years, we will be reviewing and updating our Risk Register and ensuring the key risks with mitigating actions are reviewed in our quarterly Trustee meetings

We are working with the four local authorities within the Black Country and the Black Country Integrated Care Board and other bodies to ensure that we continue to be funded to deliver the vital support and services we offer to people with brain injury, their families and carers. In line with our Business Plan we are actively exploring new services that will provide sustainable income sources over time.

Protection of vulnerable adults

All clients attending our Life Skills Sessions are individually risk assessed as are the activities they engage in. Headway Black Country is committed to safeguarding of vulnerable adults. We have policy and procedures for the protection of people who use our services, provide regular staff training and subscribe to the Safeguarding Adults Multi-Agency Policy and Procedures for the West Midlands.

ACHIEVEMENT AND PERFORMANCE

Achievement and Performance 2023/24

During the year Headway Black Country has continued to achieve its objectives, providing significant benefits to the service users, their families and carers.

Life Skills Services

1st April 2023 - 82 clients attending at least one session each week.

31st March 2024 - 85 clients attending at least one session each week.

Outreach Service

The outreach service has continued to support people both on the telephone and in person.

Referrals for April 2023 - March 2024 - 330 clients, families and carers.

Counselling Service

During the year;

27 new counselling referrals were received.

FINANCIAL REVIEW

Financial position

The Charity receives income from the provision of care services. It also seeks financial support for specific activities / services from a variety of sources including charitable trusts, local authorities and health trusts. Fundraising and charitable giving by individuals, organisations and groups also make important contributions to our services and activities.

During the year to 31st March 2024 the charity received donations, service income, grants and interest amounting to £666,776 (2023 £508,066). It has spent £516,112 (2023 - £537,713) in pursuit of the Charity's objects. At 31st March 2024 £782,839 (2023 - £632,175) was held as Restricted and Unrestricted Funds. The detailed accounts are set out on the pages 9 to 25 of these financial statements.

FINANCIAL REVIEW

Funds policy

Headway Black Country and its Trustees consider that the assets within the Charity should be at a level to cover the Charity's operational costs for at least six months. The reserves are needed to bridge the funding gaps between spending on the Charity's overheads and the receipt of new grants and development of new income streams.

In previous financial years, an Accommodation Strategy was adopted and a Designated Building Fund developed. However, building costs had more than doubled post Covid and despite a comprehensive report from Baxendale proving the financial viability of the organisation, a decision was made not to commit to this increased expense. Following consultation with clients and staff, it is proposed to develop an accessible garden project instead. Therefore the Designated Building Fund has been released back into general funds this year.

Our Investment Policy guides our approach to the application of reserves to further the work of the Charity having regard to its Business Plan and investment risks. The majority of the reserves are represented by cash at bank and the managerial staff monitor the cash levels on a daily basis and report any material fluctuations to the Trustees.

FUTURE PLANS

Looking Ahead

At the close of March 2024, we are proposing (to be agreed in the April 2024 Trustee Board meeting) that our 3 strategic priorities will be:

- Investment into Business Development to increase our funding stream opportunities
- Investment in a Garden Room to free up space for new sessions for existing & new clients
- Increased Brand awareness through marketing materials and a new website, built with SEO in mind

The above will be achieved through donations and grants where possible. We recognise that there are many more people with ABI who would greatly benefit from our services so at the close of March 2025 our focus will turn to collaboration with partners to sustain and grow our service

We continue to engage with a wide range of statutory agencies, voluntary partners and commissioning bodies in order to sustain our work and explore opportunities of meeting unmet need amongst those affected by acquired brain injury.

Trustees are dedicated to seeking other funding and income streams to give our organisation security and stability so that we can continue to provide services to people with acquired brain injury and their families and carers in the long-term.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Approved by order of the board of trustees on 28 November 2024 and signed on its behalf by:

Ms Deborah Ann Pejica - Trustee

Independent examiner's report to the trustees of Headway Black Country ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since 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 member of the Association of Chartered Certified Accountants, 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.

Mr Andrew James Smith

FCCA

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

28 November 2024

Headway Black Country

Statement of Financial Activities for the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	31,462	147,957	179,419	11,839
Charitable activities	3				
Grants receivable		-	24,162	24,162	37,417
Income received through the provision of rehabilitative services		453,430	-	453,430	455,239
Investment income		9,765	-	9,765	3,571
Total		<u>494,657</u>	<u>172,119</u>	<u>666,776</u>	<u>508,066</u>
EXPENDITURE ON					
Charitable activities	4				
Staff and volunteer costs		393,973	33,863	427,836	401,156
Property costs		32,483	-	32,483	46,526
Other operating costs		51,433	4,360	55,793	90,031
Total		<u>477,889</u>	<u>38,223</u>	<u>516,112</u>	<u>537,713</u>
NET INCOME/(EXPENDITURE)		16,768	133,896	150,664	(29,647)
RECONCILIATION OF FUNDS					
Total funds brought forward		603,291	28,884	632,175	661,822
TOTAL FUNDS CARRIED FORWARD		<u><u>620,059</u></u>	<u><u>162,780</u></u>	<u><u>782,839</u></u>	<u><u>632,175</u></u>

The notes form part of these financial statements

Headway Black CountryBalance Sheet31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
FIXED ASSETS					
Tangible assets	10	210,315	729	211,044	216,722
CURRENT ASSETS					
Debtors	11	54,394	-	54,394	42,755
Cash at bank and in hand		372,067	162,051	534,118	436,856
		<u>426,461</u>	<u>162,051</u>	<u>588,512</u>	<u>479,611</u>
CREDITORS					
Amounts falling due within one year	12	(16,717)	-	(16,717)	(25,754)
NET CURRENT ASSETS		<u>409,744</u>	<u>162,051</u>	<u>571,795</u>	<u>453,857</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		620,059	162,780	782,839	670,579
CREDITORS					
Amounts falling due after more than one year	13	-	-	-	(38,404)
NET ASSETS		<u>620,059</u>	<u>162,780</u>	<u>782,839</u>	<u>632,175</u>
FUNDS	16				
Unrestricted funds				620,059	603,291
Restricted funds				162,780	28,884
TOTAL FUNDS				<u>782,839</u>	<u>632,175</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 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.

The notes form part of these financial statements

Headway Black Country

Balance Sheet - continued

31 March 2024

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 28 November 2024 and were signed on its behalf by:

Ms Deborah Ann Pejica - Trustee

Headway Black Country

Cash Flow Statement
for the Year Ended 31 March 2024

	Notes	31.3.24 £	31.3.23 £
Cash flows from operating activities			
Cash generated from operations	1	143,804	(16,443)
Interest paid		(1,667)	(2,073)
Net cash provided by/(used in) operating activities		<u>142,137</u>	<u>(18,516)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(2,650)</u>	<u>(850)</u>
Net cash used in investing activities		<u>(2,650)</u>	<u>(850)</u>
Cash flows from financing activities			
Loan repayments in year		<u>(42,225)</u>	<u>(3,616)</u>
Net cash used in financing activities		<u>(42,225)</u>	<u>(3,616)</u>
Change in cash and cash equivalents in the reporting period		<u>97,262</u>	<u>(22,982)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>436,856</u>	<u>459,838</u>
Cash and cash equivalents at the end of the reporting period		<u><u>534,118</u></u>	<u><u>436,856</u></u>

The notes form part of these financial statements

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.24 £	31.3.23 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	150,664	(29,647)
Adjustments for:		
Depreciation charges	8,328	8,769
Interest paid	1,667	2,073
(Increase)/decrease in debtors	(11,639)	439
(Decrease)/increase in creditors	(5,216)	1,923
Net cash provided by/(used in) operations	<u>143,804</u>	<u>(16,443)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23 £	Cash flow £	At 31.3.24 £
Net cash			
Cash at bank and in hand	<u>436,856</u>	<u>97,262</u>	<u>534,118</u>
	<u>436,856</u>	<u>97,262</u>	<u>534,118</u>
Debt			
Debts falling due within 1 year	(3,821)	3,821	-
Debts falling due after 1 year	(38,404)	38,404	-
	<u>(42,225)</u>	<u>42,225</u>	<u>-</u>
Total	<u>394,631</u>	<u>139,487</u>	<u>534,118</u>

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.

The presentation currency of the financial statements is the Pound Sterling (£) and the figures are rounded to the nearest round pound.

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.

Voluntary income received by the way of donations and gifts to the charity is included in full in the Statement of Financial Activities when received.

Grants are credited to the Statement of Financial Activities on a receivable basis. Grants received in advance have been recognised as deferred income and are released to the Statement of Financial Activities when the related expenditure is incurred.

Income received through the provision of rehabilitative services is credited to the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable and the amount can be measured reliably by the charity.

Other charitable activity income and other income are included in the period to which they relate.

Intangible income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include this value.

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 are allocated to activities using estimates deemed appropriate by the Trustees on a basis consistent with the use of resources. Expenditure is classified under the following activity headings:

Cost of raising funds comprises investment management costs and their associated support costs.

Expenditure on charitable activities included the costs undertaken to further the purpose of the charity and their associated support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objectives of the charity and include governance costs and back office costs. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

The basis upon which support costs have been allocated are set out in note 3 of the financial statements.

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

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

Freehold property	- Straight line over 50 years
Computer equipment	- 25% on reducing balance

Tangible fixed assets are items of equipment, furniture etc and have a useful life in excess of one year. The charity has adopted a policy of writing off, in the year of acquisition, all fixed assets costing £350 or less.

Donated assets are valued at the time of acquisition.

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.

Designated funds are the unrestricted funds of the charity which the trustees have decided at their discretion to set aside for a specific purpose.

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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

Debtors and creditors with no stated interest rate receivable or payable are recorded at their transaction price. Any basic financial instruments are recognised at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	31.3.24	31.3.23
	£	£
Donations	31,553	11,839
Legacies	147,866	-
	<u>179,419</u>	<u>11,839</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

3. INCOME FROM CHARITABLE ACTIVITIES

		31.3.24 £	31.3.23 £
Grants	Activity Grants receivable	24,162	37,417
Rehabilitative services	Income received through the provision of rehabilitative services	453,430	455,239
Investment income	Investment income	9,765	3,571
		<u>487,357</u>	<u>496,227</u>

Grants received, included in the above, are as follows:

	31.3.24 £	31.3.23 £
General grants	<u>24,162</u>	<u>37,417</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Staff and volunteer costs	347,355	80,481	427,836
Property costs	26,343	6,140	32,483
Other operating costs	41,560	14,233	55,793
	<u>415,258</u>	<u>100,854</u>	<u>516,112</u>

5. SUPPORT COSTS

	Finance £	Information technology £	Other £	Governance costs £	Totals £
Staff and volunteer costs	-	-	80,481	-	80,481
Property costs	-	-	6,140	-	6,140
Other operating costs	918	3,115	6,025	4,175	14,233
	<u>918</u>	<u>3,115</u>	<u>92,646</u>	<u>4,175</u>	<u>100,854</u>

6. NET INCOME/(EXPENDITURE)

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

	31.3.24 £	31.3.23 £
Other assurance services	4,175	4,319
Depreciation - owned assets	<u>8,328</u>	<u>8,769</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

8. STAFF COSTS

	31.3.24	31.3.23
	£	£
Wages and salaries	384,587	366,713
Social security costs	21,853	18,761
Other pension costs	7,212	8,314
	<u>413,652</u>	<u>393,788</u>

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

	31.3.24	31.3.23
Average number of employees	<u>26</u>	<u>30</u>

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

Key Management Personnel

In the year, the total aggregate costs relating to key management personnel (which is considered to be the charity's Chief Officer, Jayne Emery) were £53,187 (2023 - £47,369). This cost includes gross salary, employers national insurance and pension contributions. The Chief Officer is not a trustee of the charity, Jayne has been in post throughout both of the past two financial years.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	11,839	-	11,839
Charitable activities			
Grants receivable	-	37,417	37,417
Income received through the provision of rehabilitative services	455,239	-	455,239
Investment income	3,571	-	3,571
Total	<u>470,649</u>	<u>37,417</u>	<u>508,066</u>
EXPENDITURE ON			
Charitable activities			
Staff and volunteer costs	378,237	22,919	401,156
Property costs	42,918	3,608	46,526
Other operating costs	58,739	31,292	90,031
Total	<u>479,894</u>	<u>57,819</u>	<u>537,713</u>

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	(9,245)	(20,402)	(29,647)
RECONCILIATION OF FUNDS			
Total funds brought forward	612,536	49,286	661,822
TOTAL FUNDS CARRIED FORWARD	<u>603,291</u>	<u>28,884</u>	<u>632,175</u>

10. TANGIBLE FIXED ASSETS

	Freehold property £	Computer equipment £	Totals £
COST			
At 1 April 2023	271,430	44,523	315,953
Additions	-	2,650	2,650
At 31 March 2024	<u>271,430</u>	<u>47,173</u>	<u>318,603</u>
DEPRECIATION			
At 1 April 2023	65,128	34,103	99,231
Charge for year	5,429	2,899	8,328
At 31 March 2024	<u>70,557</u>	<u>37,002</u>	<u>107,559</u>
NET BOOK VALUE			
At 31 March 2024	<u>200,873</u>	<u>10,171</u>	<u>211,044</u>
At 31 March 2023	<u>206,302</u>	<u>10,420</u>	<u>216,722</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Trade debtors	46,818	38,126
Prepayments and accrued income	7,576	4,629
	<u>54,394</u>	<u>42,755</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Bank loans and overdrafts (see note 14)	-	3,821
Trade creditors	1,257	2,838
Social security and other taxes	6,187	5,038
Pension creditor	1,428	2,655
Attachment of earnings	279	-
Accruals and deferred income	7,566	11,402
	<u>16,717</u>	<u>25,754</u>

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.24	31.3.23
	£	£
Bank loans (see note 14)	-	38,404
	<u>-</u>	<u>38,404</u>

14. LOANS

An analysis of the maturity of loans is given below:

	31.3.24	31.3.23
	£	£
Amounts falling due within one year on demand:		
Bank loans	-	3,821
	<u>-</u>	<u>3,821</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	-	3,821
	<u>-</u>	<u>3,821</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	-	11,463
	<u>-</u>	<u>11,463</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instal	-	23,120

15. SECURED DEBTS

The bank loan was secured by a legal charge over the freehold land and buildings.

16. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	413,291	16,768	190,000	620,059
Building reserve	190,000	-	(190,000)	-
	603,291	16,768	-	620,059
Restricted funds				
Lottery Funding	15,392	(15,392)	-	-
Lottery Funding - Server	972	(243)	-	729
Eveson Trust Grant	4,555	(249)	-	4,306
Screwfix Foundation	2,418	-	-	2,418
National Heritage	1,124	(1,124)	-	-
Black Country Consortium	4,423	(4,423)	-	-
Beacon Centre	-	3,346	-	3,346
Additional Counselling Support	-	4,115	-	4,115
New Development Project	-	147,866	-	147,866
	28,884	133,896	-	162,780
TOTAL FUNDS	632,175	150,664	-	782,839

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	494,657	(477,889)	16,768
Restricted funds			
Lottery Funding	-	(15,392)	(15,392)
Lottery Funding - Server	-	(243)	(243)
Eveson Trust Grant	-	(249)	(249)
National Heritage	91	(1,215)	(1,124)
QE Project	12,833	(12,833)	-
Black Country Consortium	-	(4,423)	(4,423)
Beacon Centre	3,346	-	3,346
Additional Counselling Support	7,983	(3,868)	4,115
New Development Project	147,866	-	147,866
	172,119	(38,223)	133,896
TOTAL FUNDS	666,776	(516,112)	150,664

16. MOVEMENT IN FUNDS - continued**Comparatives for movement in funds**

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	422,536	(9,245)	413,291
Building reserve	190,000	-	190,000
	<u>612,536</u>	<u>(9,245)</u>	<u>603,291</u>
Restricted funds			
Future Builders Grant	70	(70)	-
Santander Foundation	79	(79)	-
Lottery Funding	24,211	(8,819)	15,392
Lottery Funding - Server	1,296	(324)	972
Dudley MBC Carers Grant	26	(26)	-
Eveson Trust Grant	4,555	-	4,555
Kick Start Grant	189	(189)	-
Access Reach Fund	13,860	(13,860)	-
Screwfix Foundation	5,000	(2,582)	2,418
National Heritage	-	1,124	1,124
Black Country Consortium	-	4,423	4,423
	<u>49,286</u>	<u>(20,402)</u>	<u>28,884</u>
TOTAL FUNDS	<u>661,822</u>	<u>(29,647)</u>	<u>632,175</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	470,649	(479,894)	(9,245)
Restricted funds			
Future Builders Grant	-	(70)	(70)
Santander Foundation	-	(79)	(79)
Lottery Funding	-	(8,819)	(8,819)
Lottery Funding - Server	-	(324)	(324)
Dudley MBC Carers Grant	-	(26)	(26)
Kick Start Grant	2,925	(3,114)	(189)
Access Reach Fund	-	(13,860)	(13,860)
Screwfix Foundation	-	(2,582)	(2,582)
Heart of England	8,835	(8,835)	-
National Heritage	7,000	(5,876)	1,124
QE Project	11,667	(11,667)	-
Communities in Sync	2,000	(2,000)	-
Black Country Consortium	4,990	(567)	4,423
	<u>37,417</u>	<u>(57,819)</u>	<u>(20,402)</u>
TOTAL FUNDS	<u>508,066</u>	<u>(537,713)</u>	<u>(29,647)</u>

16. MOVEMENT IN FUNDS - continued

The purpose of the restricted funds are as follows:

Future Builders Grant

This was a capital grant to cover the costs of moving premises to Martin Street Hill, Dudley and refurbishment costs. This fund was fully utilised in the previous year.

Santander Foundation

This was a grant towards the provision of IT services for clients. This fund was fully utilised in the previous year.

Lottery Funding

This was a grant to deliver sufficient extension to the services already provided for brain injury survivors. This included new rehabilitation sessions for survivors in Walsall, extending the sessions already provided in Dudley, a new family outreach service to help families and careers and an advice partnership with Dudley CAB. In particular, it provided a service dedicated to supporting carers of brain injury survivors whose needs for specialist support and information often go unmet and unrecognised. This funding ceased in the previous year and the balance of the remaining fund brought forward was fully utilised in the current year.

Lottery Funding - Server

Some of the lottery funding was used to acquire a server at a cost of £5,700. This has been treated as a fixed asset and annual depreciation is charged against the fund.

Dudley MBC Carers Grant

This was grant funding to support Carer Support Groups for family members of survivors in Dudley. This fund was fully utilised in the previous year.

Eveson Trust

This is a grant to support development of Survivor Peer Support, Tea and chat and Carer Support Groups.

Kick Start Grant

This was funding given to help the charity employ a Social Media Assistant for a period of six months. She was employed from December 2021 to June 2022. This fund was fully utilised in the previous year.

Access Reach Fund

This grant provided consultancy funding to help strengthen not only the charity's application for funding for the Annex Project but also to strengthen some of our Business/Strategic Planning etc. This fund was fully utilised in the previous year.

Screwfix Foundation

The Screwfix grant was given to the charity for us to investigate and repair the subsidence at the front of the building and to treat the damp in the stationery cupboard. Some of the grant still remains and will be put towards future building repairs when required.

National Heritage Fund

A celebration of Headway's 25th year anniversary and providing visits to the Black Country Museum etc. This fund was fully utilised in the current year.

QE Project

For our Outreach Team to support brain Injury patients at the Queen Elizabeth Hospital. This fund was fully utilised in the current year.

Communities In Sync

This service is designed to assist Sandwell residents, with an acquired brain injury, who are currently on a waiting list for 'Wellbeing Support' which is provided by the Black Country Healthcare NHS Foundation Trust. This grant was received and fully utilised in the previous year.

16. MOVEMENT IN FUNDS - continued

Black Country Consortium

This fund was to provide seated exercise class and weekly walks to clients. This fund was fully utilised in the current year.

Beacon Centre

This fund is provided by Black Country Healthcare NHS Foundation Trust. This is a new fund received close to the end of the year which will be spent in 2024/25.

Additional Counselling Support

This grant was to provide counselling services to clients.

New Development Project

A legacy donation of £147,866 was received during the year to support the charity's new development project.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

18. ULTIMATE CONTROLLING PARTY

The charity is under the control of the trustees.

Headway Black CountryDetailed Statement of Financial Activities
for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	31,553	11,839
Legacies	147,866	-
	179,419	11,839
Charitable activities		
Grants	24,162	37,417
Rehabilitative services	453,430	455,239
Investment income	9,765	3,571
	487,357	496,227
Total incoming resources	666,776	508,066
EXPENDITURE		
Charitable activities		
Wages	312,285	297,771
Social security	17,745	15,234
Pensions	5,856	6,771
Heat, light and rates	4,270	5,648
Telephone	4,483	4,331
Printing, postage & stationery	3,639	3,972
Sundry expenses	3,062	4,809
Travel expenses	2,754	2,005
Publicity costs	1,517	4,874
Rent and insurance	8,213	14,018
Professional fees	4,697	22,834
Training and books	7,310	4,004
Repairs and renewals	9,631	13,704
Computer costs	12,619	12,860
Equipment hire	3,425	3,621
Membership fees	796	3,144
Cleaning	3,123	2,770
Life and health insurance	1,661	-
Bad debts	-	1,594
Depreciation	6,818	7,120
Mortgage and loan interest	1,354	1,683
	415,258	432,767
Support costs		
Finance		
Bank charges	605	627
Mortgage and loan interest	313	390
	918	1,017

This page does not form part of the statutory financial statements

Headway Black CountryDetailed Statement of Financial Activities
for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
Finance		
Information technology		
Telephone	193	187
Computer costs	2,922	3,197
	3,115	3,384
Other		
Wages	72,302	68,942
Social security	4,108	3,527
Pensions	1,356	1,543
Heat, light and rates	989	1,308
Rent and insurance	1,901	3,246
Telephone	845	816
Printing, postage & stationery	842	920
Sundry expenses	709	1,113
Training and books	1,692	927
Travel expenses	638	464
Publicity costs	351	1,128
Repairs and renewals	2,230	3,173
Professional fees	1,088	5,348
Membership fees	184	643
Equipment hire	793	838
Cleaning	723	641
Life and health insurance	385	-
Depreciation	1,510	1,649
	92,646	96,226
Governance costs		
Auditors' remuneration for non audit work	4,175	4,319
Total resources expended	516,112	537,713
Net income/(expenditure)	<u>150,664</u>	<u>(29,647)</u>

Accounts

Document Details:

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REGISTERED COMPANY NUMBER: 04001321 (England and Wales)
REGISTERED CHARITY NUMBER: 1089171

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2023
for
Headway Black Country
(A Company Limited by Guarantee)

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

Contents of the Financial Statements for the Year Ended 31 March 2023

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Headway Black Country

Reference and Administrative Details
for the Year Ended 31 March 2023

TRUSTEES

Ms Claire Victoria Burnell
Ms Susan Mary Hatton
Ms Deborah Ann Pejica
Ms Alison Jane Ratcliffe
Ms Jane Camellia Sarker
Ms Kavita Nagra

REGISTERED OFFICE

Headway Black Country
Martins Hill Street
Dudley
West Midlands
DY2 8RT

**REGISTERED COMPANY
NUMBER**

04001321 (England and Wales)

**REGISTERED CHARITY
NUMBER**

1089171

INDEPENDENT EXAMINER

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

Report of the Trustees for the Year Ended 31 March 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. 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

Structure, Governance and Management

Headway Black Country was started as branch of Headway UK in 1997.

It was incorporated as a company limited by guarantee on 24th May 2000. On 1st November 2001 the company was entered on to the Central Register of Charities, number: 1089171. The company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association.

The company is limited by guarantee. Each member undertakes to contribute to the company as may be required, but not exceeding £5, in the event that the company is wound up.

As such, Headway Black Country has been an independent charity and company limited by guarantee since these dates, affiliated to Headway UK.

Our main address is:

Headway Black Country, Martin Hill Street, Dudley, West Midlands, DY2 8RT

Our Bank is:

Unity Trust Bank, Four Brindleyplace, Birmingham B1 2JB

Accountant and Independent Examiner are:

Lewis Smith & Co. The Old Doctors House, 74 Grange Road, Dudley DY1 2AW

The Board of Trustees meets bi-monthly to manage the strategic direction and overall performance of the organisation. Minutes are taken at each meeting. At least three Trustees must attend in order for action or a decision to be approved.

The Chair and the Treasurer are appointed annually and one third of all remaining Trustees retire by rotation each year. A retiring Trustee is eligible for re-election. A Secretary may be appointed by The Board for such term as it shall think fit.

Trustees are recruited from all sections of the local community often through contact with support groups, professionals and sometimes advertisements. All Trustees receive an induction.

OBJECTIVES AND ACTIVITIES (continued)

Structure, Governance and Management (continued)

Trustees in office during 2022/23 were:

Ms Claire Burnell
Ms Sue Hatton (Chair)
Ms Debbie Pejica (Treasurer)
Ms Alison Ratcliffe
Ms Jane Sarkar
Ms Kavita Nagra

The Chief Officer is responsible for the day-to-day running of the charity and reports to the Trustees on a regular basis. The Chief Officer, the Referral Manager, Specialist Occupational Therapist, Finance & Admin Manager, Life Skills Co-ordinator and Outreach Team Leader form the Management Team.

Frontline delivery is carried out by our staff team and our volunteers. At the end of March 2023, we employed 24 staff (2 full time, 22 part time), 2 sessional Counsellors and 3 Bank Support Workers. During the financial year 2022/23 we were supported by 10 volunteers in total.

All volunteers undergo relevant training and can access supervision. Volunteers are vital to the services we provide and we are very grateful for their contribution to our work.

Objectives

Headway Black Country is a local charity set up to provide support and information for adults who have survived a brain injury and to their family and carers. We cover The Black Country areas of Dudley, Sandwell, Walsall and Wolverhampton.

Our mission is: To promote the understanding of all aspects of brain injury and provide information, support and services for people with a brain injury, their families and carers.

Our vision is that: Any person with an acquired brain injury and their family, living in the Black Country, will have access to all the resources and support they need to enable them to live an active and fulfilled life within their family and communities.

The Strategic Objectives of the Charity are to:

- Increase awareness and understanding of acquired brain injury and its consequences.
- Provide relevant and timely support services for people with acquired brain injury, their relatives and carers.
- Promote improved, co-ordinated and multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-integration.
- Assist people with acquired brain injury return to independent living, including access to productive activities, social outlets and appropriate accommodation.
- Participate in promotions aimed at reducing the incidence of acquired brain injury.

OBJECTIVES AND ACTIVITIES (continued)

Guiding principles underpinning the delivery of our services

Headway Black Country:

- Values the individual and believes in the equal right of all to realise their potential.
- Believes in countering the disadvantage and social exclusion experienced by people with acquired brain injury and their carers.
- Values and respects diversity of ability and disability, race, culture, gender, religion and sexual orientation.
- Believes that people with acquired brain injury, their relatives, carers and relevant professional people should work together in pursuit of shared goals.

Activities for Public Benefit

Acquired Brain Injury refers to any form of brain injury that has occurred since birth. It includes Traumatic Brain Injury (from a severe blow or jolt to the head), Strokes (including haemorrhages caused by ruptured aneurysms), viral infections (e.g. encephalitis, meningitis), brain tumours, hypoxic/anoxic injuries, amongst other causes.

Our brain is a complex organ controlling our body and all the elements of who we are from our thoughts and memory, to our behaviour and personality. Injury to the brain, however it is caused, affects people in different ways with each person having unique physical, emotional, intellectual or behavioural problems. These problems may not always be apparent and for this reason it is often referred to as a 'hidden disability'.

These difficulties - which the person with a brain injury may not be aware of themselves - can be severely life restricting and go largely unrecognised by the public, statutory authorities and non-expert professionals.

Each year an estimated 1 million people attend hospital A&E in the UK following brain injury. Many more head injuries go unreported and are not assessed by medical professionals. It is estimated that across the UK there are 500,000 people of working age living with long-term disabilities as a result of traumatic brain injury.

OBJECTIVES AND ACTIVITIES (continued)

Activities for Public Benefit

- Headway Black Country seeks to address the needs of its client group by:
- Ensuring accurate information is made available to brain injury survivors, their families and interested professional. Provision takes various forms including telephone enquiries, a website, presence at events, training sessions and a comprehensive range of brain injury publications. These include those published by Headway UK and those of other specialist agencies such as the Stroke Association and British Epilepsy Association.
- Providing guidance about entitlements and practical support to access support services. Being a voice for those who find interaction with statutory and other services difficult and/or daunting.
- Access to our counselling service for those in need of emotional support.
- Presence at several hospitals serving our area to provide early support to survivors and to their families/carers
- Regular Carer Support Groups to foster mutual support, provide respite and social activities.
- Organising and running a Life Skills Service over five days per week at our Centres at Dudley and Willenhall. With the help of volunteers and paid staff, we provide person centred life skills activities in small groups for people with a brain injury. At the end of March 2022, we were providing 29 Life Skills Activity Sessions (257 individual session spaces) each week.
- Supporting a Social Support Group for clients and a Heads-Up group to offer social opportunities for survivors and families.
- Providing a Young Adults Service for brain injury survivors aged 18 to 30.
- Working in partnership with other organisations, charities and statutory bodies to raise awareness of brain injury and to support our beneficiary group more effectively.
- Campaigning on behalf of brain injury survivors and carers; representing their needs at relevant local forums such as the Black Country Neurological Alliance and, through affiliation to Headway UK and the United Kingdom Acquired Brain Injury Forum, contributing to national debates on brain injury related issues.

