

HEADWAY HERTFORDSHIRE LIMITED

England & Wales · Charity number 1094046

Details

Other names HEADWAY NORTH HERTS & STEVENAGE LIMITED

Status Registered

Legal form Charitable company

Company number [04341309](#)

Registered 2002-10-04

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

Contact

Address Headway Hertfordshire
Suite 3a
30 Bancroft
Hitchin
Hertfordshire
SG5 1LA

Phone 03003301455

Email enquiries@headway-herts.org.uk

Website www.headway-herts.org.uk

Activities

Objects: (1)TO RELIEVE PERSONS WHO ARE RESIDENT IN HERTFORDSHIRE WHO HAVE SUFFERED A BRAIN INJURY, THEIR FAMILIES, CARERS, AND OTHER RELATED PROFESSIONALS BY THE PROVISION OF SUCH INFORMATION, SERVICE AND FACILITIES, AS THE TRUSTEES SHALL FROM TIME TO TIME DETERMINE.(2)TO ADVANCE THE EDUCATION OF THE PUBLIC IN ALL ASPECTS RELATING TO BRAIN INJURY AND ITS PREVENTION.

Activities: The company is established to promote the understanding of brain injury and to provide information and support to people who have acquired brain injury, their families and carers throughout Hertfordshire

Classification

- **How:** Makes Grants To Individuals, Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** HERTFORDSHIRE
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£346,604	£375,599	-	-
2024-03-31	£406,279	£339,639	-	-
2023-03-31	£274,033	£325,015	-	-
2022-03-31	£210,518	£303,149	-	-
2021-03-31	£422,565	£261,548	-	-

Trustees

Name	Role	Appointed
David Gibson	Chair	2024-06-25
Angela Beric		2019-01-21
BRUCE ST LEGER		2018-07-10
Dr Fahim Awar		2025-03-17
Jack Goulde		2023-03-21
Nikola baines		2020-10-19
Rachel Sara Fink		2025-09-10
Sonia Woodward		2020-10-19

HEADWAY HERTFORDSHIRE LIMITED

England & Wales - Charity number 1094046

Accounts

HEADWAY HERTFORDSHIRE LIMITED
(A Company Limited by Guarantee)

Company registration number: 04341309
Charity number: 1094046

TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2025

HEADWAY
HERTFORDSHIRE
LIMITED
(A Company Limited by
Guarantee)

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

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HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS

FOR THE YEAR ENDED 31 MARCH 2025

Trustees

D H Gibson, Chair (appointed 25 June 2024)
N P Baines
G P Bell (resigned 25 June 2024)
A Beric
M H B Ferguson (resigned 1 December 2024)
J Goulde
V J Molloy
B P St Leger
S Woodward
F Anwar (appointed 17 March 2025)
R Fink (appointed 8 July 2025)

Company registered Number 04341309

Charity registered number 1094046

Registered office

Suite 3a
30 Bancroft
Hitchin
Herts
SG5 1LA

Company secretary A Beric

Chief executive officer J Archer

Bankers

Charities Aid Foundation Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Neil Atherton Accountancy Services Ltd
Rosemount
Garden Close Lane
Newbury
RG14 6PR

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report together with the financial statements of the Company for the year 1 April 2024 to 31 March 2025. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Chairman's foreword

I became Chairman of the Trustees in June 2024, a role I am very proud and privileged to hold and fulfil. Prior to this I was a Volunteer, attending and supporting two Peer Support Groups and other Headway activities throughout the County, seeing first-hand the work and benefits our dedicated team provide to our client's. Currently I still combine my chairman role with that of a Volunteer, seeing the great and first class work our team, under the excellent leadership of our CEO, our full and part time staff and Volunteers provide, in enhancing the lives of our client's. I am very proud of all our team's commitment, their dedication, all they achieve and the joy, benefits, improvements and enrichment they make to the lives of our client's.

Together with my Trustee colleague's we look forward to supporting the Headway Hertfordshire team in all their activities, to ensure continuation of the services the organization provides.

I am pleased that we continue to succeed in securing funds, via grants and donations which enable us to provide our excellent services. Our success record in grant applications has continued during the year, which is testament to the confidence the awarding organisations have in Headway Hertfordshire, we are seen as a safe investment.

Our service and business model is flexible, innovative and economic, providing a firm financial foundation for the services we provide and for the future of the organization.

A major contributor to our success is the ability to create and maintain good relationships with stakeholders, influencers, authorities and all we deal with, which our CEO continues to cultivate and master.

The following headlines show the levels of activity managed by Headway Herts:

Our clients:

- We have 1480 clients on our database, of which 359 are active and cover a range of conditions:
 - 47% stroke victims
 - 33.5% TBI
 - 4% Infection
 - 10% Tumour
 - 5.5% Hypoxic
- We received 112 new referrals to which we responded efficiently and speedily

Our services:

- 64 attendances to our Carer Education Workshops
- 2057 attendances at 10 groups

Our Support Coordinators managed:

- 52 one-to-one sessions
- 46 assessments +49 home visit assessments
- 402 contacts via email, phone or text + 117 to professional regarding clients

Our Occupational Therapist managed:

- 129 HABIT attendances by Zoom/Workshop
- 338 one-to-one sessions
- 954 contacts via email, phone or text + 446 to professionals regarding Clients

Our Carer Support service managed:

- 57 one-to-one sessions

HEADWAY HERTFORDSHIRE LIMITED

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

- 954 contacts via email, phone or text
- Carer Support Groups in 4 locations with 46 attendances

Our Counselling service covered:

- 187 sessions of counselling delivered to clients or carers
- 3 x trainee counsellors on placement with us, who are now qualified. New advert being places in colleges to attract new trainees, from the new intake.

Our volunteers provided:

- 18 volunteers across the team
- Delivered over 1500 hours of volunteering

Other activity:

Seated Yoga

- 207 attendances
- 11 attendances at PSGs

SALT (speech and language therapy) Project:

- 1 x group with 52 attendances

When compared with the previous year, these levels of activity show an increase in a majority of the measures, which demonstrates the continued and increasing demand for the ABI services provided by Headway Hertfordshire, together with recognition of our established reputation in successfully delivering these services.

Headway Herts has a very active and vibrant social scene and has held a number of events, open to all, well attended and which generate donations. Highlights include:

- Welwyn PSG Xmas Lunch with 21 attendees
- St Albans/Hertsmere PSG Xmas Lunch with 22 attendees
- Spring Social with 25 attendees
- Museum of Brands trip with 24 joining the trip
- 10 Pin Bowling had 128 participants
- North Herts PSG Xmas Lunch with 31 attendees
- Letchworth PSG Xmas Lunch with 16 attendees
- East Herts PSG Xmas Lunch with 9 attendees
- Xmas Quiz over Zoom had 40 enthusiastic participants
- Family Event – One event with 9 families attending
- *Volunteer's Celebration*
- *The 'Big Step Out'*
- *Spinathon*

I have mentioned previously our brilliant dedicated team, and we could not achieve the success we do without them. We continue to invest in their learning and development with 248 hours of training undertaken this year, provided by iHasco who provide and manage our training needs.

It has been a busy year for our team, but we are all rewarded through the success of our clients and all they achieve in reaching their goals and outcomes.

In common with other Charities, Headway Hertfordshire has and will face many challenges going forward. Together with an increasing demand for our services, these challenges are unlikely to get easier, but I am satisfied and confident we have put in place the structure, organization, leadership, strong financial position and initiatives, to competently deal with these, ensuring we remain fit for the future and fit to continue, as a sustainable business, providing the requisite service levels to our clients, so they have every opportunity to achieve their goals and outcomes.

I am confident and optimistic of another successful year ahead, and I together with my Trustee colleagues, look forward to supporting the Headway Hertfordshire team to achieve this.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Objectives and activities

a. Policies and objectives

Anyone can acquire a brain injury at any time in their lives.

People with an acquired brain injury often experience:

- Anxiety, depression, loss of motivation, difficulty controlling anger, and impulsivity
- Problems with memory, attention and concentration, low tolerance of noisy or stressful environments, loss of insight and initiative.
- Loss of co-ordination, muscle rigidity, paralysis, epilepsy, difficulty in speaking, loss of sight, smell or taste, fatigue, and sexual problems.
- Relationship difficulties with family and friends, which can be placed under immense strain. Relatives report that the ten most difficult problems are personality changes, slowness, poor memory, irritability, bad temper, tiredness, depression, tension and anxiety, rapid mood changes, and threats of violence.
- Longer term impacts on their ability to return to their previous level of function and quality of life. This includes their ability to attain, or retain, employment or education.
- Members of the Hertfordshire ABI Steering Group estimate that 5000 people suffer a traumatic or acquired brain injury in the county every year. Of these, approximately 2500 would fall within the remit of our work.

Our charity's purposes as set out in the company's Memorandum of Association are to:

Relieve persons who are over 18 and resident in Hertfordshire who have suffered a brain injury, their families, carers and other related professionals by the provision of such information, service and facilities as the trustees from time to time determine.

Headway Hertfordshire's Vision

Currently, Headway Hertfordshire works with approximately 270 people each year and our aim is to expand our reach and support more people in the years ahead.

HEADWAY HERTFORDSHIRE LIMITED

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Objectives and activities (continued)

b. Strategies for achieving objectives

To achieve our aim, we will:

- Look to activate chargeable services wherever possible whilst being understanding of our clients' unique situations, ability to pay and the timings of any financial contribution.
- Make our charity more attractive to new investors and sponsors, showing them clearly the difference we make to people's lives who are affected by a brain injury.
- Develop our approach to driving and maximizing our fundraising channels.
- Improve our visibility and become known as the organisation of choice in Hertfordshire for those with a brain injury who need expert support, education and encouragement.
- Develop and launch new services that reflect the identified needs of our clients and will include a Family support programme, a Physiotherapy programme and a SALT (Speech And Language Therapy) programme.

We will, of course, focus on having policies and procedures that meet any relevant legislative changes and enhance our service delivery quality standards.

Our vision statement:

To be the support organisation of choice for all those over 18 affected by an acquired brain injury living in Hertfordshire.

Our mission statement:

To promote awareness and understanding of all aspects of an acquired brain injury and to provide information, support and services to people with an acquired brain injury, their families and carers in Hertfordshire.

Our core values and purposes:

- Professional
We run Headway Hertfordshire as a sustainable charitable business, managing our finances and services responsibly and in the best interests of those who use our services.
- Friendly
We are approachable, friendly and offer a safe, comfortable community of support where people feel welcomed, accepted and understood.
- Client focused
We deliver accessible, tailored services and respond to the clearly defined individual needs, circumstances and views of our clients and are primarily accountable to them.
- Respectful
We respond to our clients and colleagues as valued human beings, treating them with dignity and respect. Whilst we recognise each person as unique, we seek to promote equality of access in the wider community.

c. Main activities undertaken to further the Company's purposes for the public benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 and have regard to the public benefit guidance as issued by the Charity Commission as shown in the objectives above.

We have referred to the guidance on public benefit when reviewing our aims and objectives and in planning our future activities in particular, the Trustees consider how planned activities will contribute to the aims and objectives that they have set.

This public benefit statement forms the basis for all judgements regarding operational reports to the Board meetings, in order to be reassured that the facilities and services currently managed by the charity continue to meet these criteria. At these meetings, the Financial Controller also presents the quarterly financial position including taking account of any restricted funds and the Charity's status as a going concern.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

During 2024/25 the charity made a deficit of £28,995. A surplus of £66,640 was made in 2023/24.

The total funds as at the year-end 31st March 2025 were £94,683 (2024: £123,678).

b. Reserves policy

The board of trustees determined that the reserves should be maintained at a level which ensures that Headway Hertfordshire's core activity could continue during a period of unforeseen difficulty. The trustees examined the charities requirements for reserves in the light of main risks to the organisation and established a policy whereby the unrestricted funds, not committed, should be three months of expenditure. The board of trustees reviews their reserves policy annually. Current unrestricted reserves held cover the reserves policy.

Structure, governance and management

a. Constitution

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.

The organisation is a charitable company limited by guarantee, incorporated on 17th December 2001 and registered as a charity on 4th October 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under Articles of Association.

b. Methods of appointment or election of Trustees

The directors of the company are also charity trustees for the purposes of charity law. Under the arrangements agreed at the last AGM, trustees can serve for three terms of three years.

All members of the trustee board give their time voluntarily and receive no benefits from the charity. Any expenses claimed from the charity are set out in note 8 of the accounts.

The trustee board seeks to ensure that the needs of the beneficiary group are appropriately reflected through the diversity of the trustee body and ensures that at least one service user sits on the board at any one time.

The more traditional business skills are well represented on the board. In an effort to maintain this broad mix, trustees are required to provide a list of their skills and to update it each year. In the event of particular skill shortage, new individuals are approached to offer themselves for election to the board.

The board remained stable with a strong expertise across a broad set of skills.

HEADWAY HERTFORDSHIRE LIMITED

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Structure, governance and management (continued)

c. Organisational structure and decision-making policies

At the start of 2024/25 Headway Hertfordshire employed ten staff (a full-time chief executive, three support coordinators (one full and two part time) four occupational therapists (one full time and three part time), a full-time office manager and a part time office support worker. Their work was supported by a core team of nine freelance counsellors (three in their final year of training) and a freelance part time Finance Manager and 15 excellent volunteers.

The Chief Executive, John Archer, has now been in post since November 2016 and continues to support, re-organise and strengthen the front-line team whilst concentrating on ensuring adequate resources are in place and the name and positive reputation of Headway Hertfordshire is well known and appreciated throughout the county.

Our service delivery model

Our delivery model has evolved to create a mix of virtual and face-to-face interactions with our clients and carers. We continue to risk assess the best way to meet each individual client's needs to create the best mix of face-to-face meetings either at a client's home, in community group settings, through virtual communications such as Zoom and by email and telephone.

