HEADWAY SOUTH BUCKS

England & Wales · Charity number 1102517

Details

Status	Registered
Legal form	Charitable company
Company number	04983790
Registered	2004-03-08
Register	View on the Charity Commission register

Contact

Address	Registered Office: Cansdales Ltd St. Marys Court The Broadway Amersham Buckinghamshire HP7 0UT
Phone	07704860754
Website	www.headwaysouthbucks.org.uk

Activities

Objects: THE REHABILITATION AND CARE OF PERSONS WHO HAVE SUFFERED BRAIN INJURY AND RESIDE IN SOUTH BUCKINGHAMSHIRE AND ADJOINING COUNTIES THROUGH THE PROVISION OF SUCH SERVICES AND FACILITIES AS ARE REQUIRED FROM TIME TO TIME FOR THE REHABILITATION AND RELIEF OF SUCH PERSONS.

Activities: The rehabilitation and care of persons who have suffered brain injuries and who reside in South Buckinghamshire and adjoining counties through the provision of such services and facilities as are required from time to time for the rehabilitation and relief of such persons.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Disability
- **Who:** Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** BUCKINGHAMSHIRE AND SURROUNDING AERAS
- Buckinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£92,431	£91,678	-	-
2023-12-31	£74,391	£80,623	-	-
2022-12-31	£88,462	£77,049	-	-
2021-12-31	£80,702	£54,846	-	-
2020-12-31	£111,143	£63,748	-	-

Trustees

Name	Role	Appointed
JANE CLARKE	Chair	2011-06-06
Besart Nushi		2025-08-18
Samatha Gault		2016-01-01

HEADWAY SOUTH BUCKS

England & Wales - Charity number 1102517

Accounts

Charity registration number 1102517 (England and Wales)

Company registration number 04983790

HEADWAY SOUTH BUCKS

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

HEADWAY SOUTH BUCKS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J L Clarke S Gault P R Grover J Hughes-Morgan
Charity number	1102517
Company number	04983790
Principal address	Bourne End Community Centre Wakeman Road Bourne End SL8 5SX
Registered office	St Mary'S Court The Broadway Old Amersham Bucks, England HP7 0UT
Independent examiner	Caroline Brazier ACA DCHA Cansdales Business Advisers Limited Chartered Accountants St Mary's Court The Broadway Old Amersham Bucks HP7OUT

HEADWAY SOUTH BUCKS

CONTENTS

HEADWAY SOUTH BUCKS

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees present their annual report and financial statements for the year ended 31 December 2024.

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019).

Objectives and activities
The objects of the Charity include ‘the rehabilitation and care of persons who have suffered brain injury and who reside in South Buckinghamshire and adjoining counties, through the provision of such services and facilities as are required from time to time for the rehabilitation and relief of such persons, and to relieve the families or persons who have suffered such brain injuries.

The Charity achieves these objects by providing re-enablement services, advice and information to people with brain injury, their families and carers. HSB runs three sessions per week at the Bourne End Community Centre providing a programme of activities to support re-enablement and social interaction. As budget allows, HSB organises events such as theatre trips and visits to places of interest.

Public benefit
The Trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the charities aims, objectives and operations. They are of the opinion that the provision of a range of services enables Headway South Bucks to provide public benefit. These services include the provision of activities designed to promote recovery following brain injury, raising awareness of brain injury and providing advice, information and support to their members and their carers.

Grant Making and Fund raising
The Charity follows Headway UK fundraising principles and do not employ any third-party agencies (cold calling, chuggers, mail shots) to elicit donations or funding.

Volunteers
We are very grateful to the loyal volunteers. They are a key part of the team. The majority of volunteers attend the Resource centre to interact with the Clients - accompanying individuals on walks; giving individual support to allow a client to take part in a specific activity, or exercise. They help us to ensure that we have the right level of care to ensure a safe environment for all. Additionally, we are lucky enough to have 2 digital volunteers, who help to ensure the smooth running of the technology that supports us, and a homebased admin volunteer who helps ensure our databases and policies are up to date. We are greatly dependent on all of our volunteers for the continued success of the organisation, enabling us to support our clients. We very much appreciate their hard work, reliability and dedication. We estimate that our volunteers contributed around 6,800 hours to HSB during 2024

Achievements and performance
The principal service Headway South Bucks performs in the ‘the rehabilitation and care of persons who have suffered brain injury’ is the Resource centre which continues to provide a programme of different group activities designed to aid and entertain clients. As far as possible, we aim to run half of each sessions activities in a large group session. This allows everyone to participate together. We will regularly offer memory or word games like scattergories or word wheel. Quizzes on a variety of subjects are popular too.

Visiting therapists offer sessions such as physio exercise, seated zumba, music therapy and art/craft sessions. Smaller group activities complete the rest of the session allowing clients to enjoy their particular interests and games such as chess, scrabble, and number games. Thanks to a generous donation from Wycombe Heights Golf Club we were able to organise a trip to Woking theatre to see a matinee performance of Chitty Chitty Bang Bang. The trip included a lunch at a nearby pub, a brown bag tea and an icecream in the interval. Throughout the year we organised smaller scale events such as coffee/cake trips to the garden centre and boat trips on the River Thames – all of which were enthusiastically enjoyed by all.

Staffing
In 2024 HSB services were run by Sharon Smith - Services Manager. She was ably assisted by Brenda Fetherstone who is also responsible for the recruitment, management and training of Volunteers and Lesley De Haan who is responsible for the planning and implementation of the Activity Programme.

Financial review

Total income for the year amounted to £92,431 (2023: £74,391) with total expenditure being £91,678 (2023:£80,622).This resulted in a profit of £753 (2023 deficit : £6,232).Total unrestricted funds are at 2024 of £147,784 this has been a Increase in reserves from the 2023 balance of £147,031.

Expenses have been increased this year by approximately 13% as compared to last year which are mainly due to increase in Insurance , other cost and office cost.

The trustees actively monitor the financial status of the charity and believe that the charity remains stable, with an appropriate level of reserves and can continue to pursue its objectives without incurring immediate financial difficulties.

Reserves policy

In line with Headway UK Policies, the Trustees have established a level of reserves considered to be both reasonable and prudent. The level of reserves are set to enable the Charity to fulfil its obligations in different areas: to operate for a period of 1 year in the event of significant reduction in income/funding; to enable the Charity to meet all financial obligations (rental, staffing costs, creditors) in the event of having to wind up; £5,000 is held in restricted funds to finance the HSB Emergency fund.

