

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 HABIT 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	38	-	38	101
Total		300,126	122,439	422,565	262,311
EXPENDITURE ON					
Charitable activities	6				
HCC contract		938	-	938	-
Cost of charitable activities		210,778	49,832	260,610	295,097
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		2,022	37,612	39,634	72,420
TOTAL FUNDS CARRIED FORWARD		90,432	110,219	200,651	39,634

The notes form part of these financial statements

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	12				
Unrestricted funds:					
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

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><u>260,808</u></u>	<u><u>740</u></u>	<u><u>261,548</u></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><u>9</u></u>	<u><u>6</u></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
	<hr/>	<hr/>	<hr/>
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
	<hr/>	<hr/>	<hr/>
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
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>72,420</u>	<u>128,231</u>	<u>200,651</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	451,527	(423,915)	27,612
Restricted funds			
Restricted fund	233,349	(132,730)	100,619
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>684,876</u>	<u>(556,645)</u>	<u>128,231</u>

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>28,012</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	235,342	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	<u>2,522</u>	<u>3,957</u>
	260,808	293,315
Support costs		
Information technology		
Governance costs	50	907
Professional fees	<u>690</u>	<u>875</u>
	740	1,782
Total resources expended	<u>261,548</u>	<u>295,097</u>
Net income/(expenditure)	<u>161,017</u>	<u>(32,786)</u>

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