- Referrals to Headway Hertfordshire can be made by health or social service professionals, family members or clients themselves.
- After initial triage by our office manager, initial referrals go to our support coordinators, following discharge from acute or community NHS treatment or care or through self-referrals from our website or a local GP, Link workers, Community Navigators or a Social Worker via social prescribing
- Our support coordinators provide information and advice, including self-help materials about brain injury and how to cope with the various effects, understanding the care pathway in Hertfordshire and how to access relevant statutory and voluntary sector services.
- We signpost to speech therapists and physiotherapists, Hertfordshire's NHS Acquired Brain Injury team and local voluntary organisations, throughout the county.
- We provide counselling via face to face, telephone or Zoom calls to clients and or carers, where required and if funding is available.
- Regular contact calls are made via telephone or Zoom by our support coordinators or our pastoral care volunteer where clients and/or carers require 1:1 support.
- We run both virtual and face to face rehabilitation group sessions for clients which provide a break for carers. Sessions include exercises to improve memory and reduce stress through art, music and physical activities.
- We run regular Carers' Education Groups via Zoom conference calls to help carers understand brain injuries and the effects this may have on their loved one.
- We offer peer support activities, throughout the county. These are facilitated by our support coordinators supported by volunteers, many of whom have lived experience or have had a brain injury themselves and take place in a variety of community settings
- Approximately 30% of clients, working directly with our occupational therapists (OTs), will be supported onto our HABIL programme, which is designed to help people with a brain injury understand their injury, deal with the effects and prepare for work, training, volunteering or other meaningful activity.
- Our OTs undertake cognitive and mood assessments, using ACE, COPM and LIKERT scales and cognitive screening to check suitability/ motivation. They help clients signed up to the HABIL programme to set goals and score their achievements via either virtual group sessions or face to face enhanced 1-2-1 meetings.
- Our OTs support user-led training and peer support work and provide education about brain injury and its effects and rehabilitation workshops - e.g. dealing with fatigue, memory and life skills development.
- Clients on the HABIL programme are supported to access meaningful occupation e.g. volunteering, paid employment, training or physical activities.

d. Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The risk register is reviewed and amended on an ongoing basis.

HEADWAY HERTFORDSHIRE LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Approved by order of the members of the board of Trustees and signed on their behalf by:



D H Gibson

Date: 16th September 2025

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2025

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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



D H Gibson

Date: 16th September 2025

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

INDEPENDENT EXAMINERS' REPORT

Independent examiner's report to the Trustees of Headway Hertfordshire Limited ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2025 on pages 11 to 22 following, which have been prepared on the basis of the accounting policies set out on pages 13 to 14.

Responsibilities and basis of report

As the 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 the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out our 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 the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination as being a Member in Practice of the Chartered Institute of Management Accountants, which is one of the listed bodies.

I have completed my examination and confirm that no material 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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:



Date:

Neil Atherton FCMA (CGMA)

16th September 2025

Neil Atherton Accountancy Services Limited
Rosemount
Garden Close Lane
Newbury
RG14 6PR

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2025

	Note	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from:					
Donations and legacies	2	132,260	204,338	336,598	398,549
Charitable activities	3	-	7,284	7,284	6,065
Investments	4	-	2,722	2,722	1,665
Total income		132,260	214,344	346,604	406,279
Expenditure on:					
Raising funds	5	571	20,895	21,466	18,194
Charitable activities	5	153,972	200,161	354,133	321,445
Total expenditure		154,543	221,056	375,599	339,639
Net movement in funds		(22,283)	(6,712)	(28,995)	66,640
Reconciliation of funds:					
Total funds brought forward		39,381	84,297	123,678	57,038
Net movement in funds		(22,283)	(6,712)	(28,995)	66,640
Total funds carried forward		17,098	77,585	94,683	123,678

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 13 to 22 form part of these financial statements.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

REGISTERED NUMBER: 04341309

BALANCE SHEET

AS AT 31 MARCH 2025

	Note	2025 £	2024 £
Debtors & Prepayments	9	3,227	330
Cash at bank and in hand		105,076	134,694
		<u>108,303</u>	<u>135,024</u>
Creditors: amounts falling due within one year	10	(13,620)	(11,346)
Total net assets		<u>94,683</u>	<u>123,678</u>
Charity funds			
Restricted funds	11	17,098	39,381
Unrestricted funds	11	77,585	84,297
Total funds		<u>94,683</u>	<u>123,678</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Directors (who are the charitable company trustees for the purposes of charity law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions of part 15 of the Companies Act 2006 applicable to entities subject to the small companies' regime.

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



D H Gibson

Date: 16th September 2005

The notes on pages 13 to 22 form part of these financial statements.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Headway Hertfordshire Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going concern

The financial statements have been appropriately prepared on a going concern basis.

1.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

1.5 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies (continued)

1.6 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. Income from donations and legacies

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Donations	-	41,025	41,025	44,150
Grants	132,260	163,313	295,573	354,399
	<u>132,260</u>	<u>204,338</u>	<u>336,598</u>	<u>398,549</u>

3. Income from charitable activities

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from charitable activities	7,284	7,284	6,065
	<u>7,284</u>	<u>7,284</u>	<u>6,065</u>

4. Investment income

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Investment income	2,722	2,722	1,665
	<u>2,722</u>	<u>2,722</u>	<u>1,665</u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

5. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2025	Unrestricted funds 2025	Total 2025	Total 2024
	£	£	£	£
Therapy, advice & support activities	124,230	139,530	263,760	242,759
Support costs	29,742	56,966	86,708	77,876
Governance costs	-	3,665	3,665	810
	153,972	200,161	354,133	321,445

6. Governance Costs

Governance costs include:	2025 £	2024 £
Independent examination costs	2,140	810
Other governance costs	1,525	-
	3,665	810

7. Staff costs

	2025 £	2024 £
Gross wages and salaries	271,324	260,007
Employers pension	5,213	4,863
	276,537	264,870

The average number of persons employed by the Company during the year was as follows:

	2025 No.	2024 No.
Staff	10	9

No employee received remuneration amounting to more than £60,000 in either year.

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 March 2025, no Trustee expenses have been incurred (2024 - £NIL).

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

9. Debtors

	2025 £	2024 £
Due within one year		
Trade debtors	-	80
Prepayments and accrued income	3,227	250
	<u>3,227</u>	<u>330</u>
	<u><u>3,227</u></u>	<u><u>330</u></u>

10. Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	7,059	5,001
Other taxation and social security	5,311	5,312
Other creditors	-	-
Accruals and deferred income	1,250	1,033
	<u>13,620</u>	<u>11,346</u>
	<u><u>13,620</u></u>	<u><u>11,346</u></u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

11. Statement of funds

Statement of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Balance at 31 March 2025 £
Unrestricted funds				
General Funds	(5,510)	51,031	(11,939)	33,582
Edward Gostling Foundation	150	-	(150)	-
Hertfordshire County Council (HCC)	39,160	128,513	(144,270)	23,403
League of Friends	2,471	-	(2,471)	-
Marsh Charitable Trust	-	600	-	600
The Follet Trust	1,440	-	(1,440)	-
The Shanly Foundation	461	2,500	(2,961)	-
KAYE Trust	250	-	(250)	-
Garfield Weston	25,000	25,000	(30,000)	20,000
Childwick Trust	10,000	-	(10,000)	-
Dacorum	-	200	(200)	-
The Mrs Smith & Mount Trust	-	2,500	(2,500)	-
Tesco Groundwork	375	-	(375)	-
Forrester Family Trust	10,000	-	(10,000)	-
Welwyn Parish Council	500	-	(500)	-
Clutterbuck Trust	-	1,000	(1,000)	-
Frank Litchfield Trust	-	3,000	(3,000)	-
	84,297	214,344	(221,056)	77,585
Restricted funds				
Edward Gostling Foundation	3,750	-	(3,750)	-
Letchworth Civic Trust	1,020	-	(1,020)	-
HCC - Family Project Pilot	3,188	-	(3,188)	-
HCC - Support Coordinator	3,152	-	(3,152)	-
HCC-Winter Celebration	-	500	(500)	-
Hospital Saturday Fund	2,835	-	(2,835)	-
HCF-Welwyn PSG	-	2,000	(9)	1,991
HCF-Training	3,059	1,460	(4154)	365
HCF-Household Support Fund	-	4,800	(4,800)	-
Henry Smith	-	70,000	(60,720)	9,280
Stevenage Community Trust (SCT)	1,500	1,000	(2,500)	-
The Shanly Foundation	2,162	-	(2,162)	-

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

11. Statement of funds (continued)

Statement of funds - current year (continued)

	Balance at 1 April 2024 £	Income £	Expenditure £	Balance at 31 March 2025 £
The National Lottery Community Fund	8,459	52,500	(55,497)	5,460
Postcode Places	8,756	-	(8,756)	-
Boshier Hinton	1,500	-	(1,500)	-
	<u>39,381</u>	<u>132,260</u>	<u>(154,543)</u>	<u>17,098</u>
Total of funds	<u><u>123,678</u></u>	<u><u>346,604</u></u>	<u><u>(375,599)</u></u>	<u><u>94,683</u></u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

11. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2024 £</i>
Unrestricted funds				
General Funds	21,738	51,280	(78,528)	(5,510)
Edward Gostling Foundation	-	15,000	(14,850)	150
Hertfordshire County Council (HCC)	400	174,224	(135,464)	39,160
League of Friends	4,200	-	(1,729)	2,471
Mr and Mrs Smith	-	2,500	(2,500)	-
The Follet Trust	750	750	(60)	1,440
The Shanly Foundation	2,315	-	(1,854)	461
KAYE Trust	-	250	-	250
Garfield Weston	-	25,000	-	25,000
Childwick Trust	-	10,000	-	10,000
Dacorum	-	500	(500)	-
The Neighbourly Trust	-	1,000	(1,000)	-
Tesco Groundwork	-	375	-	375
Forrester Family Trust	-	10,000	-	10,000
Welwyn Parish Council	-	500	-	500
Frank Litchfield Trust	-	3,000	(3,000)	-
	29,403	294,379	(239,485)	84,297
Restricted funds				
Edward Gostling Foundation	3,750	-	-	3,750
LGCHF	-	5,000	(5,000)	-
Letchworth Civic Trust	-	5,000	(3,980)	1,020
HCC - Family Project Pilot	5,982	-	(2,794)	3,188
HCC - Support Coordinator	10,812	10,000	(17,660)	3,152
Hospital Saturday Fund	1,755	-	(920)	835
NHDC	1,500	1,000	(2,500)	-
Stevenage Community Trust (SCT)	1,000	500	-	1,500
The Shanly Foundation	2,162	-	-	2,162
HCF Training	674	10,000	(7,615)	3,059
Postcode Places	-	25,000	(16,244)	8,756
The Hospital Saturday	-	2,000	-	2,000
BLCF	-	1,000	(1,000)	-
The National Lottery Community Fund	-	50,000	(41,541)	8,459
HCC Celebrating Comm's	-	400	(400)	-
HCC Warm Spaces	-	500	(500)	-

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

11. Statement of funds (continued)

Statement of funds - prior year (continued)

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Boshier Hinton	-	1,500	-	1,500
	<u>27,635</u>	<u>111,900</u>	<u>(100,154)</u>	<u>39,381</u>
Total of funds	<u><u>57,038</u></u>	<u><u>406,279</u></u>	<u><u>(339,639)</u></u>	<u><u>123,678</u></u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

12. Summary of funds

Summary of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Balance at 31 March 2025 £
General funds	84,297	214,344	(221,056)	77,585
Restricted funds	39,381	132,260	(154,543)	17,098
	123,678	346,604	(375,599)	94,683

Summary of funds - prior year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
General funds	29,403	294,379	(239,485)	84,297
Restricted funds	27,635	111,900	(100,154)	39,381
	57,038	406,279	(339,639)	123,678

13. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £
Current assets	17,098	91,205	108,303
Creditors due within one year	-	(13,620)	(13,620)
Difference	-	-	-
Total	17,098	77,585	94,683

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

13. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Restricted funds 2024 £</i>	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Current assets	66,035	68,989	135,024
Creditors due within one year	-	(11,346)	(111,346)
Difference	(26,654)	26,654	-
Total	39,381	84,297	123,678

14. Related party transactions

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 31 March 2025.

HEADWAY HERTFORDSHIRE LIMITED

England & Wales - Charity number 1094046

Accounts

Company registration number: 04341309
Charity number: 1094046

TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2024

HEADWAY
HERTFORDSHIRE
LIMITED
(A Company Limited by
Guarantee)

MENZIES
BRIGHTER THINKING

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

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The following pages do not form part of the statutory financial statements:

Charity Detailed income and expenditure account and summaries

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS

FOR THE YEAR ENDED 31 MARCH 2024

Trustees D H Gibson, Chair (appointed 25 June 2024)
N P Baines
G P Bell (resigned 25 June 2024)
A Beric
M H B Ferguson
J Goulde
V J Molloy
B P St Leger
S Woodward

Company registered number 04341309

Charity registered number 1094046

Registered office Suite 3a
30 Bancroft
Hitchin
SG5 1LA

Company secretary A Beric

Chief executive officer J Archer

Accountants Menzies LLP
Chartered Accountants
Richmond House
Walkern Road
Stevenage
SG1 3QP

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report together with the financial statements of the Company for the year 1 April 2023 to 31 March 2024. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Chairman's foreword

It has been a pleasure to continue in the role of Chairman for Headway Herts for another year and I am always humbled by the incredible efforts of our staff and volunteers who work with our clients in achieving their goals and outcomes. In addition, I am pleased to see we continue to succeed in securing funds, via grants and donations which enable us to provide our excellent services. We have a good success record in grant applications which is testament to the confidence the awarding organisations have in Headway Herts; we are seen as a safe investment.

It is important to note charities of all shapes and sizes have been facing pressures and I believe our flexible and innovative model for services means we are low-cost but high-impact and we remain dynamic and adaptable with a blend of face-to-face and online sessions.

Critical to our success is the ability to create and maintain good relationships with stakeholders and influencers which our CEO has mastered.