Structure, governance and management

Governing document

Headway South Bucks is controlled by its governing document and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. Headway South Bucks became a company limited by guarantee on 3rd December 2003.

Recruitment and appointment of new trustees

Potential Trustees volunteer to serve as such and after attending several meetings, references are taken, a Disclosure and Barring Service check is conducted and their appointment is proposed and ratified by the Board of Trustees. All trustees are appointed annually by the members at a General Meeting. No trustee receives any remuneration for their contribution to the charity as a Trustee.

Organizational structure

The charity is managed by a Board of Trustees who meet regularly throughout the year to discuss and receive reports from the Services Manager, to set strategy and policy. The Management team consisting of staff members and Trustees also meet regularly to discuss and review progress against operational targets and standards.

Statement of trustees' responsibilities

The trustees, who are also the directors of Headway South Bucks for the purpose 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 which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 and signed on its behalf by:

Jane Clarke

Mrs J Clarke
Trustee

2 September 2025

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY SOUTH BUCKS

I report to the Directors on my examination of the financial statements of Headway South Bucks (the charity) for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed all the applicable 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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
4. the financial statements 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 financial statements 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 financial statements to be reached.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Caroline Brazier ACA DCHA
Cansdales Business Advisers Limited
Chartered Accountants
St Mary's Court
The Broadway
Old Amersham
Bucks
HP7OUT

Dated: 2 September 2025

HEADWAY SOUTH BUCKS

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Income from:					
Donations and legacies		16,481	-	16,481	7,762
Charitable activities		71,550	-	71,550	65,046
Investments	3	4,400	-	4,400	1,583
Total income		92,431	-	92,431	74,391
Expenditure on:	4				
Raising funds		85,090	-	85,090	73,915
Other		6,588	-	6,588	6,708
Total expenditure		91,678	-	91,678	80,623
Net income/(expenditure) for the year/ Net movement in funds		753	-	753	(6,232)
Fund balances at 1 January 2024		147,031	5,000	152,031	158,263
Fund balances at 31 December 2024		147,784	5,000	152,784	152,031

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

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY SOUTH BUCKS

BALANCE SHEET

AS AT 31 DECEMBER 2024

		2024		2023	
	Notes	**£**	**£**	**£**	**£**
Fixed assets					
Tangible assets	**7**		1,757		2,344
Current assets					
Debtors	**8**	5,134		6,266	
Cash at bank and in hand		154,802		154,495	
		159,936		160,761	
Creditors: amounts falling due within one year	**9**	(8,909)		(11,074)	
Net current assets			151,027		149,687
Total assets less current liabilities			152,784		152,031
Income funds					
Restricted funds	**10**		5,000		5,000
Unrestricted funds			147,784		147,031
			152,784		152,031

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2024, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

The trustees acknowledge their responsibilities for
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 357 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the statement of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections .394 and .395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Trustees on 2 September 2025

Jane Clarke

Mrs J Clarke
Trustee

Company registration number 04983790

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

Charity information

Headway South Bucks is a private company limited by guarantee incorporated in England and Wales. The registered office is St Mary's Court, The Broadway, Old Amersham, Bucks, England, HP7 0UT.

1.1 Accounting convention

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.

1.2 Income

All income is recognized 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 the following specific policies are applied to categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement o1 financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided has not been included.

1.3 Expenditure

Liabilities are recognized 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 headings, they have been allocated to activities on a basis consistent with the use of resources.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising pm poses.

Charitable expenditure comprises the costs incurred in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.4 Tangible fixed assets

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

Fixtures and fittings	25% on reducing balance

1.5 Taxation

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

1 Accounting policies **(Continued)**

1.6 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 restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for restricted purposes.

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

1.7 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

2 Critical accounting estimates and judgements

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

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

3 Investments Income

	Unrestricted funds 2024	**Total 2024**	Total 2023
	£	**£**	£
Interest receivable	4,400	4,400	1,583
	4,400	4,400	1,583

4 Net Income/(expenditure):

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

	2024	**2023**
	£	**£**
Independent examination fees	2,975	3,460
Vat on Independent examiination fees	595	620
Bookeeping fees	2,275	1,754
Depreciation	586	781

5 Trustees' Remuneration and benefits

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

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

5 Trustees' Remuneration and benefits **(Continued)**

Some of the charitable expenses have been paid by the trustees and then reimbursed back to them.

6 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Salaries	3	3
Salaries	3	3

Employment costs	2024 £	2023 £
Wages and salaries	56,865	50,921
Other pension costs	931	798
	57,796	51,719

There were no employees whose annual remuneration was more than £60,000.

7 Tangible fixed assets

	Fixtures and fittings £	Total £
Cost		
At 1 January 2024	13,260	13,260
At 31 December 2024	13,260	13,260
Depreciation and impairment		
At 1 January 2024	10,917	10,917
Depreciation charged in the year	586	586
At 31 December 2024	11,503	11,503
Carrying amount		
At 31 December 2024	1,757	1,757
At 31 December 2023	2,344	2,344

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

8 Debtors

Amounts falling due within one year:	2024 £	2023 £
Trade debtors	4,695	5,954
Other debtors	439	312
	5,134	6,266

9 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	1,706	1,228
Trade creditors	3,294	5,664
Accrued Expenses	3,909	4,182
	8,909	11,074

10 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2024 £	Incoming resources £	Resources expended £	At 31 December 2024 £
Restricted General Reserve	5,000	-	-	5,000
	5,000	-	-	5,000

Previous year:	At 1 January 2023 £	Incoming resources £	Resources expended £	At 31 December 2023 £
Restricted General Reserve	5,000	-	-	5,000
	5,000	-	-	5,000

11 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2024	Incoming resources	Resources expended	At 31 December 2024
	£	£	£	£
General funds	147,031	92,431	(91,678)	147,784
	147,031	92,431	(91,678)	147,784

Previous year:	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
General funds	153,263	74,391	(80,623)	147,031
	153,263	74,391	(80,623)	147,031

12 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£	£	£	£
Fund balances at 31 December 2024 are represented by:						
Tangible assets	1,757	-	1,757	2,344	-	2,344
Current assets/(liabilities)	146,027	5,000	151,027	144,687	5,000	149,687
	147,784	5,000	152,784	147,031	5,000	152,031