Headway Black Country works to the Headway UK National Quality Standards.

In undertaking these activities, Headway Black Country and its Trustees confirm the Charity has complied with its duty under section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

OBJECTIVES AND ACTIVITIES (continued)

Risk

A Risk Register is in place and is reviewed by the Board of Trustees every six months. The major risk to which the organisation is exposed is the lack of continued funding. The Trustees are continually striving to ensure that the appropriate level of funding continues.

A majority of clients now buy our services themselves or are funded by a local authority through a direct payment or a personal budget. This means that we have a greater number of purchasers to manage and the potential risk of payment default is increased, although in practice non-payment to date has been rare. Our systems have been developed in line with these changes to ensure effective control and management but we continue to look for further improvements and efficiencies.

We are working with local authorities, Birmingham & Black Country CCG and other bodies to ensure that we continue to be funded to deliver the vital support and services we offer to people with brain injury, their families and carers. In line with our Business Plan we are actively exploring new services that will provide sustainable income sources over time.

Protection of vulnerable adults

All clients attending our Life Skills Sessions are individually risk assessed as are the activities they engage in. Headway Black Country is committed to safeguarding of vulnerable adults. We have a policy and procedures for the protection of people who use our services, provide regular staff training and subscribe to the Safeguarding Adults Multi-Agency Policy and Procedures for the West Midlands.

ACHIEVEMENT AND PERFORMANCE

Achievement and Performance 2022/23

During the year Headway Black Country has continued to achieve its objectives, providing significant benefits to the service users, their families and carers.

Life Skills Services

1st April 2022 - 93 clients attending at least one session each week.

31st March 2023 - 88 clients attending at least one session each week.

Outreach Service

The outreach service has continued to support people both on the telephone and in person.

Referrals for April 2022 - March 2023 - 328 clients, families and carers.

Counselling Service

During the year;

122 one to one counselling sessions provided.

FINANCIAL REVIEW

Financial position

The Charity receives income from the provision of care services. It also seeks financial support for specific activities / services from charitable trusts, local authorities and the Big Lottery. Fund raising and charitable giving by individuals, organisations and groups also make important contributions to our services and activities.

During the year to 31st March 2023 the Charity received donations, service income, grants and interest amounting to £508,066 (2022 - £543,699). Its spent £537,713 (2022 - £485,036) in pursuit of the Charity's objects. At 31st March 2023 £632,175 (2022 - £661,822) was held as Restricted and Unrestricted Funds. The detailed accounts are set out on the pages 9 to 26 of these financial statements.

Funds policy

Headway Black Country and its Trustees consider that the assets within the Charity should be at a level to cover the Charity's operational costs for at least six months. The reserves are needed to bridge the funding gaps between spending on the Charity's overheads and the receipt of new grants and development of new income streams.

In the previous financial year, an Accommodation Strategy was adopted and a Designated Building Fund developed. However, building costs had more than doubled post Covid and despite a comprehensive report from Baxendale proving the financial viability of the organisation, a decision was made not to commit to this increased expense. Following consultation with clients and staff, it is proposed to develop an accessible garden project instead.

Our Investment Policy guides our approach to the application of reserves to further the work of the Charity having regard to its Business Plan and investment risks. The majority of the reserves are represented by cash at bank and the managerial staff monitor the cash levels on a daily basis and report any material fluctuations to the Trustees.

FUTURE PLANS

Looking Ahead

We continue to work to deliver our current Business Plan with the aim of moving away from reliance on grant subsidy to a sustainable revenue model. Revenue from sale of services is rising as we grow existing Life Skills sessions, invest in marketing and outreach activities, improve the quality of the service and so attract new clients.

Following engagement with clients, staff, trustees and stakeholders in early 2023 our new Business Plan will be launched in April 2023.

We continue to engage with a wide range of statutory agencies, voluntary partners and commissioning bodies in order to sustain our work and explore opportunities of meeting unmet need amongst those affected by acquired brain injury. This has become even more important as we have had to adjust our services and support to our client group through the pandemic and into a 'new normal' environment.

Trustees are dedicated to seeking other funding and income streams to give our organisation security and stability so that we can continue to provide services to people with acquired brain injury and their families and carers in the long-term.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

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

.....
Ms Susan Mary Hatton - Trustee

Independent Examiner's Report to the Trustees of
Headway Black Country

Independent examiner's report to the trustees of Headway Black Country ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since 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 member of the Association of Chartered Certified Accountants, 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.

Mr Andrew James Smith

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Date:

Headway Black Country

Statement of Financial Activities
for the Year Ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	11,839	-	11,839	14,425
Charitable activities	3				
Grants receivable		-	37,417	37,417	110,112
Income received through the provision of rehabilitative services		455,239	-	455,239	418,391
Investment income		<u>3,571</u>	<u>-</u>	<u>3,571</u>	<u>771</u>
Total		<u>470,649</u>	<u>37,417</u>	<u>508,066</u>	<u>543,699</u>
EXPENDITURE ON					
Charitable activities	4				
Staff and volunteer costs		378,237	22,919	401,156	379,411
Property costs		42,918	3,608	46,526	43,350
Other operating costs		<u>58,739</u>	<u>31,292</u>	<u>90,031</u>	<u>62,275</u>
Total		<u>479,894</u>	<u>57,819</u>	<u>537,713</u>	<u>485,036</u>
NET INCOME/(EXPENDITURE)		(9,245)	(20,402)	(29,647)	58,663
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>612,536</u>	<u>49,286</u>	<u>661,822</u>	<u>603,159</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>603,291</u></u>	<u><u>28,884</u></u>	<u><u>632,175</u></u>	<u><u>661,822</u></u>

The notes form part of these financial statements

Headway Black CountryBalance Sheet31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
FIXED ASSETS					
Tangible assets	10	215,750	972	216,722	224,641
CURRENT ASSETS					
Debtors	11	42,755	-	42,755	43,194
Cash at bank and in hand		<u>408,944</u>	<u>27,912</u>	<u>436,856</u>	<u>459,838</u>
		451,699	27,912	479,611	503,032
CREDITORS					
Amounts falling due within one year	12	<u>(25,754)</u>	-	<u>(25,754)</u>	<u>(24,281)</u>
NET CURRENT ASSETS		<u>425,945</u>	<u>27,912</u>	<u>453,857</u>	<u>478,751</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		641,695	28,884	670,579	703,392
CREDITORS					
Amounts falling due after more than one year	13	<u>(38,404)</u>	-	<u>(38,404)</u>	<u>(41,570)</u>
NET ASSETS		<u>603,291</u>	<u>28,884</u>	<u>632,175</u>	<u>661,822</u>
FUNDS	16				
Unrestricted funds				603,291	612,536
Restricted funds				<u>28,884</u>	<u>49,286</u>
TOTAL FUNDS				<u>632,175</u>	<u>661,822</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 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.

The notes form part of these financial statements

Headway Black Country

Balance Sheet - continued

31 March 2023

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:

.....
Ms Susan Mary Hatton - Trustee

Headway Black Country

Cash Flow Statement
for the Year Ended 31 March 2023

	Notes	31.3.23 £	31.3.22 £
Cash flows from operating activities			
Cash generated from operations	1	(16,443)	57,396
Interest paid		<u>(2,073)</u>	<u>(1,547)</u>
Net cash (used in)/provided by operating activities		<u>(18,516)</u>	<u>55,849</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(850)</u>	<u>(2,716)</u>
Net cash used in investing activities		<u>(850)</u>	<u>(2,716)</u>
Cash flows from financing activities			
Loan repayments in year		<u>(3,616)</u>	<u>(4,274)</u>
Net cash used in financing activities		<u>(3,616)</u>	<u>(4,274)</u>
		<u> </u>	<u> </u>
Change in cash and cash equivalents in the reporting period		(22,982)	48,859
Cash and cash equivalents at the beginning of the reporting period		<u>459,838</u>	<u>410,979</u>
Cash and cash equivalents at the end of the reporting period		<u><u>436,856</u></u>	<u><u>459,838</u></u>

The notes form part of these financial statements

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.23 £	31.3.22 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(29,647)	58,663
Adjustments for:		
Depreciation charges	8,769	8,824
Interest paid	2,073	1,547
Decrease/(increase) in debtors	439	(17,962)
Increase in creditors	<u>1,923</u>	<u>6,324</u>
Net cash (used in)/provided by operations	<u>(16,443)</u>	<u>57,396</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.22 £	Cash flow £	At 31.3.23 £
Net cash			
Cash at bank and in hand	<u>459,838</u>	<u>(22,982)</u>	<u>436,856</u>
	<u>459,838</u>	<u>(22,982)</u>	<u>436,856</u>
Debt			
Debts falling due within 1 year	(4,271)	450	(3,821)
Debts falling due after 1 year	<u>(41,570)</u>	<u>3,166</u>	<u>(38,404)</u>
	<u>(45,841)</u>	<u>3,616</u>	<u>(42,225)</u>
Total	<u>413,997</u>	<u>(19,366)</u>	<u>394,631</u>

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.

The presentation currency of the financial statements is the Pound Sterling (£) and the figures are rounded to the nearest round pound.

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.

Voluntary income received by the way of donations and gifts to the charity is included in full in the Statement of Financial Activities when received.

Grants are credited to the Statement of Financial Activities on a receivable basis. Grants received in advance have been recognised as deferred income and are released to the Statement of Financial Activities when the related expenditure is incurred.

Income received through the provision of rehabilitative services is credited to the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable and the amount can be measured reliably by the charity.

Other charitable activity income and other income are included in the period to which they relate.

Intangible income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include this value.

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 are allocated to activities using estimates deemed appropriate by the Trustees on a basis consistent with the use of resources. Expenditure is classified under the following activity headings:

Cost of raising funds comprises investment management costs and their associated support costs.

Expenditure on charitable activities included the costs undertaken to further the purpose of the charity and their associated support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objectives of the charity and include governance costs and back office costs. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

1. ACCOUNTING POLICIES - continued

Expenditure

The basis upon which support costs have been allocated are set out in note 3 of the financial statements.

Tangible fixed assets

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

Freehold property	-	Straight line over 50 years
Computer equipment	-	25% on reducing balance

Tangible fixed assets are items of equipment, furniture etc and have a useful life in excess of one year. The charity has adopted a policy of writing off, in the year of acquisition, all fixed assets costing £350 or less.

Donated assets are valued at the time of acquisition.

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.

Designated funds are the unrestricted funds of the charity which the trustees have decided at their discretion to set aside for a specific purpose.

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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

Debtors and creditors with no stated interest rate receivable or payable are recorded at their transaction price. Any basic financial instruments are recognised at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	31.3.23	31.3.22
	£	£
Donations	<u>11,839</u>	<u>14,425</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

3. INCOME FROM CHARITABLE ACTIVITIES

		31.3.23	31.3.22
	Activity	£	£
Grants	Grants receivable	37,417	110,112
	Income received through the provision of		
Rehabilitative services	rehabilitative services	455,239	418,391
Investment income	Investment income	3,571	771
		<u>496,227</u>	<u>529,274</u>

Grants received, included in the above, are as follows:

	31.3.23	31.3.22
	£	£
General grants	37,417	24,053
Lottery grants	-	72,951
Council grants	-	10,000
Covid-19 grants	-	3,108
	<u>37,417</u>	<u>110,112</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Staff and volunteer costs	325,753	75,403	401,156
Property costs	37,778	8,748	46,526
Other operating costs	<u>69,236</u>	<u>20,795</u>	<u>90,031</u>
	<u>432,767</u>	<u>104,946</u>	<u>537,713</u>

5. SUPPORT COSTS

	Finance £	Information technology £	Other £	Governance costs £	Totals £
Staff and volunteer costs	-	-	75,403	-	75,403
Property costs	-	-	8,748	-	8,748
Other operating costs	<u>1,017</u>	<u>3,384</u>	<u>12,075</u>	<u>4,319</u>	<u>20,795</u>
	<u>1,017</u>	<u>3,384</u>	<u>96,226</u>	<u>4,319</u>	<u>104,946</u>

6. NET INCOME/(EXPENDITURE)

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

	31.3.23	31.3.22
	£	£
Other assurance services	4,319	3,114
Depreciation - owned assets	<u>8,769</u>	<u>8,824</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

8. STAFF COSTS

	31.3.23	31.3.22
	£	£
Wages and salaries	366,713	350,703
Social security costs	18,761	15,862
Other pension costs	<u>8,314</u>	<u>7,932</u>
	<u>393,788</u>	<u>374,497</u>

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

	31.3.23	31.3.22
Average number of employees	<u>30</u>	<u>32</u>

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

Key Management Personnel

In the year, the total aggregate costs relating to key management personnel (which is considered to be the charity's Chief Officer) were £47,369 (2022 - £32,761). This cost includes gross salary, employers national insurance and pension contributions. The Chief Officer is not a trustee of the charity. Following a period without a Chief Officer in 2021/22, Jayne Emery has been in post throughout 2022/23.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	14,424	1	14,425
Charitable activities			
Grants receivable	14,108	96,004	110,112
Income received through the provision of rehabilitative services	418,391	-	418,391
Investment income	<u>771</u>	<u>-</u>	<u>771</u>
Total	<u>447,694</u>	<u>96,005</u>	<u>543,699</u>
EXPENDITURE ON			
Charitable activities			
Staff and volunteer costs	321,597	57,814	379,411
Property costs	43,230	120	43,350
Other operating costs	<u>51,846</u>	<u>10,429</u>	<u>62,275</u>
Total	<u>416,673</u>	<u>68,363</u>	<u>485,036</u>
NET INCOME	31,021	27,642	58,663
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>581,515</u>	<u>21,644</u>	<u>603,159</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>612,536</u></u>	<u><u>49,286</u></u>	<u><u>661,822</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

10. TANGIBLE FIXED ASSETS

	Freehold property £	Computer equipment £	Totals £
COST			
At 1 April 2022	271,430	43,673	315,103
Additions	-	850	850
At 31 March 2023	<u>271,430</u>	<u>44,523</u>	<u>315,953</u>
DEPRECIATION			
At 1 April 2022	59,699	30,763	90,462
Charge for year	<u>5,429</u>	<u>3,340</u>	<u>8,769</u>
At 31 March 2023	<u>65,128</u>	<u>34,103</u>	<u>99,231</u>
NET BOOK VALUE			
At 31 March 2023	<u>206,302</u>	<u>10,420</u>	<u>216,722</u>
At 31 March 2022	<u>211,731</u>	<u>12,910</u>	<u>224,641</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23 £	31.3.22 £
Trade debtors	38,126	35,724
Prepayments and accrued income	<u>4,629</u>	<u>7,470</u>
	<u>42,755</u>	<u>43,194</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23 £	31.3.22 £
Bank loans and overdrafts (see note 14)	3,821	4,271
Trade creditors	2,838	7,385
Social security and other taxes	5,038	4,009
Pension creditor	2,655	2,315
Attachment of earnings	-	104
Accruals and deferred income	<u>11,402</u>	<u>6,197</u>
	<u>25,754</u>	<u>24,281</u>

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.23	31.3.22
	£	£
Bank loans (see note 14)	<u>38,404</u>	<u>41,570</u>

14. LOANS

An analysis of the maturity of loans is given below:

	31.3.23	31.3.22
	£	£
Amounts falling due within one year on demand:		
Bank loans	<u>3,821</u>	<u>4,271</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>3,821</u>	<u>4,271</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>11,463</u>	<u>12,813</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instal	23,120	24,486

15. SECURED DEBTS

The following secured debts are included within creditors:

	31.3.23	31.3.22
	£	£
Bank loans	<u>42,225</u>	<u>45,841</u>

The bank loan is secured by a legal charge over the freehold land and buildings.

16. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	422,536	(9,245)	413,291
Building reserve	<u>190,000</u>	<u>-</u>	<u>190,000</u>
	612,536	(9,245)	603,291
Restricted funds			
Future Builders Grant	70	(70)	-
Santander Foundation	79	(79)	-
Lottery Funding	24,211	(8,819)	15,392
Lottery Funding - Server	1,296	(324)	972
Dudley MBC Carers Grant	26	(26)	-
Eveson Trust Grant	4,555	-	4,555
Kick Start Grant	189	(189)	-
Access Reach Fund	13,860	(13,860)	-
Screwfix Foundation	5,000	(2,582)	2,418
National Heritage	-	1,124	1,124
Black Country Consortium	<u>-</u>	<u>4,423</u>	<u>4,423</u>
	<u>49,286</u>	<u>(20,402)</u>	<u>28,884</u>
TOTAL FUNDS	<u><u>661,822</u></u>	<u><u>(29,647)</u></u>	<u><u>632,175</u></u>

16. 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	470,649	(479,894)	(9,245)
Restricted funds			
Future Builders Grant	-	(70)	(70)
Santander Foundation	-	(79)	(79)
Lottery Funding	-	(8,819)	(8,819)
Lottery Funding - Server	-	(324)	(324)
Dudley MBC Carers Grant	-	(26)	(26)
Kick Start Grant	2,925	(3,114)	(189)
Access Reach Fund	-	(13,860)	(13,860)
Screwfix Foundation	-	(2,582)	(2,582)
Heart of England	8,835	(8,835)	-
National Heritage	7,000	(5,876)	1,124
QE Project	11,667	(11,667)	-
Communities in Sync	2,000	(2,000)	-
Black Country Consortium	<u>4,990</u>	<u>(567)</u>	<u>4,423</u>
	<u>37,417</u>	<u>(57,819)</u>	<u>(20,402)</u>
TOTAL FUNDS	<u><u>508,066</u></u>	<u><u>(537,713)</u></u>	<u><u>(29,647)</u></u>

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	391,515	31,021	422,536
Building reserve	<u>190,000</u>	<u>-</u>	<u>190,000</u>
	581,515	31,021	612,536
Restricted funds			
Future Builders Grant	94	(24)	70
Santander Foundation	106	(27)	79
Lottery Funding	14,945	9,266	24,211
Lottery Funding - Server	1,728	(432)	1,296
Dudley MBC Carers Grant	216	(190)	26
Eveson Trust Grant	4,555	-	4,555
Kick Start Grant	-	189	189
Access Reach Fund	-	13,860	13,860
Screwfix Foundation	<u>-</u>	<u>5,000</u>	<u>5,000</u>
	<u>21,644</u>	<u>27,642</u>	<u>49,286</u>
TOTAL FUNDS	<u>603,159</u>	<u>58,663</u>	<u>661,822</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	447,694	(416,673)	31,021
Restricted funds			
Future Builders Grant	-	(24)	(24)
Santander Foundation	-	(27)	(27)
Lottery Funding	72,952	(63,686)	9,266
Lottery Funding - Server	-	(432)	(432)
Dudley MBC Carers Grant	-	(190)	(190)
Kick Start Grant	2,933	(2,744)	189
Access Reach Fund	15,120	(1,260)	13,860
Screwfix Foundation	<u>5,000</u>	<u>-</u>	<u>5,000</u>
	<u>96,005</u>	<u>(68,363)</u>	<u>27,642</u>
TOTAL FUNDS	<u>543,699</u>	<u>(485,036)</u>	<u>58,663</u>

16. MOVEMENT IN FUNDS - continued

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

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	391,515	21,776	413,291
Building reserve	<u>190,000</u>	<u>-</u>	<u>190,000</u>
	581,515	21,776	603,291
Restricted funds			
Future Builders Grant	94	(94)	-
Santander Foundation	106	(106)	-
Lottery Funding	14,945	447	15,392
Lottery Funding - Server	1,728	(756)	972
Dudley MBC Carers Grant	216	(216)	-
Eveson Trust Grant	4,555	-	4,555
Screwfix Foundation	-	2,418	2,418
National Heritage	-	1,124	1,124
Black Country Consortium	<u>-</u>	<u>4,423</u>	<u>4,423</u>
	<u>21,644</u>	<u>7,240</u>	<u>28,884</u>
TOTAL FUNDS	<u><u>603,159</u></u>	<u><u>29,016</u></u>	<u><u>632,175</u></u>

16. 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	918,343	(896,567)	21,776
Restricted funds			
Future Builders Grant	-	(94)	(94)
Santander Foundation	-	(106)	(106)
Lottery Funding	72,952	(72,505)	447
Lottery Funding - Server	-	(756)	(756)
Dudley MBC Carers Grant	-	(216)	(216)
Kick Start Grant	5,858	(5,858)	-
Access Reach Fund	15,120	(15,120)	-
Screwfix Foundation	5,000	(2,582)	2,418
Heart of England	8,835	(8,835)	-
National Heritage	7,000	(5,876)	1,124
QE Project	11,667	(11,667)	-
Communities in Sync	2,000	(2,000)	-
Black Country Consortium	4,990	(567)	4,423
	<u>133,422</u>	<u>(126,182)</u>	<u>7,240</u>
TOTAL FUNDS	<u>1,051,765</u>	<u>(1,022,749)</u>	<u>29,016</u>

The purpose of the restricted funds are as follows:

Future Builders Grant

Capital grant to cover the costs of moving premises to Martin Street Hill, Dudley and refurbishment costs.

Santander Foundation

A grant towards the provision of IT services for clients.

Lottery Funding

A grant to deliver sufficient extension to the services already provided for brain injury survivors. This will include new rehabilitation sessions for survivors in Walsall, extending the sessions already provided in Dudley, a new family outreach service to help families and careers and an advice partnership with Dudley CAB. In particular, it will provide a service dedicated to supporting carers of brain injury survivors whose needs for specialist support and information often go unmet and unrecognised.

Lottery Funding - Server

Some of the lottery funding was used to acquire a server at a cost of £5,700. This has been treated as a fixed asset and depreciation is charged against the fund.

Dudley MBC Carers Grant

Grant funding to support Carer Support Groups for family members of survivors in Dudley.

16. MOVEMENT IN FUNDS - continued

Eveson Trust

To support development of Survivor Peer Support, Tea and chat and Carer Support Groups.

Kick Start Grant

Funding given to help the charity employ a Social Media Assistant for a period of six months. She was employed from December 2021 to June 2022.

Access Reach Fund

Provided consultancy funding to help strengthen not only the charity's application for funding for the Annex Project but also to strengthen some of our Business/Strategic Planning etc.

Screwfix Foundation

The screwfix grant was given to the charity for us to investigate and repair the subsidence at the front of the building and to treat the damp in the stationery cupboard. The work has been completed in this financial year.

National Heritage Fund

A celebration of Headway's 25th year anniversary and providing visits to the Black Country Museum.

QE Project

For our Outreach Team to support brain Injury patients at the Queen Elizabeth Hospital.

Communities In Sync

This service is designed to assist Sandwell residents, with an acquired brain injury, who are currently on a waiting list for 'Wellbeing Support' which is provided by the Black Country Healthcare NHS Foundation Trust.

Black Country Consortium

This fund is to provide seated exercise class and weekly walks to clients.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

18. ULTIMATE CONTROLLING PARTY

The charity is under the control of the trustees.

Headway Black Country

Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

	31.3.23 £	31.3.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	11,839	14,425
Charitable activities		
Grants	37,417	110,112
Rehabilitative services	455,239	418,391
Investment income	<u>3,571</u>	<u>771</u>
	<u>496,227</u>	<u>529,274</u>
Total incoming resources	508,066	543,699
EXPENDITURE		
Charitable activities		
Wages	297,771	284,771
Social security	15,234	12,880
Pensions	6,771	6,441
Heat, light and rates	5,648	3,590
Telephone	4,331	4,192
Printing, postage & stationery	3,972	3,031
Sundry expenses	4,809	2,516
Travel expenses	2,005	1,301
Publicity costs	4,874	730
Rent and insurance	14,018	17,517
Professional fees	22,834	12,313
Training and books	4,004	2,348
Repairs and renewals	13,704	6,928
Computer costs	12,860	12,284
Equipment hire	3,621	3,813
Membership fees	3,144	1,105
Cleaning	2,770	2,980
Bad debts	1,594	4,117
Depreciation	7,120	7,165
Mortgage and loan interest	<u>1,683</u>	<u>1,256</u>
	432,767	391,278
Support costs		
Finance		
Bank charges	627	585
Carried forward	627	585

This page does not form part of the statutory financial statements

Headway Black Country

Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

	31.3.23 £	31.3.22 £
Finance		
Brought forward	627	585
Mortgage and loan interest	<u>390</u>	<u>291</u>
	1,017	876
Information technology		
Telephone	187	181
Computer costs	<u>3,197</u>	<u>2,844</u>
	3,384	3,025
Other		
Wages	68,942	65,932
Social security	3,527	2,982
Pensions	1,543	1,491
Heat, light and rates	1,308	831
Rent and insurance	3,246	4,056
Telephone	816	790
Printing, postage & stationery	920	702
Sundry expenses	1,113	582
Training and books	927	544
Travel expenses	464	301
Publicity costs	1,128	169
Repairs and renewals	3,173	1,604
Professional fees	5,348	2,851
Membership fees	643	256
Equipment hire	838	883
Recruitment costs	-	420
Cleaning	641	690
Depreciation	<u>1,649</u>	<u>1,659</u>
	96,226	86,743
Governance costs		
Auditors' remuneration for non audit work	<u>4,319</u>	<u>3,114</u>
Total resources expended	<u>537,713</u>	<u>485,036</u>
Net (expenditure)/income	<u>(29,647)</u>	<u>58,663</u>

Accounts

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2022
for
Headway Black Country
(A Company Limited by Guarantee)

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

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Headway Black Country

Reference and Administrative Details
for the Year Ended 31 March 2022

TRUSTEES

Ms Claire Victoria Burnell
Ms Susan Mary Hatton
Ms Deborah Ann Pejica
Ms Alison Jane Ratcliffe
Ms Jane Camellia Sarker
Ms Kavita Nagra

REGISTERED OFFICE

Headway Black Country
Martins Hill Street
Dudley
West Midlands
DY2 8RT

**REGISTERED COMPANY
NUMBER**

04001321 (England and Wales)

REGISTERED CHARITY NUMBER 1089171

INDEPENDENT EXAMINER

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

Report of the Trustees
for the Year Ended 31 March 2022

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022.

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).

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Headway Black Country

Report of the Trustees for the Year Ended 31 March 2022

OBJECTIVES AND ACTIVITIES

Structure, Governance and Management

Headway Black Country was started as branch of Headway UK in 1997.

It was incorporated as a company limited by guarantee on 24th May 2000. On 1st November 2001 the company was entered on to the Central Register of Charities, number: 1089171. The company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association.

The company is limited by guarantee. Each member undertakes to contribute to the company as may be required, but not exceeding £5, in the event that the company is wound up.

As such, Headway Black Country has been an independent charity and company limited by guarantee since these dates, affiliated to Headway UK.

Our main address is:

Headway Black Country, Martin Hill Street, Dudley, West Midlands, DY2 8RT

Our Bank is:

Unity Trust Bank, Nine Brindleyplace, Birmingham B1 SHB

Accountant and Independent Examiner are:

Lewis Smith & Co. The Old Doctors House, 74 Grange Road, Dudley DY1 2AW

The Board of Trustees meets bi-monthly to manage the strategic direction and overall performance of the organisation. Minutes are taken at each meeting. At least three Trustees must attend in order for action or a decision to be approved.

The Chair and the Treasurer are appointed annually and one third of all remaining Trustees retire by rotation each year. A retiring Trustee is eligible for re-election. A Secretary may be appointed by The Board for such term as it shall think fit.

Trustees are recruited from all sections of the local community often through contact with support groups, professionals and sometimes advertisements. All Trustees receive an induction.

Trustees in office during 2021/22 were:

Ms Claire Burnell
Ms Sue Hatton (Chair)
Ms Debbie Pejica (Treasurer)
Ms Alison Ratcliffe
Ms Jane Sarkar
Ms Kavita Nagra

The Chief Officer is responsible for the day-to-day running of the charity and reports to the Trustees on a regular basis. The Chief Officer, the Referral Manager, the Specialist Occupational Therapist, the Finance & Admin Manager, the Life Skills Co-ordinator and the Outreach Team Leader form the Management Team.

Frontline delivery is carried out by our staff team and our volunteers. At the end of March 2022, we employed 32 staff (2 full time, 30 part time), 2 sessional Counsellors and 3 Bank Support Workers. During the financial year 2021/22 we were supported by 10 volunteers in total.

All volunteers undergo relevant training and can access supervision. Volunteers are vital to the services we provide and we are very grateful for their contribution to our work.

Objectives

Headway Black Country is a local charity set up to provide support and information for adults who have survived a brain injury and to their family and carers. We cover The Black Country areas of Dudley, Sandwell, Walsall and Wolverhampton.

Our mission is: To promote the understanding of all aspects of brain injury and provide information, support and services for people with a brain injury, their families and carers.

Our vision is that: Any person with an acquired brain injury and their family, living in the Black Country, will have access to all the resources and support they need to enable them to live an active and fulfilled life within their family and communities.

The Strategic Objectives of the Charity are to:

- Increase awareness and understanding of acquired brain injury and its consequences.
- Provide relevant and timely support services for people with acquired brain injury, their relatives and carers.
- Promote improved, co-ordinated and multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-integration.
- Assist people with acquired brain injury return to independent living, including access to productive activities, social outlets and appropriate accommodation.
- Participate in promotions aimed at reducing the incidence of acquired brain injury.

Guiding principles underpinning the delivery of our services

Headway Black Country:

- Values the individual and believes in the equal right of all to realise their potential.
- Believes in countering the disadvantage and social exclusion experienced by people with acquired brain injury and their carers.
- Values and respects diversity of ability and disability, race, culture, gender, religion and sexual orientation.
- Believes that people with acquired brain injury, their relatives, carers and relevant professional people should work together in pursuit of shared goals.