The following headlines show the levels of activity managed by Headway Herts:

Our clients

- We have 1315 clients on our database, of which 500+ are active and cover a range of conditions:
 - o 49% stroke victims
 - o 29% TBI
 - o 11% infection
 - o 7% tumour
 - o 4% hypoxic
- We received 110 new referrals to which we responded efficiently and speedily

Our services

- 105 attendances to our Carer Education Workshops
- 1309 attendances at 10 groups

Our Support Coordinators managed:

- 35 one-to-one sessions
- 60 assessment home visits
- 541 contacts via email, phone or text

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Chairman's foreword (continued)

Our Occupational Therapist managed:

- 164 HABILITATION attendances
- 325 one-to-one sessions
- 786 contacts via email, phone or text

Our Carer Support service managed:

- 44 one-to-one sessions
- 707 contacts via email, phone or text
- Carer Support Groups in 2 locations with 14 attendances

Our Counselling service covered:

- 254 sessions of counselling delivered to clients or carers
- 3 x trainee counsellors on placement with us

Our volunteers provided:

- 15 volunteers across the team
- Delivered over 1200 hours of volunteering

Other activity:

Seated Yoga

- 130 attendances
- 11 attendances at PSGs

SALT (speech and language therapy) Project:

- 2 x groups with 45 attendances

Headway Herts has a very active and vibrant social scene and has held a number of events, open to all, well attended and which generate donations. Highlights include:

- Canal Trip with 20 people
- Ten Pin Bowling with 56 attendances
- Xmas Party for 36 people
- Xmas lunches for 64 people
- Museum Trip with 9 people
- Xmas Quiz attended by 35 enthusiastic quizzers
- Fun Run featuring 16 competitors
- ABI Games with 13 people
- Hopefield Animal Sanctuary with 11 visitors

We could not achieve the success we do without our brilliant staff and we continued to invest in their learning and development with 111 hours of training undertaken.

Perhaps the best highlight for Headway Herts was the outstanding success of our client, Steff Harvey, who won Achiever of the Year for her heartfelt and beautiful poetry which received high acclaim. We are all rewarded through the success of our clients.

I am confident and optimistic of another successful year ahead. We have all the right attributes: a dedicated team of highly skilled and experienced staff at all levels; wonderful volunteers and supporters; flexible and dynamic ways of working with innovative solutions; and a strong financial position.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Objectives and activities

a. Policies and objectives

Anyone can acquire a brain injury at any time in their lives. People with an acquired brain injury often experience:

- o Anxiety, depression, loss of motivation, difficulty controlling anger, and impulsivity
- o Problems with memory, attention and concentration, low tolerance of noisy or stressful environments, loss of insight and initiative.
- o Loss of co-ordination, muscle rigidity, paralysis, epilepsy, difficulty in speaking, loss of sight, smell or taste, fatigue, and sexual problems.
- o Relationship difficulties with family and friends, which can be placed under immense strain. Relatives report that the ten most difficult problems are personality changes, slowness, poor memory, irritability, bad temper, tiredness, depression, tension and anxiety, rapid mood changes, and threats of violence.
- o Longer term impacts on their ability to return to their previous level of function and quality of life. This includes their ability to attain, or retain, employment or education.

Members of the Hertfordshire ABI Steering Group estimate that 5000 people suffer a traumatic or acquired brain injury in the county every year. Of these, approximately 2500 would fall within the remit of our work.

Our charity's purposes as set out in the company's Memorandum of Association are to:

Relieve persons who are over 18 and resident in Hertfordshire who have suffered a brain injury, their families, carers and other related professionals by the provision of such information, service and facilities as the trustees from time to time determine.

Headway Hertfordshire's Vision

Currently, Headway Hertfordshire works with approximately 270 people each year and our aim is to expand our reach a support more people in the years ahead.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Objectives and activities (continued)

b. Strategies for achieving objectives

To achieve our aim we will:

- o Look to activate chargeable services wherever possible whilst being understanding of our clients' unique situations, ability to pay and the timings of any financial contribution.
- o Make our charity more attractive to new investors and sponsors, showing them clearly the difference we make to people's lives who are affected by a brain injury.
- o Develop our approach to driving and maximizing our fundraising channels.
- o Improve our visibility and become known as the organisation of choice in Hertfordshire for those with a brain injury who need expert support, education and encouragement.
- o Develop and launch new services that reflect the identified needs of our clients and will include a Family support programme, a Physiotherapy programme and a SALT (Speech And Language Therapy) programme.

We will, of course, focus on having policies and procedures that meet any relevant legislative changes and enhance our service delivery quality standards.

Our vision statement:

To be the support organisation of choice for all those over 18 affected by an acquired brain injury living in Hertfordshire.

Our mission statement:

To promote awareness and understanding of all aspects of an acquired brain injury and to provide information, support and services to people with an acquired brain injury, their families and carers in Hertfordshire.

Our core values and purposes:

Professional

We run Headway Hertfordshire as a sustainable charitable business, managing our finances and services responsibly and in the best interests of those who use our services.

Friendly

We are approachable, friendly and offer a safe, comfortable community of support where people feel welcomed, accepted and understood.

Client focused

We deliver accessible, tailored services and respond to the clearly defined individual needs, circumstances and views of our clients and are primarily accountable to them.

Respectful

We respond to our clients and colleagues as valued human beings, treating them with dignity and respect. Whilst we recognise each person as unique, we seek to promote equality of access in the wider community.

c. Main activities undertaken to further the Company's purposes for the public benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 and have regard to the public benefit guidance as issued by the Charity Commission as shown in the objectives above.

We have referred to the guidance on public benefit when reviewing our aims and objectives and in planning our future activities in particular, the Trustees consider how planned activities will contribute to the aims and objectives that they have set.

This public benefit statement forms the basis for all judgements regarding operational reports to the Board meetings, in order to be reassured that the facilities and services currently managed by the charity continue to meet these criteria. At these meeting, the Financial Controller also presents the quarterly financial position including taking account of any restricted funds and the Charity's status as a going concern.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

During 2023/24 the charity made a surplus of £66,640. A deficit of £50,982 was made in 2022/23.

The total funds as at the year end 31st March 2024 were £123,678 (2023: £57,038).

b. Reserves policy

The board of trustees determined that the reserves should be maintained at a level which ensures that Headway Hertfordshire's core activity could continue during a period of unforeseen difficulty. The trustees examined the charities requirements for reserves in the light of main risks to the organisation and established a policy whereby the unrestricted funds, not committed, should be three months of expenditure. The board of trustees reviews their reserves policy annually. Current unrestricted reserves held cover the reserves policy.

Structure, governance and management

a. Constitution

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.

The organisation is a charitable company limited by guarantee, incorporated on 17th December 2001 and registered as a charity on 4th October 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under Articles of Association.

b. Methods of appointment or election of Trustees

The directors of the company are also charity trustees for the purposes of charity law. Under the arrangements agreed at the last AGM, trustees can serve for three terms of three years.

All members of the trustee board give their time voluntarily and receive no benefits from the charity. Any expenses claimed from the charity are set out in note 7 of the accounts.

The trustee board seeks to ensure that the needs of the beneficiary group are appropriately reflected through the diversity of the trustee body and ensures that at least one service user sits on the board at any one time.

The more traditional business skills are well represented on the board. In an effort to maintain this broad mix, trustees are required to provide a list of their skills and to update it each year. In the event of particular skill shortage, new individuals are approached to offer themselves for election to the board.

The board remained stable with a strong expertise across a broad set of skills.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Structure, governance and management (continued)

c. Organisational structure and decision-making policies

At the start of 2022/23 Headway Hertfordshire employed ten staff (a full time chief executive, three support coordinators (one full and two part time) four occupational therapists (one full time and three part time), a part time office manager, a finance manager for one day a week. Their work was supported by a core team of six freelance counsellors and 10 excellent volunteers.

The Chief Executive, John Archer, has now been in post since November 2016 and continues to support, re-organise and strengthen the front line team whilst concentrating on ensuring adequate resources are in place and the name and positive reputation of Headway Hertfordshire is well known and appreciated throughout the county.

Our service delivery model

Post the Pandemic our delivery model has evolved to create a mix of virtual and face-to-face interactions with our clients and carers. We continue to risk assess the best way to meet each individual client's needs to create the best mix of face-to-face meetings either at a client's home, in community group settings, through virtual communications such as Zoom and by email and telephone.

- o Referrals to Headway Hertfordshire can be made by health or social service professionals, family members or clients themselves.

- o After initial triage by our office manager, initial referrals go to our support coordinators, following discharge from acute or community NHS treatment or care or through self-referrals from our website or a local GP, Link workers, Community Navigators or a Social Worker via social prescribing

- o Our support coordinators provide information and advice, including self-help materials about brain injury and how to cope with the various effects, understanding the care pathway in Hertfordshire and how to access relevant statutory and voluntary sector services.

- o We signpost to speech therapists and physiotherapists, Hertfordshire's NHS Acquired Brain Injury team and local voluntary organisations, throughout the county.

- o We provide counselling via face to face, telephone or Zoom calls to clients and or carers, where required and if funding is available.

- o Regular contact calls are made via telephone or Zoom by our support coordinators or our pastoral care volunteer where clients and/or carers require 1:1 support.

- o We run both virtual and face to face rehabilitation group sessions for clients which provide a break for carers. Sessions include exercises to improve memory and reduce stress through art, music and physical activities.

- o We run regular Carers' Education Groups via Zoom conference calls to help carers understand brain injuries and the effects this may have on their loved one.

- o We offer peer support activities, throughout the county. These are facilitated our support coordinators supported by volunteers, many of whom have lived experience or have had a brain injury themselves and take place in a variety of community settings

- o Approximately 30% of clients, working directly with our occupational therapists (OTs) , will be supported onto our HABIT programme, which is designed to help people with a brain injury understand their injury, deal with the affects and prepare for work, training, volunteering or other meaningful activity.

- o Our OTs undertake cognitive and mood assessments, using ACE, COPM and LIKERT scales and cognitive screening to check suitability/ motivation. They help clients signed up to the HABIT programme to set goals and score their achievements via either virtual group sessions or face to face enhanced 1-2-1 meetings.

- o Our OTs support user-led training and peer support work and provide education about brain injury and its effects and rehabilitation workshops - e.g. dealing with fatigue, memory and life skills development.

- o Clients on the HABIT programme are supported to access meaningful occupation e.g. volunteering, paid employment, training or physical activities.

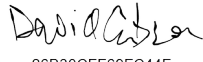
d. Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The risk register is reviewed and amended on an ongoing basis.

HEADWAY HERTFORDSHIRE LIMITED (A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Approved by order of the members of the board of Trustees and signed on their behalf by:

Signed by:


.....26B30CFF60FC44F.....
D H Gibson

Date: 05-Nov-2024

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2024

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Signed by:

.....26B30CFF569FC44F.....
D H Gibson

Date: 05-Nov-2024

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

MENZIES
BRIGHTER THINKING

INDEPENDENT EXAMINERS' REPORT

Independent examiner's report to the Trustees of Headway Hertfordshire Limited ('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 Trustees of the Company (and 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 the Company's accounts 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 the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA and the ICAEW, 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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:

S L Cuzner

DocuSigned by:

CE674248388045E...

Dated: 16-Dec-2024

FCCA ACA

Menzies LLP

Chartered Accountants
Richmond House
Walkern Road
Stevenage
SG1 3QP

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2024

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	2	38,400	360,149	398,549	266,350
Charitable activities	3	-	6,065	6,065	7,018
Investments	4	-	1,665	1,665	665
Total income		38,400	367,879	406,279	274,033
Expenditure on:					
Charitable activities	5	-	339,639	339,639	325,015
Total expenditure		-	339,639	339,639	325,015
Net movement in funds		38,400	28,240	66,640	(50,982)
Reconciliation of funds:					
Total funds brought forward		27,635	29,403	57,038	108,020
Net movement in funds		38,400	28,240	66,640	(50,982)
Total funds carried forward		66,035	57,643	123,678	57,038

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 13 to 21 form part of these financial statements.

HEADWAY HERTFORDSHIRE LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 04341309

BALANCE SHEET
AS AT 31 MARCH 2024

	Note	2024 £	2023 £
Debtors	9	330	2,222
Cash at bank and in hand		134,694	65,673
		<u>135,024</u>	<u>67,895</u>
Creditors: amounts falling due within one year		(11,346)	(10,857)
	10	<u>123,678</u>	<u>57,038</u>
Total net assets		123,678	57,038
Charity funds			
Restricted funds	11	66,035	27,635
Unrestricted funds	11	57,643	29,403
		<u>123,678</u>	<u>57,038</u>
Total funds		123,678	57,038

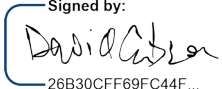
The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

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

Signed by:


 26B30CFF69FC44F.....
D H Gibson

Date: 05-Nov-2024

The notes on pages 13 to 21 form part of these financial statements.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Headway Hertfordshire Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going concern

The financial statements have been appropriately prepared on a going concern basis.

1.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

1.5 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies (continued)

1.6 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. Income from donations and legacies

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Donations	-	44,150	44,150	41,216
Grants	38,400	315,999	354,399	225,134
	<u>38,400</u>	<u>360,149</u>	<u>398,549</u>	<u>266,350</u>

3. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Income from charitable activities	6,065	6,065	7,018
	<u>6,065</u>	<u>6,065</u>	<u>7,018</u>

4. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Investment income	1,665	1,665	665
	<u>1,665</u>	<u>1,665</u>	<u>665</u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

5. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total 2024 £	Total 2023 £
Direct costs	-	339,639	339,639	325,015

6. Independent examiner's remuneration

	2024 £	2023 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	810	675

7. Staff costs

	2024 £	2023 £
Wages and salaries	264,870	270,961
	264,870	270,961

The average number of persons employed by the Company during the year was as follows:

	2024 No.	2023 No.
Staff	9	9

No employee received remuneration amounting to more than £60,000 in either year.