13 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

14 Company limited by guarantee

Headway South Bucks is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

HEADWAY SOUTH BUCKS

England & Wales - Charity number 1102517

Accounts

Charity registration number 1102517

Company registration number 04983790 (England and Wales)

HEADWAY SOUTH BUCKS

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

HEADWAY SOUTH BUCKS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J L Clarke S Gault P R Grover J Hughes-Morgan S Gasper	 (Resigned on 17 October 2023)
Charity number	1102517	
Company number	04983790	
Principal address	Bourne End Community Centre Wakeman Road Bourne End SL8 5SX	
Independent examiner	Samir Shah FCA Ramon Lee Ltd Chartered Accountants 93 Tabernacle Street London EC2A 4BA	

HEADWAY SOUTH BUCKS

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Expenses have been increased this year by approximately 5% as compared to last year which are mainly due to increase in Staff costs and costs for the running of the centre & property cost.

The trustees actively monitor the financial status of the charity and believe that the charity remains stable, with an appropriate level of reserves and can continue to pursue its objectives without incurring immediate financial difficulties.

In line with Headway UK Policies, the Trustees have established a level of reserves considered to be both reasonable and prudent. The level of reserves are set to enable the Charity to fulfil its obligations in different areas: to operate for a period of 1 year in the event of significant reduction in income/funding; to enable the Charity to meet all financial obligations (rental, staffing costs, creditors) in the event of having to wind up; £5000 is held in restricted funds to finance the HSB Emergency fund.

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Plans for future periods

During this period, there has been an increase in running costs and a reduction in clients attending the service – thus reducing income. The trustees are agreed that continuing to run and enhance services at the Resource Centre is of primary importance, whilst also wishing to help and support a larger client population and geography. The team are currently talking with different organisations across the county to develop ideas regarding types of services that would appeal to other ABI populations.

Structure, governance and management

Governing document

Headway South Bucks is controlled by its governing document and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. Headway South Bucks became a company limited by guarantee on 3rd December 2003.

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In 2023 HSB services were run by Sharon Smith - Services Manager. She is ably assisted by Brenda Fetherstone who is also responsible for the recruitment, management and training of Volunteers and Lesley De Haan who is responsible for the planning and implementation of the Activity Programme.

Organizational structure

The charity is managed by a Board of Trustees who meet regularly throughout the year to discuss and receive reports from the Services Manager, to set strategy and policy. The Management team consisting of staff members and Trustees also meet regularly to discuss and review progress against operational targets and standards.

Statement of trustees' responsibilities

The trustees, who are also the directors of Headway South Bucks for the purpose 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 which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Jane Clarke

Mrs J Clarke

Trustee

Date: 27 Sep 2024

HEADWAY SOUTH BUCKS

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY SOUTH BUCKS

I report to the Directors on my examination of the financial statements of Headway South Bucks (the charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed all the applicable 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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 financial statements to be reached.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

SPShah

Samir Shah FCA
Ramon Lee Ltd
Chartered Accountants
93 Tabernacle Street
London
EC2A 4BA

Dated: 27/09/2024

HEADWAY SOUTH BUCKS

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Income from:					
Donations and legacies		7,762	-	7,762	32,464
Charitable activities		65,046	-	65,046	55,647
Investments	2	1,583	-	1,583	351
Total income		74,391	-	74,391	88,462
Expenditure on:	3				
Raising funds		73,915	-	73,915	70,593
Other		6,708	-	6,708	6,456
Total expenditure		80,623	-	80,623	77,049
Net (expenditure)/income for the year/ Net movement in funds		(6,232)	-	(6,232)	11,413
Fund balances at 1 January 2023		153,263	5,000	158,263	146,850
Fund balances at 31 December 2023		147,031	5,000	152,031	158,263

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

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY SOUTH BUCKS

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	6		2,344		2,126
Current assets					
Debtors	7	6,266		6,346	
Cash at bank and in hand		154,495		158,689	
		160,761		165,035	
Creditors: amounts falling due within one year	8	(11,074)		(8,898)	
Net current assets			149,687		156,137
Total assets less current liabilities			152,031		158,263
Income funds					
Restricted funds	9		5,000		5,000
Unrestricted funds			147,031		153,263
			152,031		158,263

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

The trustees acknowledge their responsibilities for
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 357 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the statement of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections .394 and .395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Trustees on 16 Sep 2024

Jane Clarke
Mrs J Clarke
Trustee

Company registration number 04983790

1 Accounting policies

Charity information

Headway South Bucks is a private company limited by guarantee incorporated in England and Wales. The registered office is St Mary's Court, The Broadway, Old Amersham, Bucks, England, HP7 0UT.

1.1 Accounting convention

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.

1.2 Income

All income is recognized 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 the following specific policies are applied to categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement o1 financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided has not been included.

1.3 Expenditure

Liabilities are recognized 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 headings, they have been allocated to activities on a basis consistent with the use of resources.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising pm poses.

Charitable expenditure comprises the costs incurred in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.4 Tangible fixed assets

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

Fixtures and fittings	25% on reducing balance

1.5 Taxation

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

1 Accounting policies **(Continued)**

1.6 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 restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for restricted purposes.

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

1.7 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

2 Investments Income

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	1,583	351
	1,583	351

3 Net Income/(expenditure):

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

	2023 £	2022 £
Independent Examination Fees	3,460	3,660
Vat on Independent Examiination fees of P.Y.	620	588
Bookeeping Fees	1,754	1,419
Depreciation	781	709

4 Trustees' Remuneration and benefits

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

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

Some of the charitable expenses have been paid by the trustees and then reimbursed back to them.

5 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Salaries	3	3
Salaries	3	3

Employment costs	**2023 £**	**2022 £**
Wages and salaries	50,921	44,499
Other pension costs	798	599
	51,719	45,098

There were no employees whose annual remuneration was more than £60,000.