OBJECTIVES AND ACTIVITIES

Activities for Public Benefit

Acquired Brain Injury refers to any form of brain injury that has occurred since birth. It includes Traumatic Brain Injury (from a severe blow or jolt to the head), Strokes (including haemorrhages caused by ruptured aneurysms), viral infections (e.g. encephalitis, meningitis), brain tumours, hypoxic/anoxic injuries, amongst other causes.

Our brain is a complex organ controlling our body and all the elements of who we are from our thoughts and memory, to our behaviour and personality. Injury to the brain, however it is caused, affects people in different ways with each person having unique physical, emotional, intellectual or behavioural problems. These problems may not always be apparent and for this reason it is often referred to as a 'hidden disability'.

These difficulties - which the person with a brain injury may not be aware of themselves - can be severely life restricting and go largely unrecognised by the public, statutory authorities and non-expert professionals.

Each year an estimated 1 million people attend hospital A&E in the UK following brain injury. Many more head injuries go unreported and are not assessed by medical professionals. It is estimated that across the UK there are 500,000 people of working age living with long-term disabilities as a result of traumatic brain injury.

Headway Black Country seeks to address the needs of its client group by:

- Ensuring accurate information is made available to brain injury survivors, their families and interested professionals. Provision takes various forms including telephone enquiries, a website, presence at events, training sessions and a comprehensive range of brain injury publications. These include those published by Headway UK and those of other specialist agencies such as the Stroke Association and British Epilepsy Association.
- Providing guidance about entitlements and practical support to access support services. Being a voice for those who find interaction with statutory and other services difficult and/or daunting.
- Access to our counselling service for those in need of emotional support.
- Presence at several hospitals serving our area to provide early support to survivors and to their families/carers
- Regular Carer Support Groups to foster mutual support, provide respite and social activities.
- Organising and running a Life Skills Service over five days per week at our Centres at Dudley and Willenhall. With the help of volunteers and paid staff, we provide person centred life skills activities in small groups for people with a brain injury. At the end of March 2022, we were providing 29 Life Skills Activity Sessions (257 individual session spaces) each week.
- Supporting a Social Support Group for clients and a Heads-Up group to offer social opportunities for survivors and families.
- Providing a Young Adults Service for brain injury survivors aged 18 to 30.
- Working in partnership with other organisations, charities and statutory bodies to raise awareness of brain injury and to support our beneficiary group more effectively.
- Campaigning on behalf of brain injury survivors and carers; representing their needs at relevant local forums such as the Black Country Neurological Alliance and, through affiliation to Headway UK and the United Kingdom Acquired Brain Injury Forum, contributing to national debates on brain injury related issues.

Headway Black Country works to the Headway UK National Quality Standards.

OBJECTIVES AND ACTIVITIES

In undertaking these activities, Headway Black Country and its Trustees confirm the Charity has complied with its duty under section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Risk

A Risk Register is in place and is reviewed by the Board of Trustees every six months. The major risk to which the organisation is exposed is the lack of continued funding. The Trustees are continually striving to ensure that the appropriate level of funding continues.

A majority of clients now buy our services themselves or are funded by a local authority through a direct payment or a personal budget. This means that we have a greater number of purchasers to manage and the potential risk of payment default is increased, although in practice non-payment to date has been rare. Our systems have been developed in line with these changes to ensure effective control and management but we continue to look for further improvements and efficiencies.

We are working with local authorities, Birmingham & Black Country CCG and other bodies to ensure that we continue to be funded to deliver the vital support and services we offer to people with brain injury, their families and carers. In line with our Business Plan we are actively exploring new services that will provide sustainable income sources over time.

Protection of vulnerable adults

All clients attending our Life Skills Sessions are individually risk assessed as are the activities they engage in. Headway Black Country is committed to safeguarding of vulnerable adults. We have a policy and procedures for the protection of people who use our services, provide regular staff training and subscribe to the Safeguarding Adults Multi-Agency Policy and Procedures for the West Midlands.

ACHIEVEMENT AND PERFORMANCE

Achievement and Performance 2021/22

During the year Headway Black Country has continued to achieve its objectives, providing significant benefits to the service users, their families and carers.

Life Skills Services

1st April 2021 - 85 clients attending at least one session each week.

31st March 2022 - 91 clients attending at least one session each week.

Outreach Service

The outreach service has continued to support people both on the telephone and in person, returning to home visits later on in 2021 following the pandemic.

Referrals for April 2021 - March 2022 - 297 clients, families and carers.

Counselling Service

During the year;

133 one to one counselling sessions provided.

Citizens Advice

196 appointments were carried out over the twelve-month period with a total of 92 clients.

Other key developments during the year 2021/22 have been:

Continuing to deliver our National Lottery Communities Fund project for the three years until end of March 2022 which has enabled us to:

- sustain and develop our Community Outreach capacity so that we can better serve and support people affected by brain injury in their communities, at home or while still in hospital.
- improve awareness of brain injury and the take up of support services for survivors and families particularly in minority ethnic groups.
- develop a new service to meet the needs of young adult survivors (18 to 30) of brain injury.
- develop a new Community Support Service to enable individual survivors to receive specialist support with day to day living.
- continue to support our client's with issues such as benefits, finance, housing etc.
- Developing our Accommodation Strategy to address pressure on accommodation at both Dudley and Willenhall for client services and for staff.
- Responding to the COVID 19 pandemic

FINANCIAL REVIEW

Financial position

The Charity receives income from the provision of care services. It also seeks financial support for specific activities / services from charitable trusts, local authorities and the Big Lottery. Fund raising and charitable giving by individuals, organisations and groups also make important contributions to our services and activities.

During the year to 31st March 2022 the Charity received donations, service income, local authority income, grants and interest amounting to £543,699 (2021 - £505,803) out of which £485,036 (2021 - £447,830) was spent in pursuit of the Charity's objects. At 31st March 2022 £661,822 (2021 - £603,159) was held as Restricted and Unrestricted Funds. The detailed accounts are set out on the pages 11 to 26 of these financial statements.

FINANCIAL REVIEW

Funds policy

Headway Black Country and its Trustees consider that the assets within the Charity should be at a level to cover the Charity's operational costs for at least six months. The reserves are needed to bridge the funding gaps between spending on the Charity's overheads and the receipt of new grants and development of new income streams.

We also recognise, through the Designated Building Fund, that in the short to medium term the charity is going to need to secure additional, suitable accommodation to facilitate service developments and respond to demand. This fund currently stands at £80,000. To reflect the need to prepare to respond to pressures on current accommodation, following the adoption of the Accommodation Strategy it has been calculated that £190,000 of free reserves can be made available to support delivery of that Strategy.

Our Investment Policy guides our approach to the application of reserves to further the work of the Charity having regard to its Business Plan and investment risks. The majority of the reserves are represented by cash at bank and the managerial staff monitor the cash levels on a daily basis and report any material fluctuations to the Trustees.

FUTURE PLANS

Looking Ahead

We continue to work to deliver our current Business Plan with the aim of moving away from reliance on grant subsidy to a sustainable revenue model. Indications are that despite the impact of COVID-19 revenue from sale of services is rising as we grow existing Life Skills sessions, invest in marketing and outreach activities, improve the quality and clinical basis of the service and so attract new clients.

Our Business Plan was due to be reviewed during 2020 but Trustees decided to postpone work on this pending the appointment of a new Chief Officer in late 2020 and until there was greater certainty about the longer-term implications for the charity of the COVID-19 pandemic. We have this year drawn together an interim Business Plan whilst we work to develop our longer-term strategy for the next three to five years.

We have recommenced actively working to our Accommodation Strategy to address the pressure on our accommodation to increasing client numbers and services. Plans were well advanced for an Annex building for our Martin Hill Street Centre. However, the onset of the COVID-19 pandemic had put that project on hold and it is currently being reviewed by Trustees as part of the preparation of the new Business Plan from 2022 onwards.

We continue to engage with a wide range of statutory agencies, voluntary partners and commissioning bodies in order to sustain our work and explore opportunities of meeting unmet need amongst those affected by acquired brain injury. This has become even more important as we have had to adjust our services and support to our client group through the pandemic and into a 'new normal' environment.

Trustees are dedicated to seeking other funding and income streams to give our organisation security and stability so that we can continue to provide services to people with acquired brain injury and their families and carers in the long-term. This will be at the heart of the Business Planning process during 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

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

.....

Headway Black Country

Report of the Trustees
for the Year Ended 31 March 2022

Ms Susan Mary Hatton - Trustee

Independent examiner's report to the trustees of Headway Black Country ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of 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 FCCA 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.

Mr Andrew James Smith
FCCA
Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Date:

Headway Black Country

Statement of Financial Activities
for the Year Ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	14,424	-	14,424	8,201
Charitable activities					
Grants receivable		14,108	96,004	110,112	115,515
Income received through the provision of rehabilitative services		418,391	-	418,391	380,229
Investment income		771	-	771	1,856
Other income		-	1	1	2
Total		<u>447,694</u>	<u>96,005</u>	<u>543,699</u>	<u>505,803</u>
EXPENDITURE ON					
Charitable activities	4				
Staff and volunteer costs		321,597	57,814	379,411	348,180
Property costs		43,230	120	43,350	31,803
Other operating costs		51,846	10,429	62,275	67,847
Total		<u>416,673</u>	<u>68,363</u>	<u>485,036</u>	<u>447,830</u>
NET INCOME		31,021	27,642	58,663	57,973
RECONCILIATION OF FUNDS					
Total funds brought forward		581,515	21,644	603,159	545,186
TOTAL FUNDS CARRIED FORWARD		<u><u>612,536</u></u>	<u><u>49,286</u></u>	<u><u>661,822</u></u>	<u><u>603,159</u></u>

The notes form part of these financial statements

Headway Black Country

Balance Sheet

31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	10	223,196	1,445	224,641	230,749
CURRENT ASSETS					
Debtors	11	43,194	-	43,194	25,232
Cash at bank and in hand		410,737	49,101	459,838	410,979
		<u>453,931</u>	<u>49,101</u>	<u>503,032</u>	<u>436,211</u>
CREDITORS					
Amounts falling due within one year	12	(23,021)	(1,260)	(24,281)	(17,686)
NET CURRENT ASSETS		<u>430,910</u>	<u>47,841</u>	<u>478,751</u>	<u>418,525</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		654,106	49,286	703,392	649,274
CREDITORS					
Amounts falling due after more than one year	13	(41,570)	-	(41,570)	(46,115)
NET ASSETS		<u>612,536</u>	<u>49,286</u>	<u>661,822</u>	<u>603,159</u>
FUNDS	16				
Unrestricted funds				612,536	581,515
Restricted funds				<u>49,286</u>	<u>21,644</u>
TOTAL FUNDS				<u>661,822</u>	<u>603,159</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 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.

The notes form part of these financial statements

Headway Black Country

Balance Sheet - continued

31 March 2022

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:

.....
Ms Susan Mary Hatton - Trustee

Headway Black Country

Cash Flow Statement
for the Year Ended 31 March 2022

	Notes	31.3.22 £	31.3.21 £
Cash flows from operating activities			
Cash generated from operations	1	57,396	81,913
Interest paid		(1,547)	(1,809)
Net cash provided by operating activities		<u>55,849</u>	<u>80,104</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(2,716)	(7,276)
Net cash used in investing activities		<u>(2,716)</u>	<u>(7,276)</u>
Cash flows from financing activities			
Loan repayments in year		(4,274)	(3,636)
Net cash used in financing activities		<u>(4,274)</u>	<u>(3,636)</u>
Change in cash and cash equivalents in the reporting period		<u>48,859</u>	<u>69,192</u>
Cash and cash equivalents at the beginning of the reporting period		<u>410,979</u>	<u>341,787</u>
Cash and cash equivalents at the end of the reporting period		<u><u>459,838</u></u>	<u><u>410,979</u></u>

The notes form part of these financial statements

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.22 £	31.3.21 £
Net income for the reporting period (as per the Statement of Financial Activities)	58,663	57,973
Adjustments for:		
Depreciation charges	8,824	7,537
Interest paid	1,547	1,809
(Increase)/decrease in debtors	(17,962)	12,017
Increase in creditors	6,324	2,577
Net cash provided by operations	<u>57,396</u>	<u>81,913</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.21 £	Cash flow £	At 31.3.22 £
Net cash			
Cash at bank and in hand	410,979	48,859	459,838
	<u>410,979</u>	<u>48,859</u>	<u>459,838</u>
Debt			
Debts falling due within 1 year	(4,000)	(271)	(4,271)
Debts falling due after 1 year	(46,115)	4,545	(41,570)
	<u>(50,115)</u>	<u>4,274</u>	<u>(45,841)</u>
Total	<u>360,864</u>	<u>53,133</u>	<u>413,997</u>

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.

The presentation currency of the financial statements is the Pound Sterling (£) and the figures are rounded to the nearest round pound.

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.

Voluntary income received by the way of donations and gifts to the charity is included in full in the Statement of Financial Activities when received.

Grants are credited to the Statement of Financial Activities on a receivable basis. Grants received in advance have been recognised as deferred income and are released to the Statement of Financial Activities when the related expenditure is incurred.

Income received through the provision of rehabilitative services is credited to the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable and the amount can be measured reliably by the charity.

Other charitable activity income and other income are included in the period to which they relate.

Intangible income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include this value.

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 are allocated to activities using estimates deemed appropriate by the Trustees on a basis consistent with the use of resources. Expenditure is classified under the following activity headings:

Cost of raising funds comprises investment management costs and their associated support costs.

Expenditure on charitable activities included the costs undertaken to further the purpose of the charity and their associated support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objectives of the charity and include governance costs and back office costs. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

1. ACCOUNTING POLICIES - continued

Expenditure

The basis upon which support costs have been allocated are set out in note 3 of the financial statements.

Tangible fixed assets

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

Freehold property	-	Straight line over 50 years
Computer equipment	-	25% on reducing balance

Tangible fixed assets are items of equipment, furniture etc and have a useful life in excess of one year. The charity has adopted a policy of writing off, in the year of acquisition, all fixed assets costing £350 or less.

Donated assets are valued at the time of acquisition.

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.

Designated funds are the unrestricted funds of the charity which the trustees have decided at their discretion to set aside for a specific purpose.