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, no Trustee expenses have been incurred (2023 - £NIL).

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

9. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	80	80
Prepayments and accrued income	250	2,142
	330	2,222

10. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	5,001	4,313
Other taxation and social security	5,312	5,150
Other creditors	-	1,394
Accruals and deferred income	1,033	-
	11,346	10,857

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

11. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Unrestricted funds				
General Funds	21,738	51,880	(339,639)	(266,021)
Edward Gostling Foundation	-	15,000	-	15,000
HCC	400	185,124	-	185,524
League of Friends	4,200	-	-	4,200
The Follet Trust	750	750	-	1,500
The Shanly Foundation	2,315	-	-	2,315
KAYE Trust	-	89,750	-	89,750
Garfield Weston	-	25,000	-	25,000
Tesco	-	375	-	375
	<u>29,403</u>	<u>367,879</u>	<u>(339,639)</u>	<u>57,643</u>
Restricted funds				
Edward Gostling Foundation	3,750	-	-	3,750
HCC - Family Project Pilot	5,982	-	-	5,982
HCC - Support Coordinator	10,812	-	-	10,812
Hospital Saturday Fund	1,755	-	-	1,755
NHDC	1,500	1,000	-	2,500
SCT	1,000	-	-	1,000
The Shanly Foundation	2,162	-	-	2,162
HCF Training	674	9,400	-	10,074
Postcode Places	-	25,000	-	25,000
The Hospital Saturday	-	2,000	-	2,000
BLCF	-	1,000	-	1,000
	<u>27,635</u>	<u>38,400</u>	<u>-</u>	<u>66,035</u>
Total of funds	<u><u>57,038</u></u>	<u><u>406,279</u></u>	<u><u>(339,639)</u></u>	<u><u>123,678</u></u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

11. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2022</i>	<i>Income</i>	<i>Expenditure</i>	<i>Balance at 31 March 2023</i>
	£	£	£	£
Unrestricted funds				
General Funds	55,157	-	(33,419)	21,738
Edward Gostling Foundation	2,500	-	(2,500)	-
HCC	30,111	-	(29,711)	400
League of Friends	-	4,200	-	4,200
Mr and Mrs Smith	3,000	-	(3,000)	-
The Follet Trust	-	750	-	750
The Shanly Foundation	-	2,315	-	2,315
	<u>90,768</u>	<u>7,265</u>	<u>(68,630)</u>	<u>29,403</u>
Restricted funds				
Edward Gostling Foundation	3,750	-	-	3,750
Clothworkers Foundation	219	-	(219)	-
East Herts Council - support worker costs	1,047	-	(1,047)	-
HCC - Family Project Pilot	-	5,982	-	5,982
HCC - Support Coordinator	-	10,812	-	10,812
Hospital Saturday Fund	-	1,755	-	1,755
NHDC	4,838	-	(3,338)	1,500
SCT	1,000	-	-	1,000
The Shanly Foundation	2,162	-	-	2,162
HCF Training	4,236	-	(3,562)	674
	<u>17,252</u>	<u>18,549</u>	<u>(8,166)</u>	<u>27,635</u>
Total of funds	<u><u>108,020</u></u>	<u><u>25,814</u></u>	<u><u>(76,796)</u></u>	<u><u>57,038</u></u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

12. Summary of funds

Summary of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
General funds	29,403	367,879	(339,639)	57,643
Restricted funds	27,635	38,400	-	66,035
	<u>57,038</u>	<u>406,279</u>	<u>(339,639)</u>	<u>123,678</u>

Summary of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
General funds	90,768	7,265	(68,630)	29,403
Restricted funds	17,252	18,549	(8,166)	27,635
	<u>108,020</u>	<u>25,814</u>	<u>(76,796)</u>	<u>57,038</u>

13. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Current assets	66,035	68,989	135,024
Creditors due within one year	-	(11,346)	(11,346)
Total	<u>66,035</u>	<u>57,643</u>	<u>123,678</u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

13. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Current assets	27,635	40,260	67,895
Creditors due within one year	-	(10,857)	(10,857)
Total	<u>27,635</u>	<u>29,403</u>	<u>57,038</u>

14. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net income/expenditure for the period (as per Statement of Financial Activities)	66,640	(50,982)
Adjustments for:		
Net cash provided by/(used in) operating activities	<u>66,640</u>	<u>(50,982)</u>

15. Analysis of cash and cash equivalents

Total cash and cash equivalents

16. Analysis of changes in net debt

	At 1 April 2023 £	At 31 March 2024 £
Cash at bank and in hand	65,673	65,673
	<u>65,673</u>	<u>65,673</u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

17. Related party transactions

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 31 March 2024.

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2024 £	2023 £	2023 £
Income				
Donations	44,150		41,216	
Grants	354,399		225,134	
Contributions - workshops	2,505		373	
Training	850		1,700	
Counselling	2,260		1,910	
Memberships	450		480	
Peer support	-		2,555	
Deposit account interest	1,665		665	
Gross income in the reporting period		406,279		274,033
Less:				
Charitable activities				
Wages	260,873		270,961	
Telephone	4,415		4,947	
Sundries	6,261		563	
Travel and motor expenses	8,119		5,437	
Training	1,986		1,777	
Insurance	1,536		341	
Computer costs	6,186		6,980	
Bank charges	60		72	
Donations and subscriptions	499		471	
Marketing and fundraising	15,903		2,432	
Printing, postage and stationery	2,315		2,828	
Rent	3,476		4,110	
Other premises costs	2,087		2,603	
Workshops, room hire and volunteer expenses	9,569		4,282	
Fundraising events	2,291		1,408	
Counselling costs	5,322		5,782	
Events and activities	4,981		6,202	
SALT and physio program	2,296		2,715	
		338,175		323,911

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

INCOME AND EXPENDITURE ACCOUNT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2024 £	2023 £	2023 £
Support costs				
Governance costs	-		199	
Professional fees	<u>1,464</u>		<u>905</u>	
		1,464		1,104
Total expenditure		<u>339,639</u>		<u>325,015</u>
Net income/(expenditure) for the reporting period		<u>66,640</u>		<u>(50,982)</u>
Surplus/(Deficit) for the reporting period		66,640		(50,982)
Surplus brought forward at 1 April 2023		57,038		108,020
Surplus carried forward at 31 March 2024		<u>123,678</u>		<u>57,038</u>

The notes on pages 13 to 21 form part of these financial statements

HEADWAY HERTFORDSHIRE LIMITED

England & Wales - Charity number 1094046

Accounts

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023
FOR
HEADWAY HERTFORDSHIRE LIMITED**

Menzies LLP
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

HEADWAY HERTFORDSHIRE LIMITED

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

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HEADWAY HERTFORDSHIRE LIMITED

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31ST MARCH 2023**

Trustees	G P Bell V Molloy B St Leger A Beric N Baines S Woodward M H Ferguson J Goulde (appointed 21/3/23)
Company secretary	A Beric
Registered office	Suite 3a 30 Bancroft Hitchin Hertfordshire SG5 1LA
Registered company number	04341309 (England and Wales)
Registered charity number	1094046
Independent examiner	Menzies LLP Richmond House Walkern Road Stevenage Hertfordshire SG1 3QP
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent

HEADWAY HERTFORDSHIRE LIMITED (REGISTERED NUMBER: 04341309)**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST 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 31st 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).

Chairman's Foreword

I am delighted to comment on the ongoing success of Headway Hertfordshire which, through our dedicated staff, volunteers and trustees continues to provide valuable services to our clients. We remain adaptable to ever changing needs and we are pleased to be able to offer innovative solutions and flexibility in our approach. We are able to respond fast when a need is identified and we foster strong ongoing relationships with our clients to help them and their families achieve their goals and desired outcomes.

Like many small charities, our main challenge is to ensure we have a strong pipeline of funding through grants and donations. We want to have confidence we can continue to provide our current portfolio of services but also to develop and grow so we can offer additional services where needed. Our targeted fundraising does give us a level of financial security but we know we need to maintain and improve upon this position.

Every year our strategic funding has been complemented by a whole host of initiatives and events, which are only possible with the involvement of people from across the county.

In making my comments I want to offer a note of heartfelt gratitude to everyone associated with Headway Hertfordshire. Through a blend of Zoom and in person meetings we have been able to optimise our client facing time. The following are headlines of our achievements:


- Our brilliant volunteers put in 955 hours of their time to help in a variety of ways
- Our team did 638 hours of training to improve their knowledge and skills
- We made 751 phone calls and sent 391 texts plus 1226 contacts via email or letter
- We accepted 108 from 111 referrals and signposted 381 to other services
- Via Zoom we held:
 - o 16 workshops, 122 attendances, 13 participants
 - o 43 events, 31 carers
 - o 27 Client Support Events with 123 participants
 - o 27 seated yoga classes with 162 attendances, 14 participants
 - o 15 Carer Education Classes across 85 events, 21 participants
- Face-to-face we held:
 - o 44 face to face assessment for clients
 - o 260 sessions with 27 clients
 - o 9 groups, 1644 attendances, 144 participants
- 264 sessions to 49 client or carers, 2 x students in placements, 1 x just qualified. (Mix of face to face, zoom, telephone)
- Family Service - 28 packs sent out, 1 event - 15 participants
- Social Events - 13 events, 242 clients
- SALT - 6 workshops for 6 clients
- Physio - 10 sessions for 2 clients

HEADWAY HERTFORDSHIRE LIMITED (REGISTERED NUMBER: 04341309)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023**

We have continued to maintain excellent relationships with local stakeholders, Hertfordshire County Council, MIND and the Stroke Association. We have welcomed back a previous trustee and have interest from potential new trustees and our current board of trustees adds value with the wealth of skills and knowledge they bring.

I remain committed to Headway Hertfordshire and confident of another successful year ahead. I feel certain we will meet the challenge of maintaining a strong funding stream and I am looking forward to helping the charity develop and grow.

DocuSigned by:

E3FA76CD898448F...

G P Bell
Chair of Trustees
October 2023

HEADWAY HERTFORDSHIRE LIMITED (REGISTERED NUMBER: 04341309)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023**

Objectives and activities

Objectives and aims

Background

Anyone can acquire a brain injury at any time in their lives. People with an acquired brain injury often experience:

- o Anxiety, depression, loss of motivation, difficulty controlling anger, and impulsivity
- o Problems with memory, attention and concentration, low tolerance of noisy or stressful environments, loss of insight and initiative.
- o Loss of co-ordination, muscle rigidity, paralysis, epilepsy, difficulty in speaking, loss of sight, smell or taste, fatigue, and sexual problems.
- o Relationship difficulties with family and friends, which can be placed under immense strain. Relatives report that the ten most difficult problems are personality changes, slowness, poor memory, irritability, bad temper, tiredness, depression, tension and anxiety, rapid mood changes, and threats of violence.
- o Longer term impacts on their ability to return to their previous level of function and quality of life. This includes their ability to attain, or retain, employment or education.

Members of the Hertfordshire ABI Steering Group estimate that 5000 people suffer a traumatic or acquired brain injury in the county every year. Of these, approximately 2500 would fall within the remit of our work.

Our charity's purposes as set out in the company's Memorandum of Association are to:

Relieve persons who are over 18 and resident in Hertfordshire who have suffered a brain injury, their families, carers and other related professionals by the provision of such information, service and facilities as the trustees from time to time determine.

Headway Hertfordshire's Vision

Currently, Headway Hertfordshire works with approximately 270 people each year and our aim is to expand our reach a support more people in the years ahead.

To achieve our aim we will:

- o Look to activate chargeable services wherever possible whilst being understanding of our clients' unique situations, ability to pay and the timings of any financial contribution.
- o Make our charity more attractive to new investors and sponsors, showing them clearly the difference we make to people's lives who are affected by a brain injury.
- o Develop our approach to driving and maximizing our fundraising channels.
- o Improve our visibility and become known as the organisation of choice in Hertfordshire for those with a brain injury who need expert support, education and encouragement.
- o Develop and launch new services that reflect the identified needs of our clients and will include a Family support programme, a Physiotherapy programme and a SALT (Speech And Language Therapy) programme.

We will, of course, focus on having policies and procedures that meet any relevant legislative changes and enhance our service delivery quality standards.

Our vision statement:

To be the support organisation of choice for all those over 18 affected by an acquired brain injury living in Hertfordshire.

Our mission statement:

To promote awareness and understanding of all aspects of an acquired brain injury and to provide information, support and services to people with an acquired brain injury, their families and carers in Hertfordshire.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023**

Objectives and activities

Objectives and aims (continued)

Our core values and purposes:

Professional

We run Headway Hertfordshire as a sustainable charitable business, managing our finances and services responsibly and in the best interests of those who use our services.

Friendly

We are approachable, friendly and offer a safe, comfortable community of support where people feel welcomed, accepted and understood.

Client focused

We deliver accessible, tailored services and respond to the clearly defined individual needs, circumstances and views of our clients and are primarily accountable to them.

Respectful

We respond to our clients and colleagues as valued human beings, treating them with dignity and respect. Whilst we recognise each person as unique, we seek to promote equality of access in the wider community.

Public benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 and have regard to the public benefit guidance as issued by the Charity Commission as shown in the objectives above.

We have referred to the guidance on public benefit when reviewing our aims and objectives and in planning our future activities in particular, the Trustees consider how planned activities will contribute to the aims and objectives that they have set.

This public benefit statement forms the basis for all judgements regarding operational reports to the Board meetings, in order to be reassured that the facilities and services currently managed by the charity continue to meet these criteria. At these meeting, the Financial Controller also presents the quarterly financial position including taking account of any restricted funds and the Charity's status as a going concern.

Financial review

Financial position

During 2022/23 the charity made a deficit of £50,982. A deficit of £92,631 was made in 2021/22.

The total funds as at the year end 31st March 2023 were £57,038 (2022: £108,020).