6 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 January 2023	12,262
Additions	998
At 31 December 2023	13,260
Depreciation and impairment	
At 1 January 2023	10,135
Depreciation charged in the year	781
At 31 December 2023	10,916
Carrying amount	
At 31 December 2023	2,344
At 31 December 2022	2,126

7 Debtors

Amounts falling due within one year:	2023 £	2022 £
Trade debtors	5,954	6,004
Other debtors	312	342
	6,266	6,346

8 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	1,228	1,100
Trade creditors	5,664	3,769
Accrued Expenses	4,182	4,029
	11,074	8,898

9 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2023 £	Incoming resources £	Resources expended £	At 31 December 2023 £
Restricted General Reserve	5,000	-	-	5,000
	5,000	-	-	5,000

Previous year:	At 1 January 2022 £	Incoming resources £	Resources expended £	At 31 December 2022 £
Restricted Funds	5,000	-	-	5,000
	5,000	-	-	5,000

Income of £20,000 in Restricted fund was received during the year 2020 which relates to Grant received from Coronavirus Support Community Fund. Restricted fund is held to finance the HSB Emergency fund. The restricted coronavirus fund was utilised for its purpose as part of the day to day activities of the organisation therefore this has been reallocated to unrestricted accordingly.

10 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 December 2023 are represented by:						
Tangible assets	2,344	-	2,344	2,126	-	2,126
Current assets/(liabilities)	144,687	5,000	149,687	156,137	-	156,137
	147,031	5,000	152,031	158,263	-	158,263

11 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

12 Company limited by guarantee

Headway South Bucks is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Accounts

Charity registration number 1102517

Company registration number 04983790 (England and Wales)

HEADWAY SOUTH BUCKS

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

HEADWAY SOUTH BUCKS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J L Clarke S Gasper S Gault P R Grover J Hughes-Morgan
Charity number	1102517
Company number	04983790
Principal address	Bourne End Community Centre Wakeman Road Bourne End SL8 5SX
Independent examiner	James Foskett BSc (Hons), FCA, DChA Cansdales Business Advisers Limited St Mary's Court The Broadway Amersham Bucks HP7 0UT

HEADWAY SOUTH BUCKS

CONTENTS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees present their annual report and financial statements for the year ended 31 December 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 December 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 1st January 2019).

Objectives and activities

The objects of the Charity include 'the rehabilitation and care of persons who have suffered brain injury and who reside in South Buckinghamshire and adjoining counties, through the provision of such services and facilities as are required from time to time for the rehabilitation and relief of such persons, and to relieve the families or persons who have suffered such brain injuries.

The Charity achieves these objects by providing re-enablement services, advice and information to people with brain injury, their families and carers. HSB runs three sessions per week at the Bourne End Community Centre providing a programme of activities to support re-enablement and social interaction. A few times a year, HSB aims to organise events such as theatre trips and visits to places of interest.

Public benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the charities aims, objectives and operations. They are of the opinion that the provision of a range of services enables Headway South Bucks to provide public benefit. These services include the provision of activities designed to promote recovery following brain injury, raising awareness of brain injury and providing advice, information and support to their members and their carers.

Grant Making and Fund raising

The Charity follows Headway UK fundraising principles and does not employ any third-party agencies (cold calling, chuggers, mail shots) to elicit donations or funding.

Volunteers

We were fully back to face to face sessions during this period meaning that our volunteers are key to allow us to support our client's individual needs. They help us to ensure that we have the right level of care to ensure a safe environment for all. Volunteers can and do accompany individuals on walks; give extra support to allow clients to take part in a specific activity or exercise; or simply sit with a client and have a chat and cup of tea. We are greatly dependent on our volunteers for the continued success of the organisation, enabling us to support our clients. We very much appreciate their hard work, reliability and dedication. We estimate that our volunteers contributed around 6,800 hours to HSB during 2022.

Achievements and performance

The principal service Headway South Bucks performs in the 'the rehabilitation and care of persons who have suffered brain injury' is the Resource centre which continues to provide a programme of different group activities designed to aid and entertain clients. Since the return to face to face services, we ensure that half of the activities are offered in a large group session. This allows everyone to participate together in activities such as memory or word games like scattergories or word wheel. Quizzes on a variety of subjects are popular too.

Visiting therapists offer sessions such as physio exercises, seated zumba, music therapy and art/craft sessions.

Smaller group activities complete the rest of the session allowing clients to enjoy their particular interests and games such as chess, scrabble, number games. From time to time we organised trips out such as coffee/cake trips to the garden centre and boat trips on the River Thames – all of which were enthusiastically enjoyed by all.

Financial review

In 2021, our income was approximately £81K, in 2022, this increased to £88K - an increase of 9%. However, the 2022 figure, includes an unexpected and unique bequest from the estate of a previous client, and does not represent a sustained or annual income pattern. Without this bequest, the income for 2022 would have been £56K

Expenses have been increased this year by approximately 40% as compared to last year which are mainly due to increase in Staff costs and costs for the running of the centre & property cost.

The trustees actively monitor the financial status of the charity and believe that the charity remains stable, with an appropriate level of reserves and can continue to pursue its objectives without incurring immediate financial difficulties.

Reserves policy

In line with Headway UK Policies, the Trustees have established a level of reserves considered to be both reasonable and prudent. The level of reserves are set to enable the Charity to fulfil its obligations in different areas: to operate for a period of 1 year in the event of significant reduction in income/funding; to enable the Charity to meet all financial obligations (rental, staffing costs, creditors) in the event of having to wind up; £5,000 is held in restricted funds to finance the HSB Emergency fund.

Plans for future periods

During this period, there has been an increase in running costs and a reduction in clients attending the service – thus reducing income. The trustees are agreed that continuing to run and enhance services at the Resource Centre is of primary importance, whilst also wishing to help and support a larger client population and geography. The team are currently talking with different organisations across the county to develop ideas regarding types of services that would appeal to other ABI populations.

Structure, governance and management

Governing document

Headway South Bucks is controlled by its governing document and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. Headway South Bucks became a company limited by guarantee on 3rd December 2003.

Charity constitution

The charity was established on 31 March 2001 and registered as a charity with the Charity Commission with effect from 8 March 2004.

Recruitment and appointment of new trustees

Potential Trustees volunteer to serve as such and after attending several meetings, references are taken, a Disclosure and Barring Service check is conducted and their appointment is proposed and ratified by the Board of Trustees. All trustees are appointed annually by the members at a General Meeting. No trustee receives any remuneration for their contribution to the charity as a Trustee.

Staffing

In 2022 the face to face services were run by Sharon Smith Services Manager and two coordinators, Libby Donovan and Brenda Fetherston. In May 2022 Libby left to take up a position in Australia. In June the team were joined by Lesley De Haan who took on responsibility for the Activities programme.