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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

Debtors and creditors with no stated interest rate receivable or payable are recorded at their transaction price. Any basic financial instruments are recognised at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	31.3.22	31.3.21
	£	£
Donations	14,424	8,201
	<u> </u>	<u> </u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

3. INCOME FROM CHARITABLE ACTIVITIES

		31.3.22	31.3.21
	Activity	£	£
Grants	Grants receivable	110,112	115,515
Rehabilitative services	Income received through the provision of rehabilitative services	418,391	380,229
Investment income	Investment income	771	1,856
		<u>529,274</u>	<u>497,600</u>

Grants received, included in the above, are as follows:

	31.3.22	31.3.21
	£	£
General grants	24,053	5,400
Lottery grants	72,951	88,968
Council grants	10,000	15,584
Covid-19 grants	3,108	5,563
	<u>110,112</u>	<u>115,515</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 5)	Totals
	£	£	£
Staff and volunteer costs	307,741	71,670	379,411
Property costs	35,839	7,511	43,350
Other operating costs	47,698	14,577	62,275
	<u>391,278</u>	<u>93,758</u>	<u>485,036</u>

5. SUPPORT COSTS

	Finance	Information technology	Other	Governance costs	Totals
	£	£	£	£	£
Staff and volunteer costs	-	-	71,670	-	71,670
Property costs	-	-	7,511	-	7,511
Other operating costs	876	3,025	7,562	3,114	14,577
	<u>876</u>	<u>3,025</u>	<u>86,743</u>	<u>3,114</u>	<u>93,758</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

6. NET INCOME/(EXPENDITURE)

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

	31.3.22	31.3.21
	£	£
Other assurance services	3,114	3,198
Depreciation - owned assets	8,824	7,537
	<u> </u>	<u> </u>

7. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

8. STAFF COSTS

	31.3.22	31.3.21
	£	£
Wages and salaries	350,703	300,485
Social security costs	15,862	10,943
Other pension costs	7,932	22,445
	<u> </u>	<u> </u>
	<u>374,497</u>	<u>333,873</u>

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

	31.3.22	31.3.21
Average number of employees	<u>32</u>	<u>29</u>

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

Key Management Personnel

In the year, the total aggregate costs relating to key management personnel (which is considered to be the charity's Chief Officer) were £32,761. This cost includes gross salary, employers national insurance and pension contributions. The Chief Officer is not a trustee of the charity.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	8,201	-	8,201
Charitable activities			
Grants receivable	26,547	88,968	115,515
Income received through the provision of rehabilitative services	380,229	-	380,229
Investment income	1,856	-	1,856
Other income	-	2	2
Total	<u>416,833</u>	<u>88,970</u>	<u>505,803</u>
EXPENDITURE ON			
Charitable activities			
Staff and volunteer costs	280,024	68,156	348,180
Property costs	31,803	-	31,803
Other operating costs	52,962	14,885	67,847
Total	<u>364,789</u>	<u>83,041</u>	<u>447,830</u>
NET INCOME	52,044	5,929	57,973
RECONCILIATION OF FUNDS			
Total funds brought forward	529,471	15,715	545,186
TOTAL FUNDS CARRIED FORWARD	<u><u>581,515</u></u>	<u><u>21,644</u></u>	<u><u>603,159</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

10. TANGIBLE FIXED ASSETS

	Freehold property £	Computer equipment £	Totals £
COST			
At 1 April 2021	271,430	40,957	312,387
Additions	-	2,716	2,716
At 31 March 2022	271,430	43,673	315,103
DEPRECIATION			
At 1 April 2021	54,275	27,363	81,638
Charge for year	5,424	3,400	8,824
At 31 March 2022	59,699	30,763	90,462
NET BOOK VALUE			
At 31 March 2022	211,731	12,910	224,641
At 31 March 2021	217,155	13,594	230,749

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22 £	31.3.21 £
Trade debtors	35,724	17,724
Prepayments and accrued income	7,470	7,508
	43,194	25,232

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22 £	31.3.21 £
Bank loans and overdrafts (see note 14)	4,271	4,000
Trade creditors	7,385	2,892
Social security and other taxes	4,009	4,083
Pension creditor	2,315	2,008
Attachment of earnings	104	-
Accruals and deferred income	6,197	4,703
	24,281	17,686

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.22	31.3.21
	£	£
Bank loans (see note 14)	41,570	46,115
	<u> </u>	<u> </u>

14. LOANS

An analysis of the maturity of loans is given below:

	31.3.22	31.3.21
	£	£
Amounts falling due within one year on demand:		
Bank loans	4,271	4,000
	<u> </u>	<u> </u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	4,271	4,000
	<u> </u>	<u> </u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	12,813	12,000
	<u> </u>	<u> </u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instal	24,486	30,115

15. SECURED DEBTS

The following secured debts are included within creditors:

	31.3.22	31.3.21
	£	£
Bank loans	45,841	50,115
	<u> </u>	<u> </u>

The bank loan is secured by a legal charge over the freehold land and buildings.

16. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	391,515	31,021	422,536
Building reserve	190,000	-	190,000
	581,515	31,021	612,536
Restricted funds			
Future Builders Grant	94	(24)	70
Santander Foundation	106	(27)	79
Lottery Funding	14,945	9,266	24,211
Lottery Funding - Server	1,728	(432)	1,296
Dudley MBC Carers Grant	216	(190)	26
Eveson Trust Grant	4,555	-	4,555
Kick Start Grant	-	189	189
Access Reach Fund	-	13,860	13,860
Screwfix Foundation	-	5,000	5,000
	21,644	27,642	49,286
TOTAL FUNDS	603,159	58,663	661,822

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	447,694	(416,673)	31,021
Restricted funds			
Future Builders Grant	-	(24)	(24)
Santander Foundation	-	(27)	(27)
Lottery Funding	72,952	(63,686)	9,266
Lottery Funding - Server	-	(432)	(432)
Dudley MBC Carers Grant	-	(190)	(190)
Kick Start Grant	2,933	(2,744)	189
Access Reach Fund	15,120	(1,260)	13,860
Screwfix Foundation	5,000	-	5,000
	96,005	(68,363)	27,642
TOTAL FUNDS	543,699	(485,036)	58,663

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	449,471	52,044	(110,000)	391,515
Building reserve	80,000	-	110,000	190,000
	<u>529,471</u>	<u>52,044</u>	<u>-</u>	<u>581,515</u>
Restricted funds				
Future Builders Grant	126	(32)	-	94
Santander Foundation	142	(36)	-	106
Lottery Funding	8,372	6,573	-	14,945
Lottery Funding - Server	2,304	(576)	-	1,728
Dudley MBC Carers Grant	216	-	-	216
Eveson Trust Grant	4,555	-	-	4,555
	<u>15,715</u>	<u>5,929</u>	<u>-</u>	<u>21,644</u>
TOTAL FUNDS	<u>545,186</u>	<u>57,973</u>	<u>-</u>	<u>603,159</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	416,833	(364,789)	52,044
Restricted funds			
Future Builders Grant	-	(32)	(32)
Santander Foundation	-	(36)	(36)
Lottery Funding	88,970	(82,397)	6,573
Lottery Funding - Server	-	(576)	(576)
	<u>88,970</u>	<u>(83,041)</u>	<u>5,929</u>
TOTAL FUNDS	<u>505,803</u>	<u>(447,830)</u>	<u>57,973</u>

16. MOVEMENT IN FUNDS - continued

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

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	449,471	83,065	(110,000)	422,536
Building reserve	80,000	-	110,000	190,000
	<u>529,471</u>	<u>83,065</u>	<u>-</u>	<u>612,536</u>
Restricted funds				
Future Builders Grant	126	(56)	-	70
Santander Foundation	142	(63)	-	79
Lottery Funding	8,372	15,839	-	24,211
Lottery Funding - Server	2,304	(1,008)	-	1,296
Dudley MBC Carers Grant	216	(190)	-	26
Eveson Trust Grant	4,555	-	-	4,555
Kick Start Grant	-	189	-	189
Access Reach Fund	-	13,860	-	13,860
Screwfix Foundation	-	5,000	-	5,000
	<u>15,715</u>	<u>33,571</u>	<u>-</u>	<u>49,286</u>
TOTAL FUNDS	<u>545,186</u>	<u>116,636</u>	<u>-</u>	<u>661,822</u>

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	864,527	(781,462)	83,065
Restricted funds			
Future Builders Grant	-	(56)	(56)
Santander Foundation	-	(63)	(63)
Lottery Funding	161,922	(146,083)	15,839
Lottery Funding - Server	-	(1,008)	(1,008)
Dudley MBC Carers Grant	-	(190)	(190)
Kick Start Grant	2,933	(2,744)	189
Access Reach Fund	15,120	(1,260)	13,860
Screwfix Foundation	5,000	-	5,000
	<u>184,975</u>	<u>(151,404)</u>	<u>33,571</u>
TOTAL FUNDS	<u>1,049,502</u>	<u>(932,866)</u>	<u>116,636</u>

The purpose of the restricted funds are as follows:

16. MOVEMENT IN FUNDS - continued

Future Builders Grant

Capital grant to cover the costs of moving premises to Martin Street Hill, Dudley and refurbishment costs.

Santander Foundation

A grant towards the provision of IT services for clients.

Lottery Funding

A grant to deliver sufficient extension to the services already provided for brain injury survivors. This will include new rehabilitation sessions for survivors in Walsall, extending the sessions already provided in Dudley, a new family outreach service to help families and careers and an advice partnership with Dudley CAB. In particular, it will provide a service dedicated to supporting carers of brain injury survivors whose needs for specialist support and information often go unmet and unrecognised.

Lottery Funding - Server

Some of the lottery funding was used to acquire a server at a cost of £5,700. This has been treated as a fixed asset and depreciation is charged against the fund.

Dudley MBC Carers Grant

Grant funding to support Carer Support Groups for family members of survivors in Dudley.

Eveson Trust

To support development of Survivor Peer Support, Tea and chat and Carer Support Groups.

Kick Start Grant

Funding given to help the charity employ a Social Media Assistant for a period of six months. She was employed from December 2021 to June 2022.

Access Reach Fund

Provided consultancy funding to help strengthen not only the charity's application for funding for the Annex Project but also to strengthen some of our Business/Strategic Planning etc.

Screwfix Foundation

The screwfix grant was given to the charity for us to investigate and repair the subsidence at the front of the building and to treat the damp in the stationery cupboard. The work has been completed in this financial year.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

18. ULTIMATE CONTROLLING PARTY

The charity is under the control of the trustees.

Headway Black Country

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	14,424	8,201
Charitable activities		
Grants	110,112	115,515
Rehabilitative services	418,391	380,229
Investment income	771	1,856
	529,274	497,600
Other income		
Other sundry income	1	2
Total incoming resources	543,699	505,803
 EXPENDITURE		
Charitable activities		
Wages	284,771	243,994
Social security	12,880	8,886
Pensions	6,441	18,225
Heat, light and rates	3,590	2,821
Telephone	4,192	4,756
Printing, postage & stationery	3,031	2,934
Sundry expenses	2,516	702
Travel expenses	1,301	600
Publicity costs	730	-
Rent and insurance	17,517	16,336
Professional fees	12,313	15,692
Training and books	2,348	2,248
Repairs and renewals	6,928	2,259
Computer costs	12,284	10,658
Equipment hire	3,813	3,237
Membership fees	1,105	68
Cleaning	2,980	3,349
Bad debts	4,117	8,655
Freehold property	7,165	6,120
Mortgage and loan interest	1,256	1,469
	391,278	353,009

Support costs

Headway Black Country

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
Support costs		
Finance		
Bank charges	585	1,097
Mortgage and loan interest	291	340
	876	1,437
Information technology		
Telephone	181	205
Computer costs	2,844	2,468
	3,025	2,673
Other		
Wages	65,932	56,491
Social security	2,982	2,057
Pensions	1,491	4,220
Heat, light and rates	831	653
Rent and insurance	4,056	3,782
Telephone	790	896
Printing, postage & stationery	702	679
Sundry expenses	582	163
Training and books	544	520
Travel expenses	301	139
Publicity costs	169	-
Repairs and renewals	1,604	523
Professional fees	2,851	3,633
Membership fees	256	16
Equipment hire	883	749
Recruitment costs	420	10,800
Cleaning	690	775
Depreciation of tangible fixed assets	1,659	1,417
	86,743	87,513
Governance costs		
Auditors' remuneration for non audit work	3,114	3,198
Total resources expended	485,036	447,830
Net income	<u>58,663</u>	<u>57,973</u>

Accounts

REGISTERED COMPANY NUMBER: 04001321 (England and Wales)
REGISTERED CHARITY NUMBER: 1089171

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2021
for
Headway Black Country
(A Company Limited by Guarantee)

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

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for the Year Ended 31 March 2021

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Headway Black Country

Reference and Administrative Details
for the Year Ended 31 March 2021

TRUSTEES

Ms Claire Victoria Burnell
Ms Susan Mary Hatton
Ms Deborah Ann Pejica
Ms Alison Jane Ratcliffe
Ms Jane Camellia Sarker
Ms Kavita Nagra

REGISTERED OFFICE

Headway Black Country
Martins Hill Street
Dudley
West Midlands
DY2 8RT

**REGISTERED COMPANY
NUMBER**

04001321 (England and Wales)

**REGISTERED CHARITY
NUMBER**

1089171

INDEPENDENT EXAMINER

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

Report of the Trustees for the Year Ended 31 March 2021

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2021.

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).

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

OBJECTIVES AND ACTIVITIES

Structure, Governance and Management

Headway Black Country was started as branch of Headway UK in 1997.

It was incorporated as a company limited by guarantee on 24th May 2000. On 1st November 2001 the company was entered on to the Central Register of Charities, number: 1089171. The company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association.

The company is limited by guarantee. Each member undertakes to contribute to the company as may be required, but not exceeding £5, in the event that the company is wound up.

As such, Headway Black Country has been an independent charity and company limited by guarantee since these dates, affiliated to Headway UK.

Our main address is:

Headway Black Country, Martin Hill Street, Dudley, West Midlands, DY2 8RT

Our Bank is:

Unity Trust Bank, Nine Brindleyplace, Birmingham B1 5HB

Accountant and Independent Examiner are:

Lewis Smith & Co. The Old Doctors House, 74 Grange Road, Dudley DY1 2AW

The Board of Trustees meets bi-monthly to manage the strategic direction and overall performance of the organisation. Minutes are taken at each meeting. At least three Trustees must attend in order for action or a decision to be approved.

The Chair and the Treasurer are appointed annually and one third of all remaining Trustees retire by rotation each year. A retiring Trustee is eligible for re-election. A Secretary may be appointed by The Board for such term as it shall think fit.

Trustees are recruited from all sections of the local community often through contact with support groups, professionals and sometimes advertisements. All Trustees receive an induction.

OBJECTIVES AND ACTIVITIES (continued)

Structure, Governance and Management (continued)

Trustees in office during 2020/21 were:

Ms Claire Burnell
Ms Sue Hatton (Chair)
Ms Debbie Pejica (Treasurer)
Ms Alison Ratcliffe
Ms Jane Sarkar
Ms Kavita Nagra

The Chief Officer is responsible for the day-to-day running of the charity and reports to the Trustees on a regular basis. The Chief Officer, the Outreach Services Manager and the Specialist Occupational Therapist form the Management Team.

Frontline delivery is carried out by our staff team and our volunteers. At the end of March 2021, we employed 26 staff (2 full time, 24 part time), 2 sessional Counsellors and 3 Bank Support Workers. During the financial year 2020/21 we were supported by 10 volunteers in total.

All volunteers undergo relevant training and can access supervision. Volunteers are vital to the services we provide and we are very grateful for their contribution to our work.