Reserves policy

The board of trustees determined that the reserves should be maintained at a level which ensures that Headway Hertfordshire's core activity could continue during a period of unforeseen difficulty. The trustees examined the charities requirements for reserves in the light of main risks to the organisation and established a policy whereby the unrestricted funds, not committed, should be three months of expenditure. The board of trustees reviews their reserves policy annually. Current unrestricted reserves held cover the reserves policy.

HEADWAY HERTFORDSHIRE LIMITED (REGISTERED NUMBER: 04341309)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023**

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.

The organisation is a charitable company limited by guarantee, incorporated on 17th December 2001 and registered as a charity on 4th October 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under Articles of Association.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law. Under the arrangements agreed at the last AGM, trustees can serve for three terms of three years.

All members of the trustee board give their time voluntarily and receive no benefits from the charity. Any expenses claimed from the charity are set out in note 7 of the accounts.

The trustee board seeks to ensure that the needs of the beneficiary group are appropriately reflected though the diversity of the trustee body and ensures that at least one service user sits on the board at any one time.

The more traditional business skills are well represented on the board. In an effort to maintain this broad mix, trustees are required to provide a list of their skills and to update it each year. In the event of particular skill shortage, new individuals are approached to offer themselves for election to the board.

In the 2022/23 financial year no board members resigned. F. Anwar has been retained by the board as a special advisor on brain injury matters. One new trustee joined the board (J. Goulde). The board otherwise remained stable with a strong expertise across a broad set of skills.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023**

Structure, governance and management**Organisational structure**

At the start of 2022/23 Headway Hertfordshire employed ten staff (a full time chief executive, three support coordinators (one full and two part time) four occupational therapists (one full time and three part time), a part time office manager, a finance manager for one day a week. Their work was supported by a core team of six freelance counsellors and 10 excellent volunteers.

The Chief Executive, John Archer, has now been in post since November 2016 and continues to support, re-organise and strengthen the front line team whilst concentrating on ensuring adequate resources are in place and the name and positive reputation of Headway Hertfordshire is well known and appreciated throughout the county.

Our service delivery model

Post the Pandemic our delivery model has evolved to create a mix of virtual and face-to-face interactions with our clients and carers. We continue to risk assess the best way to meet each individual client's needs to create the best mix of face-to-face meetings either at a client's home, in community group settings, through virtual communications such as Zoom and by email and telephone.

- o Referrals to Headway Hertfordshire can be made by health or social service professionals, family members or clients themselves.
- o After initial triage by our office manager, initial referrals go to our support coordinators, following discharge from acute or community NHS treatment or care or through self-referrals from our website or a local GP, Link workers, Community Navigators or a Social Worker via social prescribing
- o Our support coordinators provide information and advice, including self-help materials about brain injury and how to cope with the various effects, understanding the care pathway in Hertfordshire and how to access relevant statutory and voluntary sector services.
- o We signpost to speech therapists and physiotherapists, Hertfordshire's NHS Acquired Brain Injury team and local voluntary organisations, throughout the county.
- o We provide counselling via face to face, telephone or Zoom calls to clients and or carers, where required and if funding is available.
- o Regular contact calls are made via telephone or Zoom by our support coordinators or our pastoral care volunteer where clients and/or carers require 1:1 support.
- o We run both virtual and face to face rehabilitation group sessions for clients which provide a break for carers. Sessions include exercises to improve memory and reduce stress through art, music and physical activities.
- o We run regular Carers' Education Groups via Zoom conference calls to help carers understand brain injuries and the effects this may have on their loved one.
- o We offer peer support activities, throughout the county. These are facilitated our support coordinators supported by volunteers, many of whom have lived experience or have had a brain injury themselves and take place in a variety of community settings
- o Approximately 30% of clients, working directly with our occupational therapists (OTs) , will be supported onto our HABIT programme, which is designed to help people with a brain injury understand their injury, deal with the affects and prepare for work, training, volunteering or other meaningful activity.
- o Our OTs undertake cognitive and mood assessments, using ACE, COPM and LIKERT scales and cognitive screening to check suitability/ motivation. They help clients signed up to the HABIT programme to set goals and score their achievements via either virtual group sessions or face to face enhanced 1-2-1 meetings.
- o Our OTs support user-led training and peer support work and provide education about brain injury and its effects and rehabilitation workshops - e.g. dealing with fatigue, memory and life skills development.
- o Clients on the HABIT programme are supported to access meaningful occupation e.g. volunteering, paid employment, training or physical activities.

HEADWAY HERTFORDSHIRE LIMITED (REGISTERED NUMBER: 04341309)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023**

Structure, governance and management


Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The risk register is reviewed and amended on an ongoing basis.

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

18-Oct-2023

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

DocuSigned by:

E3FA76CD890448F.....
G P Bell - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY HERTFORDSHIRE LIMITED**

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

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st 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 Institute of Chartered Accountants in England and Wales, 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.

DocuSigned by:

CE674248388045E...
S L Cuzner FCA

Menzies LLP
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

Date: 18-Oct-2023
Date:

HEADWAY HERTFORDSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	201,775	64,575	266,350	203,710
Other trading activities	4	7,018	-	7,018	6,787
Investment income	5	665	-	665	21
Total		209,458	64,575	274,033	210,518
EXPENDITURE ON					
Charitable activities					
Cost of charitable activities	6	270,823	54,192	325,015	303,149
NET INCOME/(EXPENDITURE)		(61,365)	10,383	(50,982)	(92,631)
RECONCILIATION OF FUNDS					
Total funds brought forward		90,768	17,252	108,020	200,651
TOTAL FUNDS CARRIED FORWARD		29,403	27,635	57,038	108,020

The notes form part of these financial statements

HEADWAY HERTFORDSHIRE LIMITED (REGISTERED NUMBER: 04341309)**STATEMENT OF FINANCIAL POSITION
31ST MARCH 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
CURRENT ASSETS					
Debtors	10	2,222	-	2,222	30,805
Cash at bank		38,038	27,635	65,673	88,883
		40,260	27,635	67,895	119,688
CREDITORS					
Amounts falling due within one year	11	(10,857)	-	(10,857)	(11,668)
NET CURRENT ASSETS		29,403	27,635	57,038	108,020
TOTAL ASSETS LESS CURRENT LIABILITIES		29,403	27,635	57,038	108,020
NET ASSETS		29,403	27,635	57,038	108,020
FUNDS					
	13			29,403	95,606
Unrestricted funds				27,635	12,414
Restricted funds					
TOTAL FUNDS				57,038	108,020

The charitable company is entitled to exemption from audit under Section 479A of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31st March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 HERTFORDSHIRE LIMITED (REGISTERED NUMBER: 04341309)

**STATEMENT OF FINANCIAL POSITION - continued
31ST 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 18-Oct-2023 and were signed on its behalf by:

DocuSigned by:

.....E3FA76CD898448F.....
G P Bell - Trustee

The notes form part of these financial statements

HEADWAY HERTFORDSHIRE LIMITED**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023****1. STATUTORY INFORMATION**

Headway Hertfordshire Limited is an incorporated charity registered in England and Wales. The charity registration number, together with the principal address, can be found within the reference and administrative details on page 1.

2. 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 financial statements have been prepared on a going concern basis.

Critical accounting estimates and judgements

No significant judgements or estimates have had to be made by the trustees in preparing these financial statements.

Income

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

Expenditure

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

Taxation

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

Fund accounting

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

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

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

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023**2. ACCOUNTING POLICIES - continued****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.

3. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	41,216	37,642
Grants	225,134	166,068
	<u>266,350</u>	<u>203,710</u>

4. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Contributions - workshops	373	228
Training	1,700	1,700
Counselling	1,910	3,245
Memberships	480	570
Peer support	2,555	1,044
	<u>7,018</u>	<u>6,787</u>

5. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	665	21
	<u>665</u>	<u>21</u>

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs £	Totals £
Cost of charitable activities	<u>323,911</u>	<u>1,104</u>	<u>325,015</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

8. STAFF COSTS

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

	2023	2022
Administration and support	<u>9</u>	<u>9</u>

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	185,460	18,250	203,710
Other trading activities	6,787	-	6,787
Investment income	21	-	21
Total	<u>192,268</u>	<u>18,250</u>	<u>210,518</u>
EXPENDITURE ON			
Charitable activities			
Cost of charitable activities	<u>187,094</u>	<u>116,055</u>	<u>303,149</u>
NET INCOME/(EXPENDITURE)	5,174	(97,805)	(92,631)

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	90,432	110,219	200,651
TOTAL FUNDS CARRIED FORWARD	<u>95,606</u>	<u>12,414</u>	<u>108,020</u>
10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	2023	2022	
	£	£	
Trade debtors	80	23,136	
Accrued income	2,142	7,669	
	<u>2,222</u>	<u>30,805</u>	
11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	2023	2022	
	£	£	
Trade creditors	4,313	7,115	
Social security and other taxes	5,150	4,553	
Other creditors	1,394	-	
	<u>10,857</u>	<u>11,668</u>	
12. LEASING AGREEMENTS			
Minimum lease payments under non-cancellable operating leases fall due as follows:			
	2023	2022	
	£	£	
Within one year	4,560	2,708	
Between one and five years	18,240	-	
In more than five years	4,560	-	
	<u>27,360</u>	<u>2,708</u>	

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023

13. MOVEMENT IN FUNDS

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
Unrestricted funds			
General funds	55,157	(33,419)	21,738
Edward Gostling Foundation	2,500	(2,500)	-
HCC	30,111	(29,711)	400
League of Friends	-	4,200	4,200
Mr and Mrs Smith	3,000	(3,000)	-
The Follett Trust	-	750	750
The Shanly Foundation	-	2,315	2,315
	<u>90,768</u>	<u>(61,365)</u>	<u>29,403</u>
Restricted funds			
Edward Gostling Foundation	3,750	-	3,750
Clothworkers Foundation	219	(219)	-
East Herts Council - support worker costs	1,047	(1,047)	-
HCC - family project pilot	-	5,982	5,982
HCC - support coordinator	-	10,812	10,812
Hospital Saturday fund	-	1,755	1,755
NHDC	4,838	(3,338)	1,500
SCT	1,000	-	1,000
The Shanly Foundation	2,162	-	2,162
HCF training	4,236	(3,562)	674
	<u>17,252</u>	<u>10,383</u>	<u>27,635</u>
TOTAL FUNDS	<u><u>108,020</u></u>	<u><u>(50,982)</u></u>	<u><u>57,038</u></u>

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023

13. 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 funds	47,399	(80,818)	(33,419)
Edward Gostling Foundation	15,000	(17,500)	(2,500)
Garfield Weston	20,000	(20,000)	-
HCC	99,784	(129,495)	(29,711)
James Tudor Foundation	5,000	(5,000)	-
League of Friends	8,400	(4,200)	4,200
Mr and Mrs Smith	-	(3,000)	(3,000)
Sir Jules Thorn	2,000	(2,000)	-
Tesco Groundworks	1,125	(1,125)	-
The Follett Trust	750	-	750
The Shanly Foundation	2,500	(185)	2,315
Watford and Three Rivers	7,500	(7,500)	-
	<u>209,458</u>	<u>(270,823)</u>	<u>(61,365)</u>
Restricted funds			
BLCF	2,000	(2,000)	-
Clothworkers Foundation	-	(219)	(219)
East Herts Council - support worker costs	-	(1,047)	(1,047)
HCC - family project pilot	9,200	(3,218)	5,982
HCC - festive grant	400	(400)	-
HCC - support coordinator	20,375	(9,563)	10,812
HCC - warm spaces	3,500	(3,500)	-
Hospital Saturday fund	2,000	(245)	1,755
NHDC	1,500	(4,838)	(3,338)
Postcode Places	25,000	(25,000)	-
HCF training	600	(4,162)	(3,562)
	<u>64,575</u>	<u>(54,192)</u>	<u>10,383</u>
TOTAL FUNDS	<u><u>274,033</u></u>	<u><u>(325,015)</u></u>	<u><u>(50,982)</u></u>

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2023

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General and designated funds	90,432	5,174	95,606
Restricted funds			
Restricted funds	110,219	(97,805)	12,414
TOTAL FUNDS	<u>200,651</u>	<u>(92,631)</u>	<u>108,020</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General and designated funds	192,268	(187,094)	5,174
Restricted funds			
Restricted funds	18,250	(116,055)	(97,805)
TOTAL FUNDS	<u>210,518</u>	<u>(303,149)</u>	<u>(92,631)</u>

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023 (2022 - None).

HEADWAY HERTFORDSHIRE LIMITED

England & Wales - Charity number 1094046

Accounts

REGISTERED COMPANY NUMBER: 04341309 (England and Wales)
REGISTERED CHARITY NUMBER: 1094046

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2022
FOR
HEADWAY HERTFORDSHIRE LIMITED

Wags LLP t/a Wagstaffs
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

HEADWAY HERTFORDSHIRE LIMITED

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FOR THE YEAR ENDED 31ST MARCH 2022**

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HEADWAY HERTFORDSHIRE LIMITED

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31ST MARCH 2022**

TRUSTEES

Gary Bell (appointed 3/22)
Adrian Laycock (resigned 19/10/21)
Christopher Williamson (resigned 19/10/21)
Vincent Molloy
Bruce St Leger
Rachel Campbell (resigned 1/1/22)
Angela Beric
Nikola Baines
Sonia Woodward
Marian Ferguson (appointed 29/3/22)

COMPANY SECRETARY Angela Beric

REGISTERED OFFICE

Suite 3a
30 Bancroft
Hitchin
Hertfordshire
SG5 1LA

REGISTERED COMPANY NUMBER 04341309 (England and Wales)

REGISTERED CHARITY NUMBER 1094046

INDEPENDENT EXAMINER

Wags LLP t/a Wagstaffs
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

BANKERS

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent

HEADWAY HERTFORDSHIRE LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST 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).