Organizational structure

The charity is managed by a Board of Trustees who meet regularly throughout the year to discuss and receive reports from the Services Manager, to set strategy and policy. The Management team consisting of staff members and Trustees also meet regularly to discuss and review progress against operational targets and standards.

Statement of trustees' responsibilities

The trustees, who are also the directors of Headway South Bucks for the purpose 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 which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 and signed on its behalf by:

....
Mrs J Clarke
Trustee

Date: ....

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY SOUTH BUCKS

I report to the Directors on my examination of the financial statements of Headway South Bucks (the charity) for the year ended 31 December 2022.

Responsibilities and basis of report

As the trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed all the applicable 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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 financial statements to be reached.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

James Foskett BSc (Hons), FCA, DChA
Cansdales Business Advisers Limited
St Mary's Court
The Broadway
Amersham
Bucks
HP7 0UT

Dated: ....

HEADWAY SOUTH BUCKS

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<u>**Income from:**</u>							
Donations and legacies		32,464	-	32,464	5,796	-	5,796
Charitable activities		55,647	-	55,647	74,814	-	74,814
Investments	2	351	-	351	92	-	92
Total income		88,462	-	88,462	80,702	-	80,702
<u>**Expenditure on:**</u>	3						
Raising funds		70,593	-	70,593	48,375	-	48,375
Other		6,456	-	6,456	6,471	-	6,471
Total expenditure		77,049	-	77,049	54,846	-	54,846
Gross transfers between funds		-	-	-	20,000	(20,000)	-
Net income for the year/ Net movement in funds		11,413	-	11,413	45,856	(20,000)	25,856
Fund balances at 1 January 2022		141,850	5,000	146,850	95,994	25,000	120,994
Fund balances at 31 December 2022		153,263	5,000	158,263	141,850	5,000	146,850

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY SOUTH BUCKS

BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	**6**		2,126		2,835
Current assets					
Debtors	**7**	6,346		6,758	
Cash at bank and in hand		158,689		148,043	
		165,035		154,801	
Creditors: amounts falling due within one year	**8**	(8,898)		(10,786)	
Net current assets			156,137		144,015
Total assets less current liabilities			158,263		146,850
Income funds					
Restricted funds	**9**		5,000		5,000
Unrestricted funds			153,263		141,850
			158,263		146,850

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

The trustees acknowledge their responsibilities for
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 357 of the Companies Act 2006 and
(b) preparing financial statements which give a true and fair view of the statement of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections .394 and .395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Trustees on ....

....
Mrs J Clarke
Trustee

Company registration number 04983790

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

Charity information

Headway South Bucks is a private company limited by guarantee incorporated in England and Wales. The registered office is St Mary's Court, The Broadway, Old Amersham, Bucks, England, HP7 0UT.

1.1 Accounting convention

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.

1.2 Income

All income is recognized 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 the following specific policies are applied to categories of income:

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Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided has not been included.

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Liabilities are recognized 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 headings, they have been allocated to activities on a basis consistent with the use of resources.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising pm poses.

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Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.4 Tangible fixed assets

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

Fixtures and fittings	25% on reducing balance

1.5 Taxation

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

1 Accounting policies **(Continued)**

1.6 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 restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for restricted purposes.

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

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2 Investments Income

	Unrestricted funds	Unrestricted funds
	2022	**2021**
	£	**£**
Interest receivable	351	92

3 Net Income/(expenditure):

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

	2022	2021
	£	**£**
Independent Examination Fees	3,660	2,940
Vat on Independent Examiination fees of P.Y.	588	-
Bookeeping Fees	1,419	2,363
Depreciation	709	1,167

4 Trustees' Remuneration and benefits

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

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

Some of the charitable expenses have been paid by the trustees and then reimbursed back to them.

5 Employees

The average monthly number of employees during the year was:

	2022	2021
	Number	**Number**
	3	5

5 Employees **(Continued)**

Employment costs	**2022**	**2021**
	£	**£**
Wages and salaries	44,499	31,694
Other pension costs	599	482
	45,098	32,176

There were no employees whose annual remuneration was more than £60,000.

6 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 January 2022	12,262
At 31 December 2022	12,262
Depreciation and impairment	
At 1 January 2022	9,427
Depreciation charged in the year	709
At 31 December 2022	10,136
Carrying amount	
At 31 December 2022	2,126
At 31 December 2021	2,835

7 Debtors

	2022	**2021**
Amounts falling due within one year:	**£**	**£**
Trade debtors	6,004	5,858
Other debtors	342	900
	6,346	6,758

8 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	1,100	1,093
Trade creditors	3,769	1,921
Accrued Expenses	4,029	7,772
	8,898	10,786

9 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds			Movement in funds	
	Balance at 1 January 2021	Incoming resources	Transfers	Balance at 1 January 2022	Incoming resources	Balance at 31 December 2022
	£	£	£	£	£	£
Restricted General Reserve	25,000	-	(20,000)	5,000	-	5,000

Income of £20,000 in Restricted fund was received during the year 2020 which relates to Grant received from Coronavirus Support Community Fund. Restricted fund is held to finance the HSB Emergency fund. The restricted coronavirus fund was utilised for its purpose as part of the day to day activities of the organisation therefore this has been reallocated to unrestricted accordingly.

10 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Fund balances at 31 December 2022 are represented by:						
Tangible assets	2,126	-	2,126	2,835	-	2,835
Current assets/(liabilities)	151,137	5,000	156,137	139,015	5,000	144,015
	153,263	5,000	158,263	141,850	5,000	146,850

11 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

12 Company limited by guarantee

Headway South Bucks is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

HEADWAY SOUTH BUCKS

England & Wales - Charity number 1102517

Accounts

Charity registration number 1102517

Company registration number 04983790 (England and Wales)

Headway South Bucks

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

HEADWAY SOUTH BUCKS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J L Clarke	
	S Gasper	
	S Gault	
	P R Grover	
	J Hughes-Morgan	(Appointed 12 October 2021)
Charity number	1102517	
Company number	04983790	
Principal address	Bourbon Court Nightingales Corner Little Chalfont Buckinghamshire HP7 9QS	
Independent examiner	James Foskett BSc (Hons), FCA, DChA Cansdales Business Advisers Limited Bourbon Court Nightingales Corner Little Chalfont Bucks HP7 9QS	

HEADWAY SOUTH BUCKS

CONTENTS

HEADWAY SOUTH BUCKS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees present their annual report and financial statements for the year ended 31 December 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 December 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 1st January 2019).