Objectives

Headway Black Country is a local charity set up to provide support and information for adults who have survived a brain injury and to their family and carers. We cover The Black Country areas of Dudley, Sandwell, Walsall and Wolverhampton.

Our mission is: To promote the understanding of all aspects of brain injury and provide information, support and services for people with a brain injury, their families and carers.

Our vision is that: Any person with an acquired brain injury and their family, living in the Black Country, will have access to all the resources and support they need to enable them to live an active and fulfilled life within their family and communities.

The Strategic Objectives of the Charity are to:

- Increase awareness and understanding of acquired brain injury and its consequences.
- Provide relevant and timely support services for people with acquired brain injury, their relatives and carers.
- Promote improved, co-ordinated and multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-integration.
- Assist people with acquired brain injury return to independent living, including access to productive activities, social outlets and appropriate accommodation.
- Participate in promotions aimed at reducing the incidence of acquired brain injury.

OBJECTIVES AND ACTIVITIES (continued)

Guiding principles underpinning the delivery of our services

Headway Black Country:

- Values the individual and believes in the equal right of all to realise their potential.
- Believes in countering the disadvantage and social exclusion experienced by people with acquired brain injury and their carers.
- Values and respects diversity of ability and disability, race, culture, gender, religion and sexual orientation.
- Believes that people with acquired brain injury, their relatives, carers and relevant professional people should work together in pursuit of shared goals.

Activities for Public Benefit

Acquired Brain Injury refers to any form of brain injury that has occurred since birth. It includes Traumatic Brain Injury (from a severe blow or jolt to the head), Strokes (including haemorrhages caused by ruptured aneurysms), viral infections (e.g. encephalitis, meningitis), brain tumours, hypoxic/anoxic injuries, amongst other causes.

Our brain is a complex organ controlling our body and all the elements of who we are from our thoughts and memory, to our behaviour and personality. Injury to the brain, however it is caused, affects people in different ways with each person having unique physical, emotional, intellectual or behavioural problems. These problems may not always be apparent and for this reason it is often referred to as a 'hidden disability'.

These difficulties - which the person with a brain injury may not be aware of themselves - can be severely life restricting and go largely unrecognised by the public, statutory authorities and non-expert professionals.

Each year an estimated 1 million people attend hospital A&E in the UK following brain injury. Many more head injuries go unreported and are not assessed by medical professionals. It is estimated that across the UK there are 500,000 people of working age living with long-term disabilities as a result of traumatic brain injury.

OBJECTIVES AND ACTIVITIES (continued)

Activities for Public Benefit (continued)

Headway Black Country seeks to address the needs of its client group by:

- Ensuring accurate information is made available to brain injury survivors, their families and interested professionals. Provision takes various forms including telephone enquiries, a website, presence at events, training sessions and a comprehensive range of brain injury publications. These include those published by Headway UK and those of other specialist agencies such as the Stroke Association and British Epilepsy Association.
- Providing guidance about entitlements and practical support to access support services. Being a voice for those who find interaction with statutory and other services difficult and/or daunting.
- Access to a specialist advice service provided for us by Citizens Advice Dudley to help with financial, employment, housing, benefits etc. issues
- Access to our counselling service for those in need of emotional support.
- Presence at several hospitals serving our area to provide early support to survivors and to their families/carers
- Regular Carer Support Groups to foster mutual support, provide respite and social activities.
- Organising and running a Life Skills Service over five days per week at our Centres at Dudley and Willenhall. With the help of volunteers and paid staff, we provide person centred rehabilitation activities in small groups for people with a brain injury. At the end of March 2020, we were providing 29 Life Skills Activity Sessions (230 individual session spaces) each week and during the pandemic online alternatives were available.
- Supporting a Social Support Group for clients and a Heads-Up group to offer social opportunities for survivors and families, which had to be paused during the height of the pandemic.
- Providing a Young Adults Service for brain injury survivors aged 18 to 30.
- Working in partnership with other organisations, charities and statutory bodies to raise awareness of brain injury and to support our beneficiary group more effectively.
- Campaigning on behalf of brain injury survivors and carers; representing their needs at relevant local forums such as the Black Country Neurological Alliance and, through affiliation to Headway UK and the United Kingdom Acquired Brain Injury Forum, contributing to national debates on brain injury related issues.

Headway Black Country works to the Headway UK National Quality Standards.

In undertaking these activities, Headway Black Country and its Trustees confirm the Charity has complied with its duty under section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

OBJECTIVES AND ACTIVITIES (continued)

Risk

A Risk Register is in place and is reviewed by the Board of Trustees every six months. The major risk to which the organisation is exposed is the lack of continued funding. The Trustees are continually striving to ensure that the appropriate level of funding continues.

A majority of clients now buy our services themselves or are funded by a local authority through a spot purchase or a personal budget. This means that we have a greater number of purchasers to manage and the potential risk of payment default is increased, although in practice non-payment to date has been rare. Our systems have been developed in line with these changes to ensure effective control and management but we continue to look for further improvements and efficiencies.

We are working with local authorities, CCGs (Clinical Commissioning Groups) and other bodies to ensure that we continue to be funded to deliver the vital support and services we offer to people with brain injury, their families and carers. In line with our Business Plan we are actively exploring new services that will provide sustainable income sources over time.

We have continued to be exposed to risk in the form of the pandemic, COVID 19. Risk assessment has been at the forefront of our response to COVID 19 within the context of national and local agency responses and legislative requirements. Both our Centres closed on 23rd March 2020 in line with the national lockdown introduced at that time. Due to the commitment, imagination and hard work of our staff we rapidly introduced new ways of supporting all our clients through remote services: at least weekly welfare calls, a full programme of activity sessions delivered by video conferencing, weekly postal activity packs for those clients not accessing online services, remote information and support, Outreach and Counselling Services and this continued throughout 2020/21.

COVID 19 presents a significant long-term risk which is impacting on our operations and our future plans. It will be a major consideration in the development of the Charity's business plans for the foreseeable future.

Nevertheless, the Trustees are of the opinion that the Charity's assets are available and adequate to fulfil its obligations and those assets will continue to enable the organisation to pursue its strategic objectives.

Protection of vulnerable adults

All clients attending our Life Skills Sessions are individually risk assessed as are the activities they engage in. Headway Black Country is committed to safeguarding of vulnerable adults. We have a policy and procedures for the protection of people who use our services, provide regular staff training and subscribe to the Safeguarding Adults Multi-Agency Policy and Procedures for the West Midlands.

Headway Black Country

Report of the Trustees for the Year Ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Achievement and Performance 2020/21

During the year Headway Black Country has continued to achieve its objectives, providing significant benefits to the service users, their families and carers.

Life Skills Services

1st April 2020 - 89 clients attending at least one session each week.

31st March 2021 - 85 clients attending at least one session each week.

Outreach Service

Hospital and Home Visits ceased due to COVID, all outreach support was online or by telephone. We were also able to provide 13 Carers Support Session (2 of those being face to face and the remainder online).

Counselling Service

During the year;

137 one to one counselling sessions provided.

Citizens Advice

During the year;

89 face to face or telephone consultations provided.

Other key developments during the year 2020/21 have been:

Continuing to deliver our National Lottery Communities Fund project for the three years until end of March 2022 which has enabled us to:

- sustain and develop our Community Outreach capacity so that we can better serve and support people affected by brain injury in their communities, at home or while still in hospital.
- improve awareness of brain injury and the take up of support services for survivors and families particularly in minority ethnic groups.
- develop a new service to meet the needs of young adult survivors (18 to 30) of brain injury.
- develop a new Community Support Service to enable individual survivors to receive specialist support with day to day living.
- continue our partnership with Citizens Advice Dudley to support our client's with issues such as benefits, finance, housing etc.
- Developing our Accommodation Strategy to address pressure on accommodation at both Dudley and Willenhall for client services and for staff.
- Responding to the COVID 19 pandemic

FINANCIAL REVIEW

Financial position

The Charity receives income from the provision of care services. It also seeks financial support for specific activities / services from charitable trusts, local authorities and the Big Lottery. Fund raising and charitable giving by individuals, organisations and groups also make important contributions to our services and activities.

During the year to 31st March 2021 the Charity received donations, service income, local authority income, grants and interest amounting to £505,803 (2020 - £454,507) out of which £447,830 (2020 - £432,602) was spent in pursuit of the Charity's objects. At 31st March 2021 £603,159 (2020 - £545,186) was held as Restricted and Unrestricted Funds. The detailed accounts are set out on the pages 9 to 21 of these financial statements.

FINANCIAL REVIEW

Funds policy

Headway Black Country and its Trustees consider that the assets within the Charity should be at a level to cover the Charity's operational costs for at least six months. The reserves are needed to bridge the funding gaps between spending on the Charity's overheads and the receipt of new grants and development of new income streams.

We also recognise, through the Designated Building Fund, that in the short to medium term the charity is going to need to secure additional, suitable accommodation to facilitate service developments and respond to demand. This fund currently stands at £80,000. To reflect the need to prepare to respond to pressures on current accommodation, following the adoption of the Accommodation Strategy it has been calculated that £190,000 of free reserves can be made available to support delivery of that Strategy.

Our Investment Policy guides our approach to the application of reserves to further the work of the Charity having regard to its Business Plan and investment risks. The majority of the reserves are represented by cash at bank and the managerial staff monitor the cash levels on a daily basis and report any material fluctuations to the Trustees.

FUTURE PLANS

Looking Ahead

We continue to work to deliver our current Business Plan with the aim of moving away from reliance on grant subsidy to a sustainable revenue model. Indications are that despite the impact of COVID-19 revenue from sale of services is rising as we grow existing Life Skills rehabilitation sessions, invest in marketing and outreach activities, improve the quality and clinical basis of the service and so attract new service users.

Our Business Plan was due to be reviewed during 2020 but Trustees decided to postpone work on this pending the appointment of a new Chief Officer in late 2020 and until there was greater certainty about the longer-term implications for the charity of the COVID-19 pandemic. We have this year drawn together an interim Business Plan whilst we work to develop our longer-term strategy for the next three to five years.

We have recommenced actively working to our Accommodation Strategy to address the pressure on our accommodation to increasing client numbers and services. Plans were well advanced for an Annex building for our Martin Hill Street Centre. However, the onset of the COVID-19 pandemic had put that project on hold and it is currently being reviewed by Trustees as part of the preparation of the new Business Plan from 2022 onwards.

We continue to engage with a wide range of statutory agencies, voluntary partners and commissioning bodies in order to sustain our work and explore opportunities of meeting unmet need amongst those affected by acquired brain injury. This has become even more important as we have had to adjust our services and support to our client group through the pandemic and into a 'new normal' environment.

Trustees are dedicated to seeking other funding and income streams to give our organisation security and stability so that we can continue to provide services to people with acquired brain injury and their families and carers in the long-term. This will be at the heart of the Business Planning process during 2022.

Headway Black Country

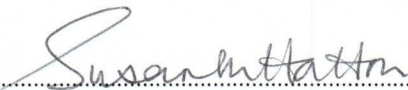
Report of the Trustees
for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Approved by order of the board of trustees on 13/12/2021..... and signed on its behalf by:

..........

Ms Susan Mary Hatton - Trustee

Independent Examiner's Report to the Trustees of
Headway Black Country

Independent examiner's report to the trustees of Headway Black Country ('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 FCCA 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.



Mr Andrew James Smith
FCCA
Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Date: 14/12/2021

Headway Black Country

Statement of Financial Activities
for the Year Ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	8,201	-	8,201	15,272
Charitable activities	3				
Grants receivable		26,547	88,968	115,515	108,918
Income received through the provision of rehabilitative services		380,229	-	380,229	322,351
Investment income		1,856	-	1,856	1,331
Other income		-	2	2	6,635
Total		416,833	88,970	505,803	454,507
EXPENDITURE ON					
Charitable activities	4				
Staff and volunteer costs		280,024	68,156	348,180	328,045
Property costs		31,803	-	31,803	35,991
Other operating costs		52,962	14,885	67,847	68,566
Total		364,789	83,041	447,830	432,602
NET INCOME		52,044	5,929	57,973	21,905
RECONCILIATION OF FUNDS					
Total funds brought forward		529,471	15,715	545,186	523,281
TOTAL FUNDS CARRIED FORWARD		<u>581,515</u>	<u>21,644</u>	<u>603,159</u>	<u>545,186</u>

The notes form part of these financial statements

Headway Black Country

Balance Sheet
31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	10	228,821	1,928	230,749	231,010
CURRENT ASSETS					
Debtors	11	25,232	-	25,232	37,249
Cash at bank and in hand		<u>391,263</u>	<u>19,716</u>	<u>410,979</u>	<u>341,787</u>
		416,495	19,716	436,211	379,036
CREDITORS					
Amounts falling due within one year	12	(17,686)	-	(17,686)	(14,729)
		<u>398,809</u>	<u>19,716</u>	<u>418,525</u>	<u>364,307</u>
NET CURRENT ASSETS					
		<u>398,809</u>	<u>19,716</u>	<u>418,525</u>	<u>364,307</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		627,630	21,644	649,274	595,317
CREDITORS					
Amounts falling due after more than one year	13	(46,115)	-	(46,115)	(50,131)
		<u>581,515</u>	<u>21,644</u>	<u>603,159</u>	<u>545,186</u>
NET ASSETS					
		<u>581,515</u>	<u>21,644</u>	<u>603,159</u>	<u>545,186</u>
FUNDS	16				
Unrestricted funds				581,515	529,471
Restricted funds				<u>21,644</u>	<u>15,715</u>
TOTAL FUNDS				<u>603,159</u>	<u>545,186</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.

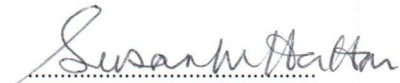
The notes form part of these financial statements

Headway Black Country

Balance Sheet - continued
31 March 2021

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 13/12/2021.....
and were signed on its behalf by:


.....
Ms Susan Mary Hatton - Trustee

The notes form part of these financial statements

Headway Black Country

Cash Flow Statement

for the Year Ended 31 March 2021

	Notes	31.3.21 £	31.3.20 £
Cash flows from operating activities			
Cash generated from operations	1	81,913	29,343
Interest paid		<u>(1,809)</u>	<u>(1,672)</u>
Net cash provided by operating activities		<u>80,104</u>	<u>27,671</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(7,276)</u>	<u>(4,958)</u>
Net cash used in investing activities		<u>(7,276)</u>	<u>(4,958)</u>
Cash flows from financing activities			
Loan repayments in year		<u>(3,636)</u>	<u>(3,524)</u>
Net cash used in financing activities		<u>(3,636)</u>	<u>(3,524)</u>
Change in cash and cash equivalents in the reporting period		69,192	19,189
Cash and cash equivalents at the beginning of the reporting period		<u>341,787</u>	<u>322,598</u>
Cash and cash equivalents at the end of the reporting period		<u><u>410,979</u></u>	<u><u>341,787</u></u>

The notes form part of these financial statements

Notes to the Cash Flow Statement
for the Year Ended 31 March 2021

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.21 £	31.3.20 £
Net income for the reporting period (as per the Statement of Financial Activities)	57,973	21,905
Adjustments for:		
Depreciation charges	7,537	8,238
Interest paid	1,809	1,672
Decrease in debtors	12,017	2,610
Increase/(decrease) in creditors	<u>2,577</u>	<u>(5,082)</u>
Net cash provided by operations	<u><u>81,913</u></u>	<u><u>29,343</u></u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.20 £	Cash flow £	At 31.3.21 £
Net cash			
Cash at bank and in hand	<u>341,787</u>	<u>69,192</u>	<u>410,979</u>
	<u>341,787</u>	<u>69,192</u>	<u>410,979</u>
Debt			
Debts falling due within 1 year	(3,620)	(380)	(4,000)
Debts falling due after 1 year	<u>(50,131)</u>	<u>4,016</u>	<u>(46,115)</u>
	<u>(53,751)</u>	<u>3,636</u>	<u>(50,115)</u>
Total	<u><u>288,036</u></u>	<u><u>72,828</u></u>	<u><u>360,864</u></u>

The notes form part of these financial statements

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.