Chairman's Foreword

In my first year as Chairman I am delighted to be able to comment on the way in which Headway Hertfordshire has continued to thrive following the unprecedented times of the pandemic. Through the dedication and hard work of the entire team we have continued to provide invaluable services to our clients and have adapted to the ever-changing landscape we face. Our innovative solutions and our flexibility of approach has allowed us to remain close to our clients, responsive to their needs and available when and where we are needed.

Like all sectors, the charitable sector is still recovering from the after-effects of the pandemic and we very much appreciate our base of loyal supporters. Our targeted approach to fundraising has also meant we have the financial security we need to succeed and remain in a strong position.

Every year our strategic funding has been complemented by a whole host of initiatives such as fun runs to marathons to community festivals, quizzes and bowling events, which are only possible with the involvement of people from across the county. The blend of funding options enables us to remain a diverse and successful organisation.

In making my comments I want to offer a note of heartfelt gratitude to everyone associated with Headway Hertfordshire. Through a blend of Zoom and in person meetings we have been able to optimise our client facing time.

Headlines of our achievements include:

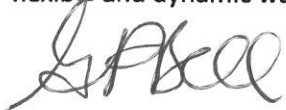
- Our brilliant volunteers put in 605 hours of their time to help in a variety of ways
- Our team did 1085 hours of training to improve their knowledge and skills
- We made 970 phone calls and sent 417 texts plus 1628 contacts via email or letter
- We accepted 113 from 115 referrals and referred 78 to other agencies and signposted 21 clients to other services
- Via Zoom we held:
 - o 13 Habit Workshops which included 16 participants and 95 attendees
 - o 42 Carer Support Events with 27 participants
 - o 27 Client Support Events with 22 participants
 - o 1 Cogmed Event for 1 participant
 - o 15 SC assessments with 15 participants
- Face-to-face we held:
 - o 267 Habit 1-2-1 Sessions with 28 participants
 - o 7 groups participated in 67 peer support sessions with 119 participants
 - o 110 counselling sessions for 27 clients and carers
 - o 24 seated yoga classes with 204 attendances and 14 participants
 - o 15 Carer Education Classes across 83 events and 22 participants

HEADWAY HERTFORDSHIRE LIMITED

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2022**

We have continued to manage our sphere of influence with local MPs and County councillors and have also further deepened relationships within Hertfordshire County Council, MIND, the Stroke Association and other key agencies in the county. We are looking forward to growing our relationships to include corporates and other potential supporters at the same time as increasing our profile through managed media activity.

I am confident and optimistic of another successful year ahead. We have all the right attributes: a dedicated team of highly skilled and experienced staff at all levels; wonderful volunteers and supporters; flexible and dynamic ways of working with innovative solutions; and a strong financial position.



Gary P Bell
Chair of Trustees
October 2022

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2022**

Objectives and activities

Objectives and aims

Background

Anyone can acquire a brain injury at any time in their lives. People with an acquired brain injury often experience:

- o Anxiety, depression, loss of motivation, difficulty controlling anger, and impulsivity
- o Problems with memory, attention and concentration, low tolerance of noisy or stressful environments, loss of insight and initiative.
- o Loss of co-ordination, muscle rigidity, paralysis, epilepsy, difficulty in speaking, loss of sight, smell or taste, fatigue, and sexual problems.
- o Relationship difficulties with family and friends, which can be placed under immense strain. Relatives report that the ten most difficult problems are personality changes, slowness, poor memory, irritability, bad temper, tiredness, depression, tension and anxiety, rapid mood changes, and threats of violence.
- o Longer term impacts on their ability to return to their previous level of function and quality of life. This includes their ability to attain, or retain, employment or education.

Members of the Hertfordshire ABI Steering Group estimate that 5000 people suffer a traumatic or acquired brain injury in the county every year. Of these, approximately 2500 would fall within the remit of our work.

Our charity's purposes as set out in the company's Memorandum of Association are to:

Relieve persons who are over 18 and resident in Hertfordshire who have suffered a brain injury, their families, carers and other related professionals by the provision of such information, service and facilities as the trustees from time to time determine.

Headway Hertfordshire's Vision

Currently, Headway Hertfordshire works with approximately 270 people each year and our aim is to expand our reach a support more people in the years ahead.

To achieve our aim we will:

- o Look to activate chargeable services wherever possible whilst being understanding of our clients' unique situations, ability to pay and the timings of any financial contribution.
- o Make our charity more attractive to new investors and sponsors, showing them clearly the difference we make to people's lives who are affected by a brain injury.
- o Develop our approach to driving and maximizing our fundraising channels.
- o Improve our visibility and become known as the organisation of choice in Hertfordshire for those with a brain injury who need expert support, education and encouragement.
- o Develop and launch new services that reflect the identified needs of our clients and will include a Family support programme, a Physiotherapy programme and a SALT (Speech And Language Therapy) programme.

We will, of course, focus on having policies and procedures that meet any relevant legislative changes and enhance our service delivery quality standards.

Our vision statement

To be the support organisation of choice for all those over 18 affected by an acquired brain injury living in Hertfordshire.

HEADWAY HERTFORDSHIRE LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2022

Our mission statement

To promote awareness and understanding of all aspects of an acquired brain injury and to provide information, support and services to people with an acquired brain injury, their families and carers in Hertfordshire.

Our core values and purposes

Professional

We run Headway Hertfordshire as a sustainable charitable business, managing our finances and services responsibly and in the best interests of those who use our services.

Friendly

We are approachable, friendly and offer a safe, comfortable community of support where people feel welcomed, accepted and understood.

Client focused

We deliver accessible, tailored services and respond to the clearly defined individual needs, circumstances and views of our clients and are primarily accountable to them.

Respectful

We respond to our clients and colleagues as valued human beings, treating them with dignity and respect. Whilst we recognise each person as unique, we seek to promote equality of access in the wider community.

Public benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 and have regard to the public benefit guidance as issued by the Charity Commission as shown in the objectives above.

We have referred to the guidance on public benefit when reviewing our aims and objectives and in planning our future activities in particular, the Trustees consider how planned activities will contribute to the aims and objectives that they have set.

This public benefit statement forms the basis for all judgements regarding operational reports to the Board meetings, in order to be reassured that the facilities and services currently managed by the charity continue to meet these criteria. At these meeting, the Financial Controller also presents the quarterly financial position including taking account of any restricted funds and the Charity's status as a going concern.

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.

The organisation is a charitable company limited by guarantee, incorporated on 17th December 2001 and registered as a charity on 4th October 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under Articles of Association.

HEADWAY HERTFORDSHIRE LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2022

Structure, governance and management

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law. Under the arrangements agreed at the last AGM, trustees can serve for three terms of three years.

All members of the trustee board give their time voluntarily and receive no benefits from the charity. Any expenses claimed from the charity are set out in note 7 of the accounts.

The trustee board seeks to ensure that the needs of the beneficiary group are appropriately reflected though the diversity of the trustee body and ensures that at least one service user sits on the board at any one time.

The more traditional business skills are well represented on the board. In an effort to maintain this broad mix, trustees are required to provide a list of their skills and to update it each year. In the event of particular skill shortage, new individuals are approached to offer themselves for election to the board.

In the 2021/22 financial year three board member resigned (A. Laycock, R.Campbell, C. Williamson). F. Anwar has been retained by the board as a special advisor on brain injury matters. Two new trustees joined the board (M. Ferguson and G.Bell) The board otherwise remained stable with a strong expertise across a broad set of skills.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2022

Structure, governance and management

Organisational structure

At the start of 2020/21 Headway Hertfordshire employed nine staff (a full time chief executive, two support coordinators (one full and one part time) four occupational therapists (one full time and three part time), a part time office manager, a finance manager for one day a week. Their work was supported by a core team of six freelance counsellors and 10 excellent volunteers.

The Chief Executive, John Archer, has now been in post since November 2016 and continues to support, re-organise and strengthen the front line team whilst concentrating on ensuring adequate resources are in place and the name and positive reputation of Headway Hertfordshire is well known and appreciated throughout the county.

Our service delivery model

Due to lessons learnt during the pandemic the delivery model underwent some significant changes in the year under review and is now a refined mixture of face to face and virtual interactions with our clients and carers. We continue to risk assess the best way to meet each individual client's needs to create the best mix of face-to-face meetings either at a client's home or on community group settings or virtual communications via Zoom or telephone.

o Referrals to Headway Hertfordshire can be made by health or social service professionals, family members or clients themselves.

o Initial referrals go to our support coordinators, following discharge from acute or community NHS treatment or care or through self-referrals from our website or a local GP or Social Worker via social prescribing

o Our support coordinators provide information and advice, including self-help materials about brain injury and how to deal with the effects, understanding the care pathway in Hertfordshire and how to access relevant statutory and voluntary sector services.

o We signpost to speech therapists and physiotherapists, Hertfordshire's NHS Acquired Brain Injury team and local voluntary organisations, throughout the county.

o We provide counselling via face to face, telephone or Zoom calls to clients and or carers, where required and if funding is available.

o Regular contact calls are made via telephone or Zoom by our support coordinators or our pastoral care volunteer where clients and/or carers require 1:1 support.

o We run both virtual and face to face rehabilitation group sessions for clients which provide a break for carers. Sessions include exercises to improve memory and reduce stress, art, music and physical activities.

o We run regular Carers' Education Groups via Zoom conference calls to help carers understand brain injuries and their effects.

o We offer peer support activities, throughout the county. These are facilitated our support coordinators supported by volunteers, many of whom have had a brain injury themselves and take place in a variety of community settings

o Approximately 30% of clients, working directly with our occupational therapists (OTs), will be supported onto our HABIT programme, which is designed to help people with a brain injury understand their injury, deal with the affects and prepare for work, training, volunteering or other meaningful activity.

o Our OTs undertake cognitive and mood assessments, using ACE, COPM and LIKERT scales and cognitive screening to check suitability/ motivation. They help clients signed up to the HABIT programme to set goals and score their achievements via either virtual group sessions or face to face enhanced 1-2-1 meetings.

o Our OTs support user-led training and peer support work and provide education about brain injury and its effects and rehabilitation workshops - e.g. dealing with fatigue and life skills development.

HEADWAY HERTFORDSHIRE LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2022

Structure, governance and management

- o Clients on the HABIL programme are supported to access meaningful occupation e.g. volunteering, paid employment, training or physical activities.
- o The trustees have complied with the duty in section 4 of the Charities Act 2006 and have regard to the public benefit guidance as issued by the Charity Commission.

Financial review

Reserves policy

The board of trustees determined that the reserves should be maintained at a level which ensures that Headway Hertfordshire's core activity could continue during a period of unforeseen difficulty. The trustees examined the charities requirements for reserves in the light of main risks to the organisation and established a policy whereby the unrestricted funds, not committed, should be three months of expenditure. The board of trustees reviews their reserves policy annually. Current unrestricted reserves held cover the reserves policy.

Review of financial statements

During 2021/22 the charity made a deficit of £92,631. A surplus of £161,017 was made in 2020/21.

The total funds as at the year end 31st March 2022 were £108,020 (2021 £200,651).

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The risk register is reviewed and amended on an ongoing basis.

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

Approved by order of the board of trustees on18.10.2022..... and signed on its behalf by:



.....
Gary P Bell
Chair of Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY HERTFORDSHIRE LIMITED**

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

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st 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').

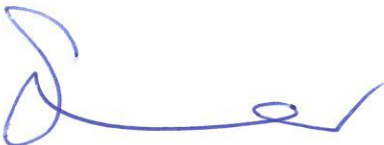
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

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.



Stuart Cuzner
FCCA ACA
Wags LLP t/a Wagstaffs
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

Date:25/10/2022.....

HEADWAY HERTFORDSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	185,460	18,250	203,710	418,087
Other trading activities	4	6,787	-	6,787	4,440
Investment income	5	21	-	21	38
Total		<u>192,268</u>	<u>18,250</u>	<u>210,518</u>	<u>422,565</u>
EXPENDITURE ON					
Charitable activities	6				
HCC contract		-	-	-	938
Cost of charitable activities		187,094	116,055	303,149	260,610
Total		<u>187,094</u>	<u>116,055</u>	<u>303,149</u>	<u>261,548</u>
NET INCOME/(EXPENDITURE)		5,174	(97,805)	(92,631)	161,017
RECONCILIATION OF FUNDS					
Total funds brought forward		90,432	110,219	200,651	39,634
TOTAL FUNDS CARRIED FORWARD		<u>95,606</u>	<u>12,414</u>	<u>108,020</u>	<u>200,651</u>

The notes form part of these financial statements

HEADWAY HERTFORDSHIRE LIMITED (REGISTERED NUMBER: 04341309)

STATEMENT OF FINANCIAL POSITION
31ST MARCH 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
CURRENT ASSETS					
Debtors	10	30,805	-	30,805	450
Cash at bank		71,916	16,967	88,883	206,980
		<u>102,721</u>	<u>16,967</u>	<u>119,688</u>	207,430
CREDITORS					
Amounts falling due within one year	11	(7,115)	(4,553)	(11,668)	(6,779)
NET CURRENT ASSETS		<u>95,606</u>	<u>12,414</u>	<u>108,020</u>	<u>200,651</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>95,606</u>	<u>12,414</u>	<u>108,020</u>	200,651
NET ASSETS		<u>95,606</u>	<u>12,414</u>	<u>108,020</u>	<u>200,651</u>
FUNDS					
Unrestricted funds:	12				
General fund				95,606	90,432
Restricted funds:					
Restricted fund				12,414	110,219
TOTAL FUNDS				<u>108,020</u>	<u>200,651</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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

STATEMENT OF FINANCIAL POSITION - continued
31ST 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 on18.10.2022..... and were signed on its behalf by:



Gary P Bell
Chair of Trustees

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

1. STATUTORY INFORMATION

Headway Hertfordshire Limited is an incorporated charity registered in England and Wales. The charity registration number, together with the principal address, can be found within the reference and administrative details.

2. 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.

Critical accounting estimates and judgements

No significant judgements or estimates have had to be made by the trustees in preparing these financial statements.

Going concern

The financial statements have been prepared on a going concern basis.