Objectives and activities

The objects of the Charity include ‘the rehabilitation and care of persons who have suffered brain injury and who reside in South Buckinghamshire and adjoining counties, through the provision of such services and facilities as are required from time to time for the rehabilitation and relief of such persons, and to relieve the families or persons who have suffered such brain injuries.

The Charity achieves these objects by providing re-enablement services, advice and information to people with brain injury, their families and carers. HSB runs three sessions per week at the Bourne End Community Centre providing a programme of activities to support re-enablement and social interaction. A few times a year, HSB aims to organise events such as theatre trips and visits to places of interest.

Public benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the charities aims, objectives and operations. They are of the opinion that the provision of a range of services enables Headway South Bucks to provide public benefit. These services include the provision of activities designed to promote recovery following brain injury, raising awareness of brain injury and providing advice, information and support to their members and their carers.

Grant Making and Fund raising

The Charity follows Headway UK fundraising principles and does not employ any third-party agencies (cold calling, chuggers, mail shots) to elicit donations or funding.

Volunteers

We are greatly dependent on our volunteers for the continued success of the organisation, enabling us to support our clients. We very much appreciate their hard work, reliability and dedication. Whilst we were functioning virtually, our volunteers supported us by attending Zoom sessions and delivering the items – such as the flower bulbs and hampers. Once we were able to open the Resource centre in October 2021 we appreciated how our loyal volunteers came back to us, bringing their great patience, empathy and good humour to the sessions. As we developed different ways of delivering our services, we were pleased that our volunteers adopted these ideas and supported our clients in these ways. We estimate that our volunteers contributed around 900 hours to HSB during 2021- this is much lower than in previous years but reflects the reduced face to face services we offered during the lockdowns.

Achievements and performance

Despite the Covid-19 pandemic Headway South Bucks has continued to achieve its objectives for the rehabilitation and care of persons with brain injury and their families. We continued to provide virtual services, following the government rules and regulations, offering a wide and varied selection of activities – including virtual physiotherapy. As soon as were able, we returned to face to face sessions – to the delight of one and all. With the experience of the virtual sessions, Sharon Smith, HSB Service manager, ensured that the activities and therapies were delivered in a more collaborative way – so that everyone joined in and helped each other. Though this was a change from previous working styles, clients and volunteers participate enthusiastically.

From the interactions that we continue to have with our clients and the survey that we have asked them to complete during the year – we know that our services are appreciated and important to both client and carer.

Wellbeing calls: Clients were initially called on a two weekly basis to find out if they were having any problems and, if so, to help them finding third parties who might be able to help them – eg. getting shopping and medication delivered. These calls were also an opportunity for the client to talk and interact.

Active Minds Packs: a package of paper-based puzzles, games and brain training exercises were posted to clients on a two-weekly basis.

Virtual Activities: a programme of zoom sessions – including Seated Zumba, Bingo, quizzes, guest speakers, social sessions, cookery and art classes

Special Deliveries: A flowering bulb kit, a cream tea, healthy eating basket were all appreciated by clients.

We know that we have kept spirits up during this challenging time. Providing a structure to everyone’s day, companionship – albeit virtual, and help to solve practical issues during the periods of lockdown.

From the interactions that we continue to have with our clients and the survey that we have asked them to complete during the year – we know that our services are appreciated and important to both client and carer.

Financial review

Our overall income had decreased by approximately 27% since last year. However, there has been reduction in the Charitable Sales & services income approximately of about 3% & Gifts and donations are approximately half of the Prior Period.

Expenses have been lowered this year by 14% as compared to last year which are mainly due to decrease in Staff costs and costs for the running of the center & property Cost.

Reserves policy

In line with Headway UK Policies, the Trustees have established a level of reserves considered to be both reasonable and prudent. The level of reserves are set to enable the Charity to fulfil its obligations in different areas: to operate for a period of 1 year in the event of significant reduction in income/funding; to enable the Charity to meet all financial obligations (rental, staffing costs, creditors) in the event of having to wind up; £5,000 is held in restricted funds to finance the HSB Emergency fund.

Plans for future periods

HSB has enjoyed strong and continued growth in the services offered to our clients. The trustees remain vigilant and continue to adopt and change to ensure current and new members are offered experiences and ideas that promote enablement and provide benefit.

The charity has received financial assistance from various sources after the year end for financial support during the Covid 19 crisis. This will enable the charity to pursue its objectives without incurring immediate financial difficulties.

Structure, governance and management

Governing document

Headway South Bucks is controlled by its governing document and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. Headway South Bucks became a company limited by guarantee on 3rd December 2003.

Charity constitution

The charity was established on 31 March 2001 and registered as a charity with the Charity Commission with effect from 8 March 2004.

Recruitment and appointment of new trustees

Potential Trustees volunteer to serve as such and after attending several meetings, references are taken, a Disclosure and Barring Service check is conducted and their appointment is proposed and ratified by the Board of Trustees. All trustees are appointed annually by the members at a General Meeting. No trustee receives any remuneration for their contribution to the charity as a Trustee.

Staffing

Sharon Smith, HSB Services Manager and Libby Donovan, Virtual Support Coordinator ran HSB Virtual Service from January 2021. We recruited Brenda Fetherstone as Resource Centre Coordinator to the team in September. In this way we were at full staffing strength when we started offering Face to Face Session again.

Organizational structure

The charity is managed by a Board of Trustees who meet regularly throughout the year to discuss and receive reports from the Services Manager, to set strategy and policy. The Management team consisting of staff members and Trustees also meet regularly to discuss and review progress against operational targets and standards.

Statement of trustees' responsibilities

The trustees, who are also the directors of Headway South Bucks for the purpose 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 which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 and signed on its behalf by:

Mrs J Clarke
Trustee

2 September 2022

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY SOUTH BUCKS

I report to the Directors on my examination of the financial statements of Headway South Bucks (the charity) for the year ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity’s financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed all the applicable 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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 financial statements to be reached.