The presentation currency of the financial statements is the Pound Sterling (£) and the figures are rounded to the nearest round pound.

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.

Voluntary income received by the way of donations and gifts to the charity is included in full in the Statement of Financial Activities when received.

Grants are credited to the Statement of Financial Activities on a receivable basis. Grants received in advance have been recognised as deferred income and are released to the Statement of Financial Activities when the related expenditure is incurred.

Income received through the provision of rehabilitative services is credited to the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable and the amount can be measured reliably by the charity.

Other charitable activity income and other income are included in the period to which they relate.

Intangible income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include this value.

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 are allocated to activities using estimates deemed appropriate by the Trustees on a basis consistent with the use of resources. Expenditure is classified under the following activity headings:

Cost of raising funds comprises investment management costs and their associated support costs.

Expenditure on charitable activities included the costs undertaken to further the purpose of the charity and their associated support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objectives of the charity and include governance costs and back office costs. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES - continued

Expenditure

The basis upon which support costs have been allocated are set out in note 3 of the financial statements.

Tangible fixed assets

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

Freehold property	-	Straight line over 50 years
Computer equipment	-	25% on reducing balance

Tangible fixed assets are items of equipment, furniture etc and have a useful life in excess of one year. The charity has adopted a policy of writing off, in the year of acquisition, all fixed assets costing £350 or less.

Donated assets are valued at the time of acquisition.

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.

Designated funds are the unrestricted funds of the charity which the trustees have decided at their discretion to set aside for a specific purpose.

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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

Debtors and creditors with no stated interest rate receivable or payable are recorded at their transaction price. Any basic financial instruments are recognised at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Donations	<u>8,201</u>	<u>15,272</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.21 £	31.3.20 £
Grants	Grants receivable	115,515	108,918
Rehabilitative services	Income received through the provision of rehabilitative services	380,229	322,351
Investment income	Investment income	<u>1,856</u>	<u>1,331</u>
		<u>497,600</u>	<u>432,600</u>

Grants received, included in the above, are as follows:

	31.3.21 £	31.3.20 £
General grants	5,400	-
Lottery grants	88,968	108,918
Council grants	15,584	-
Covid-19 grants	<u>5,563</u>	<u>-</u>
	<u>115,515</u>	<u>108,918</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Staff and volunteer costs	273,953	74,227	348,180
Property costs	25,824	5,979	31,803
Other operating costs	<u>53,232</u>	<u>14,615</u>	<u>67,847</u>
	<u>353,009</u>	<u>94,821</u>	<u>447,830</u>

5. SUPPORT COSTS

	Finance £	Information technology £	Other £	Governance costs £	Totals £
Staff and volunteer costs	-	-	74,227	-	74,227
Property costs	-	-	5,979	-	5,979
Other operating costs	<u>1,437</u>	<u>2,673</u>	<u>7,307</u>	<u>3,198</u>	<u>14,615</u>
	<u>1,437</u>	<u>2,673</u>	<u>87,513</u>	<u>3,198</u>	<u>94,821</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

6. NET INCOME/(EXPENDITURE)

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

	31.3.21	31.3.20
	£	£
Other assurance services	3,198	(2,950)
Depreciation - owned assets	<u>7,537</u>	<u>8,238</u>

7. 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.

8. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	300,485	285,211
Social security costs	10,943	10,655
Other pension costs	<u>22,445</u>	<u>26,341</u>
	<u>333,873</u>	<u>322,207</u>

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

	31.3.21	31.3.20
	<u>29</u>	<u>26</u>
Average number of staff		

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	15,272	-	15,272
Charitable activities			
Grants receivable	-	108,918	108,918
Income received through the provision of rehabilitative services	322,351	-	322,351
Investment income	1,331	-	1,331
Other income	<u>6,635</u>	<u>-</u>	<u>6,635</u>
Total	<u>345,589</u>	<u>108,918</u>	<u>454,507</u>

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Charitable activities			
Staff and volunteer costs	239,614	88,431	328,045
Property costs	35,043	948	35,991
Other operating costs	52,597	15,969	68,566
Total	327,254	105,348	432,602
NET INCOME	18,335	3,570	21,905
RECONCILIATION OF FUNDS			
Total funds brought forward	511,136	12,145	523,281
TOTAL FUNDS CARRIED FORWARD	<u>529,471</u>	<u>15,715</u>	<u>545,186</u>

10. TANGIBLE FIXED ASSETS

	Freehold property £	Computer equipment £	Totals £
COST			
At 1 April 2020	271,430	33,681	305,111
Additions	-	7,276	7,276
At 31 March 2021	271,430	40,957	312,387
DEPRECIATION			
At 1 April 2020	48,846	25,255	74,101
Charge for year	5,429	2,108	7,537
At 31 March 2021	54,275	27,363	81,638
NET BOOK VALUE			
At 31 March 2021	<u>217,155</u>	<u>13,594</u>	<u>230,749</u>
At 31 March 2020	<u>222,584</u>	<u>8,426</u>	<u>231,010</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	17,724	31,669
Prepayments and accrued income	<u>7,508</u>	<u>5,580</u>
	<u>25,232</u>	<u>37,249</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Bank loans and overdrafts (see note 14)	4,000	3,620
Trade creditors	2,892	1,112
Social security and other taxes	4,083	3,697
Pension creditor	2,008	2,685
Accruals and deferred income	<u>4,703</u>	<u>3,615</u>
	<u>17,686</u>	<u>14,729</u>

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.21	31.3.20
	£	£
Bank loans (see note 14)	<u>46,115</u>	<u>50,131</u>

14. LOANS

An analysis of the maturity of loans is given below:

	31.3.21	31.3.20
	£	£
Amounts falling due within one year on demand:		
Bank loans	<u>4,000</u>	<u>3,620</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>4,000</u>	<u>3,620</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>12,000</u>	<u>10,860</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instal	<u>30,115</u>	<u>35,651</u>

15. SECURED DEBTS

The following secured debts are included within creditors:

	31.3.21 £	31.3.20 £
Bank loans	<u>50,115</u>	<u>53,751</u>

The bank loan is secured by a legal charge over the freehold land and buildings.

16. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	449,471	52,044	(110,000)	391,515
Building reserve	<u>80,000</u>	<u>-</u>	<u>110,000</u>	<u>190,000</u>
	529,471	52,044	-	581,515
Restricted funds				
Future Builders Grant	126	(32)	-	94
Santander Foundation	142	(36)	-	106
Lottery Funding	8,372	6,573	-	14,945
Lottery Funding - Server	2,304	(576)	-	1,728
Dudley MBC Carers Grant	216	-	-	216
Eveson Trust Grant	<u>4,555</u>	<u>-</u>	<u>-</u>	<u>4,555</u>
	<u>15,715</u>	<u>5,929</u>	<u>-</u>	<u>21,644</u>
TOTAL FUNDS	<u>545,186</u>	<u>57,973</u>	<u>-</u>	<u>603,159</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	416,833	(364,789)	52,044
Restricted funds			
Future Builders Grant	-	(32)	(32)
Santander Foundation	-	(36)	(36)
Lottery Funding	88,970	(82,397)	6,573
Lottery Funding - Server	<u>-</u>	<u>(576)</u>	<u>(576)</u>
	<u>88,970</u>	<u>(83,041)</u>	<u>5,929</u>
TOTAL FUNDS	<u>505,803</u>	<u>(447,830)</u>	<u>57,973</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	431,136	18,335	449,471
Building reserve	<u>80,000</u>	<u>-</u>	<u>80,000</u>
	511,136	18,335	529,471
Restricted funds			
Future Builders Grant	168	(42)	126
Santander Foundation	190	(48)	142
Lottery Funding	3,479	4,893	8,372
Lottery Funding - Server	3,072	(768)	2,304
Dudley MBC Carers Grant	306	(90)	216
Eveson Trust Grant	<u>4,930</u>	<u>(375)</u>	<u>4,555</u>
	<u>12,145</u>	<u>3,570</u>	<u>15,715</u>
TOTAL FUNDS	<u>523,281</u>	<u>21,905</u>	<u>545,186</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	345,589	(327,254)	18,335
Restricted funds			
Future Builders Grant	-	(42)	(42)
Santander Foundation	-	(48)	(48)
Lottery Funding	108,918	(104,025)	4,893
Lottery Funding - Server	-	(768)	(768)
Dudley MBC Carers Grant	-	(90)	(90)
Eveson Trust Grant	<u>-</u>	<u>(375)</u>	<u>(375)</u>
	<u>108,918</u>	<u>(105,348)</u>	<u>3,570</u>
TOTAL FUNDS	<u>454,507</u>	<u>(432,602)</u>	<u>21,905</u>

16. 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	431,136	70,379	(110,000)	391,515
Building reserve	<u>80,000</u>	<u>-</u>	<u>110,000</u>	<u>190,000</u>
	511,136	70,379	-	581,515
Restricted funds				
Future Builders Grant	168	(74)	-	94
Santander Foundation	190	(84)	-	106
Lottery Funding	3,479	11,466	-	14,945
Lottery Funding - Server	3,072	(1,344)	-	1,728
Dudley MBC Carers Grant	306	(90)	-	216
Eveson Trust Grant	<u>4,930</u>	<u>(375)</u>	<u>-</u>	<u>4,555</u>
	<u>12,145</u>	<u>9,499</u>	<u>-</u>	<u>21,644</u>
TOTAL FUNDS	<u>523,281</u>	<u>79,878</u>	<u>-</u>	<u>603,159</u>

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	762,422	(692,043)	70,379
Restricted funds			
Future Builders Grant	-	(74)	(74)
Santander Foundation	-	(84)	(84)
Lottery Funding	197,888	(186,422)	11,466
Lottery Funding - Server	-	(1,344)	(1,344)
Dudley MBC Carers Grant	-	(90)	(90)
Eveson Trust Grant	<u>-</u>	<u>(375)</u>	<u>(375)</u>
	<u>197,888</u>	<u>(188,389)</u>	<u>9,499</u>
TOTAL FUNDS	<u>960,310</u>	<u>(880,432)</u>	<u>79,878</u>

The purpose of the restricted funds are as follows:

Future Builders Grant

Capital grant to cover the costs of moving premises to Martin Street Hill, Dudley and refurbishment costs.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

16. MOVEMENT IN FUNDS - continued

Santander Foundation

A grant towards the provision of IT services for clients.

Methodist Church

A grant towards the cost of maintaining the gardens.

Lottery Funding

A grant to deliver sufficient extension to the services already provided for brain injury survivors. This will include new rehabilitation sessions for survivors in Walsall, extending the sessions already provided in Dudley, a new family outreach service to help families and careers and an advice partnership with Dudley CAB. In particular, it will provide a service dedicated to supporting carers of brain injury survivors whose needs for specialist support and information often go unmet and unrecognised.

Lottery Funding - Server

Some of the lottery funding was used to acquire a server at a cost of £5,700. This has been treated as a fixed asset and depreciation is charged against the fund.

Dudley MBC Carers Grant

Grant funding to support Carer Support Groups for family members of survivors in Dudley.

Groundwork UK

Sensory garden and small kitchen garden project to assist in the recovery journey of those surviving from Acquired Brain Injury and Stroke.

Eveson Trust

To support development of Survivor Peer Support, Tea and chat and Carer Support Groups.

17. RELATED PARTY DISCLOSURES

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

18. ULTIMATE CONTROLLING PARTY

The charity is under the control of the trustees.

Headway Black Country

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	8,201	15,272
Charitable activities		
Grants	115,515	108,918
Rehabilitative services	380,229	322,351
Investment income	<u>1,856</u>	<u>1,331</u>
	497,600	432,600
Other income		
Other sundry income	<u>2</u>	<u>6,635</u>
Total incoming resources	505,803	454,507
EXPENDITURE		
Charitable activities		
Wages	243,994	231,591
Social security	8,886	8,652
Pensions	18,225	21,389
Heat, light and rates	2,821	3,429
Telephone	4,756	2,922
Printing, postage & stationery	2,934	3,784
Sundry expenses	702	2,701
Travel expenses	600	2,904
Publicity costs	-	2,090
Rent and insurance	16,336	15,542
Professional fees	15,692	25,734
Training and books	2,248	1,837
Repairs and renewals	2,259	4,571
Computer costs	10,658	7,914
Equipment hire	3,237	2,966
Membership fees	68	49
Cleaning	3,349	3,328
Bad debts	8,655	3,518
Freehold property	6,120	6,689
Mortgage and loan interest	<u>1,469</u>	<u>1,358</u>
	353,009	352,968
Support costs		

This page does not form part of the statutory financial statements

Headway Black Country

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
Support costs		
Finance		
Bank charges	1,097	724
Mortgage and loan interest	<u>340</u>	<u>314</u>
	1,437	1,038
Information technology		
Telephone	205	126
Computer costs	<u>2,468</u>	<u>1,832</u>
	2,673	1,958
Other		
Wages	56,491	53,620
Social security	2,057	2,003
Pensions	4,220	4,952
Heat, light and rates	653	794
Rent and insurance	3,782	3,598
Telephone	896	551
Printing, postage & stationery	679	876
Sundry expenses	163	1,575
Training and books	520	425
Travel expenses	139	672
Publicity costs	-	484
Repairs and renewals	523	1,058
Professional fees	3,633	5,958
Membership fees	16	11
Equipment hire	749	687
Recruitment costs	10,800	-
Cleaning	775	775
Depreciation of tangible fixed assets	<u>1,417</u>	<u>1,549</u>
	87,513	79,588
Governance costs		
Auditors' remuneration for non audit work	<u>3,198</u>	<u>(2,950)</u>
Total resources expended	<u>447,830</u>	<u>432,602</u>
Net income	<u><u>57,973</u></u>	<u><u>21,905</u></u>

This page does not form part of the statutory financial statements