Income

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

Expenditure

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

Taxation

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

Fund accounting

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

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

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

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2022

2. ACCOUNTING POLICIES - continued

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.

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	37,642	52,144
Grants	166,068	365,943
	<u>203,710</u>	<u>418,087</u>

4. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Contributions - workshops	228	-
Training	1,700	2,550
HABIT	-	35
Counselling	3,245	-
Memberships	570	300
Peer support	1,044	1,555
	<u>6,787</u>	<u>4,440</u>

5. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	21	38
	<u>21</u>	<u>38</u>

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2022

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs £	Totals £
Cost of charitable activities	<u>300,797</u>	<u>2,352</u>	<u>303,149</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

8. STAFF COSTS

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

	2022	2021
Administration and support	<u>9</u>	<u>9</u>

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	298,198	119,889	418,087
Other trading activities	1,890	2,550	4,440
Investment income	38	-	38
Total	<u>300,126</u>	<u>122,439</u>	<u>422,565</u>
EXPENDITURE ON			
Charitable activities			
HCC contract	938	-	938
Cost of charitable activities	210,778	49,832	260,610
Total	<u>211,716</u>	<u>49,832</u>	<u>261,548</u>
NET INCOME	88,410	72,607	161,017

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2022

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	2,022	37,612	39,634
TOTAL FUNDS CARRIED FORWARD	<u>90,432</u>	<u>110,219</u>	<u>200,651</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	23,136	450
Accrued income	7,669	-
	<u>30,805</u>	<u>450</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	7,115	3,222
Social security and other taxes	4,553	3,557
	<u>11,668</u>	<u>6,779</u>

12. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	90,432	5,174	95,606
Restricted funds			
Restricted fund	110,219	(97,805)	12,414
TOTAL FUNDS	<u>200,651</u>	<u>(92,631)</u>	<u>108,020</u>

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2022

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	192,268	(187,094)	5,174
Restricted funds			
Restricted fund	18,250	(116,055)	(97,805)
TOTAL FUNDS	<u>210,518</u>	<u>(303,149)</u>	<u>(92,631)</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	2,022	88,410	90,432
Restricted funds			
Restricted fund	37,612	72,607	110,219
TOTAL FUNDS	<u>39,634</u>	<u>161,017</u>	<u>200,651</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	300,126	(211,716)	88,410
Restricted funds			
Restricted fund	122,439	(49,832)	72,607
TOTAL FUNDS	<u>422,565</u>	<u>(261,548)</u>	<u>161,017</u>

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2022

12. 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 £	At 31.3.22 £
Unrestricted funds			
General fund	2,022	93,584	95,606
Restricted funds			
Restricted fund	37,612	(25,198)	12,414
TOTAL FUNDS	<u>39,634</u>	<u>68,386</u>	<u>108,020</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	492,394	(398,810)	93,584
Restricted funds			
Restricted fund	140,689	(165,887)	(25,198)
TOTAL FUNDS	<u>633,083</u>	<u>(564,697)</u>	<u>68,386</u>

13. RELATED PARTY DISCLOSURES

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

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2022

14. MOVEMENT IN FUNDS

Henry Smith Charity, BLCF, Edward Gostling Foundation, HCF, Reaching Communities, SCT, Shanly Foundation, HCC and Clothworkers Foundation - contributions towards salaries, premises, counselling, travel and other overheads.

The funding for all of the above cover associated administration and support costs.

	At 1.4.21	Net movement in funds	At 31.3.22
	£	£	£
Henry Smith Charity	5,576	(5,576)	-
BLCF	5,332	(5,332)	-
Edward Gostling Foundation	3,750	-	3,750
HCF	674	3,563	4,236
Reaching Communities	81,021	(81,021)	-
SCT	1,000	-	1,000
Shanley Foundation	2,161	-	2,161
HCC Covid Grant	8,935	(8,935)	-
East Herts Council	1,047	-	1,047
Clothworkers Foundation	723	(504)	219
	<u>110,219</u>	<u>(97,805)</u>	<u>12,414</u>

15. LEASING AGREEMENTS

At 31 March 2022, the company had total commitments under non-cancellable operating leases over the remaining life of those leases of £2,708 (2021 - £9,208).

HEADWAY HERTFORDSHIRE LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	37,642	52,144
Grants	166,068	365,943
	<u>203,710</u>	<u>418,087</u>
Other trading activities		
Contributions - workshops	228	-
Training	1,700	2,550
HABIT	-	35
Counselling	3,245	-
Memberships	570	300
Peer support	1,044	1,555
	<u>6,787</u>	<u>4,440</u>
Investment income		
Deposit account interest	21	38
	<u>210,518</u>	<u>422,565</u>
EXPENDITURE		
Charitable activities		
Wages	233,441	212,500
Pensions	4,332	3,661
Telephone	3,699	3,622
Sundries	794	-
Travel and motor expenses	4,525	384
Training	4,813	1,438
Insurance	1,908	404
Computer costs	14,361	11,752
Bank charges	96	630
Donations and subscriptions	363	347
Advertising	1,293	100
Printing, postage and stationery	2,036	504
Rent	7,096	7,530
Carried forward	278,757	242,872

This page does not form part of the statutory financial statements

HEADWAY HERTFORDSHIRE LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022**

	2022	2021
	£	£
Charitable activities		
Brought forward	278,757	242,872
Other premises costs	128	8,106
Workshops, room hire and volunteer expenses	1,745	60
Fundraising events	1,207	(342)
COGMED	-	480
Counselling costs	9,430	7,110
Events and activities	5,808	2,522
SALT and physio program	3,722	-
	<hr/>	<hr/>
	300,797	260,808
 Support costs		
 Information technology		
Governance costs	-	50
Professional fees	2,352	690
	<hr/>	<hr/>
	2,352	740
 Total resources expended	<hr/> 303,149	<hr/> 261,548
 Net (expenditure)/income	<hr/> (92,631)	<hr/> 161,017

This page does not form part of the statutory financial statements

HEADWAY HERTFORDSHIRE LIMITED

England & Wales - Charity number 1094046

Accounts

REGISTERED COMPANY NUMBER: 04341309 (England and Wales)
REGISTERED CHARITY NUMBER: 1094046

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021
FOR
HEADWAY HERTFORDSHIRE LIMITED

Wags LLP t/a Wagstaffs
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

HEADWAY HERTFORDSHIRE LIMITED
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FOR THE YEAR ENDED 31ST MARCH 2021

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HEADWAY HERTFORDSHIRE LIMITED
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31ST MARCH 2021

TRUSTEES	Adrian Laycock Fahim Anwar (resigned 20/10/20) Christopher Williamson Vincent Molloy Bruce St Leger Rachel Campbell Angela Beric Nicola Baines (appointed 19/10/20) Sonia Woodward (appointed 19/10/20)
COMPANY SECRETARY	Angela Beric
REGISTERED OFFICE	Suite 4 34 Bancroft Hitchin Hertfordshire SG5 1LA
REGISTERED COMPANY NUMBER	04341309 (England and Wales)
REGISTERED CHARITY NUMBER	1094046
INDEPENDENT EXAMINER	Wags LLP t/a Wagstaffs Richmond House Walkern Road Stevenage Hertfordshire SG1 3QP
BANKERS	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent

HEADWAY HERTFORDSHIRE LIMITED

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST 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).

Chairman's Foreword

In these remarks last year, I commented on the unprecedented times in which we were all engulfed but also said that Headway Hertfordshire had risen to the challenges posed by COVID in a number of innovative ways, thanks to the support of funders and our marvelous people. A year on and the pandemic recedes but it is not yet a spent force - and we have continued to benefit from the strengths that we have worked hard to forge in ensuring that our charity continues to be resilient, relevant and forward looking. We have developed and delivered some exceptional solutions during this period, maintaining our services throughout with an innovative mix of approaches which were not only successful but highly appreciated by those we helped.

The charitable sector has been affected like so many others but we benefit from a loyal institutional support base and that has been evident during current times and for which we are truly grateful. A range of successes has come our way; extended funding from Hertfordshire County Council and fresh funding from The Henry Smith Foundation, The National Lottery and the JH Rausing Trust amongst others. These have all contributed to our finances remaining in a strong position. This has not happened by accident. I said last year that we had strengthened our Board to bring additional skills that we needed to help move the charity forwards. An example of the progress we have made is in our targeting specific funders who have an interest in our type of charity. It is this clarity of focus that has enabled our approach to funders to yield a more successful series of outcomes. Much of the success during the year resulted from our focus on those funders who offered unrestricted funding because that enabled us to be flexible and capable of funding new initiatives during the pandemic.

As last year, the strategic base of funding has been complemented by more localised initiatives that thrive with the involvement of people all over the region. Whilst much of our community giving was severely restricted due to the various lockdowns, we still enjoyed successes from a wide range of initiatives including a Spinathon, the 2.6 London Marathon based challenge, as well as other local events. This mixture of broader based funding, coupled with more intimate local initiatives enables a thriving, diverse and successful organisation.

HEADWAY HERTFORDSHIRE LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2021

I can never write remarks such as these without offering a heartfelt thank you to all the people associated with Headway Hertfordshire. Most charities depend heavily on a bank of volunteers to augment the mainstream funding and members of staff who enable the financial function to prosper. We are no exception and especially during the extraordinary times out of which we only now begin to emerge, this is so true! Our volunteers contributed in excess of 300 hours service which was down on last year as might be anticipated. The changes we needed to make to how we delivered services meant there were only a handful of face to face meetings but this was replaced with over 243 peer support Zoom sessions attended by an average of 16 clients with a further 66 participants attending our newly formed carer support groups, having first attended our carer education courses. We made over 1500 telephone calls and sent over 1400 letters and emails to clients to keep them in touch and aware of our new services. Our team engaged in more than 1000 hours of training to improve the professional level of care we offer. We have extended our sphere of influence with local MPs and County councilors and have also further deepened relationships within Hertfordshire County Council, MIND, the Stroke Association and other key agencies in the county. It is this capacity to engage with and adapt to new ways of working that has proven so successful. That we can use Zoom and similar methods to meet people instead of constantly traversing the county by car, shows not only an improved efficiency but a better use of and improved targeting of our available resources. All this helps us serve more clients in a better way and that is what we are all about.

During the review period we said goodbye to Fahim Anwar as a trustee but we retain his services as a valued technical advisor on brain injury issues. We also welcomed Nikki Baines and Sonia Woodward to the board with special focus on HR and Occupational Therapy areas of the charity's operations respectively.

We also welcomed Alan Smith as our new Patron. Alan, as many will know, was a footballer with both Arsenal and England and is currently a pundit with Sky Sports. His influence in respect of the high profile debate of sports head injuries as well as his personal profile has already been a significant factor for us and will doubtless continue to be so as the debate unfolds.

I hope that next year, I will be able to mention COVID as a relative footnote to events; to recognise the enormous impact it has had on all our lives but to move into the future armed with our principal aim of helping those sufferers and their friends and families who need us, for without that purpose, we have no reason to exist. We will do so with a continuing sense of purpose, a strong financial base and a group of dedicated people who will thrive on whatever changes might present to us. My board and I are optimistic for the future and will work effectively to extend our success.

Adrian S Laycock
Chair of Trustees
October 2021

HEADWAY HERTFORDSHIRE LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2021

OBJECTIVES AND ACTIVITIES

Objectives and aims

Background

Anyone can acquire a brain injury at any time in their lives. People with an acquired brain injury often experience:

- o Anxiety, depression, loss of motivation, difficulty controlling anger, and impulsivity
- o Problems with memory, attention and concentration, low tolerance of noisy or stressful environments, loss of insight and initiative.
- o Loss of co-ordination, muscle rigidity, paralysis, epilepsy, difficulty in speaking, loss of sight, smell or taste, fatigue, and sexual problems.
- o Relationship difficulties with family and friends, which can be placed under immense strain. Relatives report that the ten most difficult problems are personality changes, slowness, poor memory, irritability, bad temper, tiredness, depression, tension and anxiety, rapid mood changes, and threats of violence.
- o Longer term impacts on their ability to return to their previous level of function and quality of life. This includes their ability to attain, or retain, employment or education.

Members of the Hertfordshire ABI Steering Group estimate that 5000 people suffer a traumatic or acquired brain injury in the county every year. Of these, approximately 2500 would fall within the remit of our work.

Our charity's purposes as set out in the company's Memorandum of Association are to:

Relieve persons who are over 18 and resident in Hertfordshire who have suffered a brain injury, their families, carers and other related professionals by the provision of such information, service and facilities as the trustees from time to time determine.

Headway Hertfordshire's Vision

Currently, Headway Hertfordshire works with approximately 270 people each year and our aim is to expand our reach a support more people in the years ahead

To achieve our aim we will:

- o Look to activate chargeable services wherever possible whilst being understanding of our clients' unique situations, ability to pay and the timings of any financial contribution.
- o Make our charity more attractive to new investors and sponsors, showing them clearly the difference we make to people's lives who are affected by a brain injury.
- o Develop our approach to driving and maximizing our fundraising channels.
- o Improve our visibility and become known as the organisation of choice in Hertfordshire for those with a brain injury who need expert support, education and encouragement.
- o Develop and launch new services that reflect the identified needs of our clients and will include a Family support programme, A Physiotherapy programme and a SALT (Speech And Language Therapy) programme.

We will, of course, focus on having policies and procedures that meet any relevant legislative changes and enhance our service delivery quality standards.

Our vision statement

To be the support organisation of choice for all those over 18 affected by an acquired brain injury living in Hertfordshire.

HEADWAY HERTFORDSHIRE LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2021

Our mission statement

To promote awareness and understanding of all aspects of an acquired brain injury and to provide information, support and services to people with an acquired brain injury, their families and carers in Hertfordshire.

Our core values and purposes

Professional

We run Headway Hertfordshire as a sustainable charitable business, managing our finances and services responsibly and in the best interests of those who use our services.