James Foskett BSc (Hons), FCA, DChA
Cansdales Business Advisers Limited
Bourbon Court
Nightingales Corner
Little Chalfont
Bucks
HP7 9QS

Dated: 27 September 2022

HEADWAY SOUTH BUCKS

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:							
Donations and legacies		5,796	-	5,796	11,582	20,000	31,582
Charitable activities		74,814	-	74,814	79,335	-	79,335
Investments	2	92	-	92	226	-	226
Total income		80,702	-	80,702	91,143	20,000	111,143
Expenditure on:	3						
Raising funds		48,375	-	48,375	57,752	-	57,752
Other		6,471	-	6,471	5,996	-	5,996
Total expenditure		54,846	-	54,846	63,748	-	63,748
Net incoming resources before transfers		25,856	-	25,856	27,395	20,000	47,395
Gross transfers between funds		20,000	(20,000)	-	-	-	-
Net income/(expenditure) for the Net movement in funds		45,856	(20,000)	25,856	27,395	20,000	47,395
Fund balances at 1 January 2021		95,994	25,000	120,994	68,599	5,000	73,599
Fund balances at 31 December 2021		141,850	5,000	146,850	95,994	25,000	120,994

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY SOUTH BUCKS

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	**6**		2,835		3,578
Current assets					
Debtors	**7**	6,758		6,533	
Cash at bank and in hand		148,043		118,781	
		154,801		125,314	
Creditors: amounts falling due within one year	**8**	(10,786)		(7,898)	
Net current assets			144,015		117,416
Total assets less current liabilities			146,850		120,994
Income funds					
Restricted funds	**9**		5,000		25,000
Unrestricted funds			141,850		95,994
			146,850		120,994

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

The trustees acknowledge their responsibilities for
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 357 of the Companies Act 2006 and
(b) preparing financial statements which give a true and fair view of the statement of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections .394 and .395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Trustees on 2 September 2022

Mrs J Clarke
Trustee

Company registration number 04983790

1 Accounting policies

Charity information

Headway South Bucks is a private company limited by guarantee incorporated in England and Wales. The registered office is Bourbon Court, Nightingales Corner, Little Chalfont, Bucks, HP7 9QS.

1.1 Accounting convention

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.

1.2 Income

All income is recognized 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 the following specific policies are applied to categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement o1 financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided has not been included.

1.3 Expenditure

Liabilities are recognized 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 headings, they have been allocated to activities on a basis consistent with the use of resources.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising pm poses.

Charitable expenditure comprises the costs incurred in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.4 Tangible fixed assets

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

Fixtures and fittings	25% on reducing balance

1.5 Taxation

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

1 Accounting policies **(Continued)**

1.6 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 restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for restricted purposes.

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

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2 Investments Income

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	92	226

3 Net Income/(expenditure):

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

	31.12.2021	31.12.2020
	£	£
Independent Examination Fees	2,940	2,940
Bookeeping Fees	2,363	1,863
Depreciation	1,161	1,193

4 Trustees' Remuneration and benefits

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

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

Some of the charitable expenses have been paid by the trustees and then reimbursed back to them.

5 Employees

The average monthly number of employees during the year was:

	2021	**2020**
	Number	**Number**
	5	5

5 Employees (Continued)

Employment costs	2021	2020
	£	£
Wages and salaries	31,694	45,280
Other pension costs	482	452
	32,176	45,732

There were no employees whose annual remuneration was more than £60,000.

6 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 January 2021	11,843
Additions	419
At 31 December 2021	12,262
Depreciation and impairment	
At 1 January 2021	8,266
Depreciation charged in the year	1,161
At 31 December 2021	9,427
Carrying amount	
At 31 December 2021	2,835
At 31 December 2020	3,578

7 Debtors

	2021	2020
Amounts falling due within one year:	£	£
Trade debtors	5,858	6,380
Other debtors	900	153
	6,758	6,533

8 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other taxation and social security	1,093	1,050
Trade creditors	1,921	3,683
Accrued Expenses	7,772	3,165
	10,786	7,898

9 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2020	Movement in funds Incoming resources	Balance at 1 January 2021	Transfers	Balance at 31 December 2021
	£	£	£	£	£
Restricted General Reserve	5,000	20,000	25,000	(20,000)	5,000

Income of £20,000 in Restricted fund was received during the year 2020 which relates to Grant received from Coronavirus Support Community Fund. Restricted fund is held to finance the HSB Emergency fund. The restricted coronavirus fund was utilised for its purpose as part of the day to day activities of the organisation therefore this has been reallocated to unrestricted accordingly.

10 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Fund balances at 31 December 2021 are represented by:						
Tangible assets	2,835	-	2,835	3,578	-	3,578
Current assets/(liabilities)	139,015	5,000	144,015	112,416	5,000	117,416
	141,850	5,000	146,850	115,994	5,000	120,994

11 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

12 Company limited by guarantee

Headway South Bucks is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Accounts

REGISTERED COMPANY NUMBER: 04983790 (England and Wales)
REGISTERED CHARITY NUMBER: 1102517

Report of the Trustees and

Financial Statements for the Year Ended 31st December 2020
for
Headway South Bucks
(A Company Limited by Guarantee)

Cansdales Business Advisers Limited
Bourbon Court
Nightingales Corner
Little Chalfont
Bucks HP7 9QS

Headway South Bucks

Contents of the Financial Statements for the Year Ended 31st December 2020

Headway South Bucks (Registered number: 04983790)

Report of the Trustees
for the Year Ended 31st December 2020

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 December 2020. 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 1st January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Charity include 'the rehabilitation and care of persons who have suffered brain injury and who reside in South Buckinghamshire and adjoining counties, through the provision of such services and facilities as are required from time to time for the rehabilitation and relief of such persons, and to relievethe families or persons who have suffered such brain injuries.

The Charity achieves these objectives by providing re-enablement services, advice and information to people with brain injury, their families and carers. Headway South Bucks (HSB) runs three sessions per week at the Bourne End Community Centre providing a program of activities to support re-enablement and social interaction. A few times a year, HSB organizes events such as theatre trips and visits to places of interest.

Public benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the charities aims, objectives and operations. They are of the opinion that the provision of a range of services enables Headway South Bucks to provide public benefit. These services include the provision of activities designed to promote recovery following brain injury, raising awareness of brain injury, and providing advice, information and support to their members and their carers.