Friendly

We are approachable, friendly and offer a safe, comfortable community of support where people feel welcomed, accepted and understood.

Client focused

We deliver accessible, tailored services and respond to the clearly defined individual needs, circumstances and views of our clients and are primarily accountable to them.

Respectful

We respond to our clients and colleagues as valued human beings, treating them with dignity and respect. Whilst we recognise each person as unique, we seek to promote equality of access in the wider community.

Public benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 and have regard to the public benefit guidance as issued by the Charity Commission as shown in the objectives above.

We have referred to the guidance on public benefit when reviewing our aims and objectives and in planning our future activities in particular, the Trustees consider how planned activities will contribute to the aims and objectives that they have set.

This public benefit statement forms the basis for all judgements regarding operational reports to the Board meetings, in order to be reassured that the facilities and services currently managed by the charity continue to meet these criteria. At these meeting, the Financial Controller also presents the quarterly financial position including taking account of any restricted funds and the Charity's status as a going concern.

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.

The organisation is a charitable company limited by guarantee, incorporated on 17th December 2001 and registered as a charity on 4th October 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under Articles of Association.

HEADWAY HERTFORDSHIRE LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law. Members of the board are elected to serve for six years. At this stage they must stand down for a year after which they may be re-elected at the next AGM.

All members of the trustee board give their time voluntarily and receive no benefits from the charity. Any expenses claimed from the charity are set out in note 7 of the accounts.

The trustee board seeks to ensure that the needs of the beneficiary group are appropriately reflected though the diversity of the trustee body and ensures that at least one service user sits on the board at any one time.

The more traditional business skills are well represented on the board. In an effort to maintain this broad mix, trustees are required to provide a list of their skills and to update it each year. In the event of particular skill shortage, new individuals are approached to offer themselves for election to the board.

In the 2020/21 financial year one board member resigned (F. Anwar) but has been retained by the board as a special advisor on brain injury matters. Two new trustees joined the board (N. Baines and S. Woodward) The board otherwise remained stable with a strong expertise across a broad set of skills.

HEADWAY HERTFORDSHIRE LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

At the start of 2020/21 Headway Hertfordshire employed nine staff (a full time chief executive, two support coordinators (one full and one part time) three occupational therapists (one full time and two part time), a part time office manager, a finance manager for one day a week and a part time fundraiser/marketing manager. Their work was supported by a core team of five freelance counsellors and 10 excellent volunteers

The Chief Executive, John Archer, has now been in post since November 2016 and continues to support, re-organise and strengthen the front line team whilst concentrating on ensuring adequate resources are in place and the name and positive reputation of Headway Hertfordshire is well known and appreciated throughout the county.

Our service delivery model

The delivery model had to undergo significant changes in the year under review due to the effects of the Covid-19 pandemic and the subsequent lockdowns across the country. This required a move to a virtual service delivery model or occasionally the use of PPE when risk assessed as the best way to meet a client's needs in contrast to previous years where the majority of our work was done face to face either at a client's home or on community group settings.

- o Referrals to Headway Hertfordshire can be made by health or social service professionals, family members or clients themselves.
- o Initial referrals go to our support coordinators, following discharge from acute or community NHS treatment or care or through self-referrals from our website or a local GP via social prescribing
- o Our support coordinators provide information and advice, including self-help materials about brain injury and how to deal with the effects, understanding the care pathway in Hertfordshire and how to access relevant statutory and voluntary sector services.
- o We signpost to speech therapists and physiotherapists, Hertfordshire's NHS Acquired Brain Injury team and local voluntary organisations, throughout the county.
- o We provide counselling via telephone or Zoom calls to clients and or carers, where required and if funding is available.
- o Calls are made via telephone or Zoom calls by our support coordinators where clients and/or carers require 1:1 support.
- o We run virtual rehabilitation group sessions for clients which provide a break for carers. Sessions include exercises to improve memory and reduce stress, art, music and physical activities.
- o We run regular Carers' Education Groups via Zoom conference calls to help carers understand brain injuries and their effects.
- o We offer virtual peer support activities, throughout the county. These are facilitated our support coordinators supported by volunteers, many of whom have had a brain injury themselves and are conducted over Zoom
- o Approximately 28% of clients, working directly with our occupational therapists (OTs) , will be supported onto our HABIT programme, which is designed to help people with a brain injury understand their injury, deal with the affects and prepare for work, training, volunteering or other meaningful activity.
- o Our OTs undertake cognitive and mood assessments, using ACE, COPM and LIKERT scales and cognitive screening to check suitability/ motivation. They help clients signed up to the HABIT programme to set goals and score their achievements via virtual group session enhanced by 1-2-1 zoom calls.
- o Our OTs support user-led training and peer support work and provide education about brain injury and its effects and rehabilitation workshops - e.g. dealing with fatigue and life skills development.

HEADWAY HERTFORDSHIRE LIMITED

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

- o Clients on the HABIL programme are supported to access meaningful occupation e.g. volunteering, paid employment, training or physical activities.
- o The trustees have complied with the duty in section 4 of the Charities Act 2006 and have regard to the public benefit guidance as issued by the Charity Commission.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The risk register is reviewed and amended on an ongoing basis.

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

Approved by order of the board of trustees on 19 October 2021 and signed on its behalf by:


.....
Adrian S Laycock
Chair of Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY HERTFORDSHIRE LIMITED**

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

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st 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 REPORT TO THE TRUSTEES OF
HEADWAY HERTFORDSHIRE LIMITED**

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 ACA 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.



Stuart Cuzner
FCCA ACA
Wags LLP t/a Wagstaffs
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

Date: 20/10/2021

HEADWAY HERTFORDSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	298,198	119,889	418,087	252,630
Other trading activities	4	1,890	2,550	4,440	9,580
Investment income	5	<u>38</u>	<u>-</u>	<u>38</u>	<u>101</u>
Total		300,126	122,439	422,565	262,311
EXPENDITURE ON					
Charitable activities	6				
HCC contract		938	-	938	-
Cost of charitable activities		<u>210,778</u>	<u>49,832</u>	<u>260,610</u>	<u>295,097</u>
Total		211,716	49,832	261,548	295,097
NET INCOME/(EXPENDITURE)		88,410	72,607	161,017	(32,786)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>2,022</u>	<u>37,612</u>	<u>39,634</u>	<u>72,420</u>
TOTAL FUNDS CARRIED FORWARD		<u>90,432</u>	<u>110,219</u>	<u>200,651</u>	<u>39,634</u>

The notes form part of these financial statements

HEADWAY HERTFORDSHIRE LIMITED (REGISTERED NUMBER: 04341309)

STATEMENT OF FINANCIAL POSITION
31ST MARCH 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
CURRENT ASSETS					
Debtors	10	-	450	450	2,316
Cash at bank		<u>93,655</u>	<u>113,325</u>	<u>206,980</u>	<u>49,453</u>
		93,655	113,775	207,430	51,769
CREDITORS					
Amounts falling due within one year	11	<u>(3,223)</u>	<u>(3,556)</u>	<u>(6,779)</u>	<u>(12,135)</u>
NET CURRENT ASSETS		<u>90,432</u>	<u>110,219</u>	<u>200,651</u>	<u>39,634</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>90,432</u>	<u>110,219</u>	<u>200,651</u>	<u>39,634</u>
NET ASSETS		<u>90,432</u>	<u>110,219</u>	<u>200,651</u>	<u>39,634</u>
FUNDS					
Unrestricted funds:	12				
General fund				90,432	2,022
Restricted funds:					
Restricted fund				<u>110,219</u>	<u>37,612</u>
TOTAL FUNDS				<u>200,651</u>	<u>39,634</u>

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

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

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 HERTFORDSHIRE LIMITED (REGISTERED NUMBER: 04341309)

**STATEMENT OF FINANCIAL POSITION - continued
31ST 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 19 October 2021 and were signed on its behalf by:



.....

Adrian S Laycock
Chair of Trustees

The notes form part of these financial statements

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

1. STATUTORY INFORMATION

Headway Hertfordshire Limited is an incorporated charity registered in England and Wales. The charity registration number, together with the principal address, can be found within the reference and administrative details.

2. 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.

Critical accounting estimates and judgements

No significant judgements or estimates have had to be made by the trustees in preparing these financial statements.

Going concern

The financial statements have been prepared on a going concern basis.

Income

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

Expenditure

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

Taxation

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

Fund accounting

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

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

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

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2021

2. ACCOUNTING POLICIES - continued

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.

3. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	52,144	53,640
Grants	<u>365,943</u>	<u>198,990</u>
	<u>418,087</u>	<u>252,630</u>

4. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Contributions - trips	-	773
Contributions - workshops	-	1,055
Training	2,550	1,700
HABIT	35	812
Counselling	-	1,710
Memberships	300	780
Peer support	<u>1,555</u>	<u>2,750</u>
	<u>4,440</u>	<u>9,580</u>

5. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>38</u>	<u>101</u>

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2021

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs £	Totals £
HCC contract	938	-	938
Cost of charitable activities	<u>259,870</u>	<u>740</u>	<u>260,610</u>
	<u>260,808</u>	<u>740</u>	<u>261,548</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

8. STAFF COSTS

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

	2021	2020
Administration and support	<u>9</u>	<u>6</u>

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	143,420	109,210	252,630
Other trading activities	7,880	1,700	9,580
Investment income	<u>101</u>	<u>-</u>	<u>101</u>
Total	151,401	110,910	262,311
EXPENDITURE ON			
Charitable activities			
Cost of charitable activities	<u>212,199</u>	<u>82,898</u>	<u>295,097</u>
NET INCOME/(EXPENDITURE)	(60,798)	28,012	(32,786)

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2021

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	62,820	9,600	72,420
TOTAL FUNDS CARRIED FORWARD	<u>2,022</u>	<u>37,612</u>	<u>39,634</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	<u>450</u>	<u>2,316</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	<u>3,222</u>	8,085
Social security and other taxes	<u>3,557</u>	<u>4,050</u>
	<u>6,779</u>	<u>12,135</u>

12. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	2,022	88,410	90,432
Restricted funds			
Restricted fund	37,612	72,607	110,219
TOTAL FUNDS	<u>39,634</u>	<u>161,017</u>	<u>200,651</u>

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2021

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	300,126	(211,716)	88,410
Restricted funds			
Restricted fund	122,439	(49,832)	72,607
TOTAL FUNDS	<u>422,565</u>	<u>(261,548)</u>	<u>161,017</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	62,820	(60,798)	2,022
Restricted funds			
Restricted fund	9,600	28,012	37,612
TOTAL FUNDS	<u>72,420</u>	<u>(32,786)</u>	<u>39,634</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	151,401	(212,199)	(60,798)
Restricted funds			
Restricted fund	110,910	(82,898)	28,012
TOTAL FUNDS	<u>262,311</u>	<u>(295,097)</u>	<u>(32,786)</u>

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2021

12. MOVEMENT IN FUNDS - continued

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

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	62,820	27,612	90,432
Restricted funds			
Restricted fund	9,600	100,619	110,219
	<u>72,420</u>	<u>128,231</u>	<u>200,651</u>
TOTAL FUNDS			

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	451,527	(423,915)	27,612
Restricted funds			
Restricted fund	233,349	(132,730)	100,619
	<u>684,876</u>	<u>(556,645)</u>	<u>128,231</u>
TOTAL FUNDS			

Childwick Trust, Henry Smith Charity, BLCF, Edward Gostling Foundation, HCF, One Family Foundation, Peoples Project, Reaching Communities, SCT and Shanly Foundation - contributions towards salaries, premises and other overheads.

The funding for all of the above cover associated administration and support costs.

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Childwick Trust	4,000	(4,000)	-
Henry Smith Charity	5,600	(24)	5,576
BLCF	-	5,000	5,000
Edward Gostling Foundation	-	3,750	3,750
HCF	-	674	674

HEADWAY HERTFORDSHIRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2021

12. MOVEMENT IN FUNDS - continued

One Family Foundation	-	3,696	3,696
Peoples Project	-	8,904	8,904
Reaching Communities	-	6,851	6,851
SCT	-	1,000	1,000
Shanley Foundation	-	2,161	2,161
		<u>9,600</u>	<u>37,612</u>

13. RELATED PARTY DISCLOSURES

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

14. LEASING AGREEMENTS

At 31 March 2021, the company had total commitments under non-cancellable operating leases over the remaining life of those leases of £9,208 (2020 - £15,708).

HEADWAY HERTFORDSHIRE LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	52,144	53,640
Grants	<u>365,943</u>	<u>198,990</u>
	418,087	252,630
Other trading activities		
Contributions - trips	-	773
Contributions - workshops	-	1,055
Training	2,550	1,700
HABIT	35	812
Counselling	-	1,710
Memberships	300	780
Peer support	<u>1,555</u>	<u>2,750</u>
	4,440	9,580
Investment income		
Deposit account interest	<u>38</u>	<u>101</u>
Total incoming resources	422,565	262,311
EXPENDITURE		
Charitable activities		
Wages	212,500	218,873
Pensions	3,661	3,706
Telephone	3,622	2,817
Sundries	-	321
Travel and motor expenses	384	9,901
Training	1,438	8,728
Insurance	404	718
Computer costs	11,752	8,468
Bank charges	630	65
Donations and subscriptions	347	990
Advertising	100	3,076
Printing, postage and stationery	504	1,616
Carried forward	<u>235,342</u>	259,279

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HEADWAY HERTFORDSHIRE LIMITED

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021**

	2021	2020
	£	£
Charitable activities		
Brought forward	235,342	259,279
Rent	7,530	8,232
Other premises costs	8,106	2,792
Workshops, room hire and volunteer expenses	60	9,335
Fundraising events	(342)	1,937
COGMED	480	480
Counselling costs	7,110	7,303
Events and activities	2,522	3,957
	260,808	293,315
Support costs		
Information technology		
Governance costs	50	907
Professional fees	690	875
	740	1,782
Total resources expended	261,548	295,097
Net income/(expenditure)	161,017	(32,786)

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