Volunteers

We are dependent on our volunteers for the continued success of the organization, enabling us to support our clients. We very much appreciate their hard work and dedication whether that be virtual or in person. During the first quarter of 2020, when the Resource center was open, we appreciated how our loyal volunteers brought their great patience, empathy, and good humor to our sessions. After March, when we had to sadly close the Resource center, we were fortunate to have a core of volunteers who were able to join with in the Zoom sessions and also be on hand to help deliver the different themed gifts to our clients. We estimate that our volunteers contributed around 3,000 hours to HSB during 2020.

ACHIEVEMENT AND PERFORMANCE
Achievements and performance

Despite the Covid-19 pandemic Headway South Bucks has continued to achieve its objectives for the rehabilitation and care of persons with brain injury and their families. Until 19th March 2020, the Resource Centre has been opened three days a week, offering a wide and varying selection of activities. Such activities are carefully chosen to help re-enablement, promote independence and to meet member's individual goal plans.

Following Government regulations, on 19th March 2020, HSB stopped providing face to face services. After a short period of planning launched its Virtual Support (VS). This was a series of different services designed to provide support in different ways though always with the vision of helping and entertaining and providing social interaction:

Wellbeing calls: Clients were initially called on a two weekly basis to find out if they were having any problems and, if so, to help them finding third parties who might be able to help them – eg. getting shopping and medication delivered. These calls were also an opportunity for the client to talk and interact.

Active Minds Packs: a package of paper-based puzzles, games and brain training exercises were posted to clients on a two-weekly basis.

Virtual Activities: a programme of zoom sessions – including Seated Zumba, Bingo, quizzes, guest speakers, social sessions, cookery and art classes

Special Deliveries: A flowering bulb kit, a cream tea, healthy eating basket were all appreciated by clients.

We know that we have kept spirits up during this challenging time. Providing a structure to everyone's day, companionship – albeit virtual, and help to solve practical issues during the periods of lockdown.

From the interactions that we continue to have with our clients and the survey that we have asked them to complete during the year – we know that our services are appreciated and important to both client and carer.

Fundraising activities
The Charity follows Headway UK fundraising principles and do not employ any third-party agencies (cold calling, chuggers, mail shots) to elicit donations or funding.

FINANCIAL REVIEW

Financial review

Our overall income had increased by approximately 53% since last year which has been because of huge Covid Grants. However, there has been reduction in the Charitable Sales & services income approximately of about 8.3% & Gifts and donations are approximately equal to the Prior Period.

Expenses have been lowered this year by 30% as compared to last year which are mainly due to decrease in Staff costs and costs for the running of the center & property Cost.

We applied for and received grants from three schemes: Tesco Bags for Life; Coronavirus Community Support Fund, distributed by the National Lottery Community Fund and the Hearts of Bucks.

Reserve's policy

In line with Headway UK Policies, the Trustees have established a level of reserves considered to be both reasonable and prudent. The level of reserves are set to enable the Charity to fulfil its obligations in different areas: to operate for a period of 1 year in the event of significant reduction in income/funding; to enable the Charity to meet all financial obligations (rental, staffing costs, creditors) in the event of having to wind up; £5,000 is held in restricted funds to finance the HSB Emergency fund.

FUTURE PLANS

HSB has enjoyed strong and continued growth in the services offered to our clients. The trustees remain vigilant and continue to adopt and change to ensure current and new members are offered experiences and ideas that promote enablement and provide benefit.

The charity has received financial assistance from various sources after the year end for financial support during the Covid 19 crisis. This will enable the charity to pursue its objectives without incurring immediate financial difficulties.

Headway South Bucks (Registered number: 04983790)

Report of the Trustees
for the Year Ended 31st December 2020

STRUCTURE, GOVERNANCE AND AIANAGEMENT

Governing document

Headway South Bucks is controlled by its governing document and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. Headway South Bucks became a company limited by guarantee on 3rd December 2003.

Charity constitution

The charity was established on 31 March 2001 and registered as a charity with the Charity Commission with effect from 8 March 2004.

Recruitment and appointment of new trustees

Potential Trustees volunteer to serve as such and after attending several meetings, references are taken, a Disclosure and Barring Service check is conducted, and their appointment is proposed and ratified by the Board of Trustees. All trustees are appointed annually by the members at a General Meeting. No trustee receives any remuneration for their contribution to the charity as a Trustee.

Organizational structure

The charity is managed by a Board of Trustees who meet regularly throughout the year to discuss and receive reports from the Services Manager, to set strategy and policy. The Management team consisting of staff members and Trustees also meet regularly to discuss and review progress against operational targets and standards.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
04983790 (England and Wales)

Registered Charity number
1102517

Registered office
Bourbon Court
Nighintgales Corner
Little Chalfont
Bucks HP7 9QS

Trustees
Mrs J Clarke (Chairman)
Ms E L Ewbank
Mrs S Gault
Mr P R Grover
Mr S P Gasper

Independent Examiner
James Foskett BSc (Hons), FCA, DCHA
Cansdales Business Advisers Limited
Bourbon Court
Nightingales Corner
Little Chalfont
Bucks HP7 9QS

Headway South Bucks (Registered number: 04983790)

Report of the Trustees
for the Year Ended 31st December 2020

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Headway South Bucks for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the statement of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that thecharitable company will continue in business.

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act2006 relating to small companies.

Approved by order of the board of trustees on _17th September, 2021__ and signed on its behalf by:

Mrs J Clarke

Trustee

Independent Examiner's Report to the **Trustees of**
Headway South Bucks

I report to the Directors on my examination of the financial statements of Headway South Bucks (the charity) for the year ended 31 December 2020.

Responsibilities and basis of report

As the Directors of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed all the applicable 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 that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act: or
2. The financial statements do not accord with those records; or
3. The financial statements 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 financial statements 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 to enable a proper understanding of the financial statements to be reached.

James Foskett BSc (Hons), FCA, DChA
Cansdales Business Advisers Limited
Bourbon Court
Nightingales Corner
Little Chalfont
Bucks HP7 9QS

Dated: 15th October, 2021

Headway South Bucks (Registered number: 04983790)

Statement of Financial Activities
for the Year Ended 31st December 2020

	Note	Unrestricted Fund	Restricted Fund	31.12.2020 Total funds	31.12.2019 Total Funds
		£	£	£	£
Donations & legacies		90,917	20,000	110,917	72,211
Investment Income	2	226	-	226	411
Total		91,143	20,000	111,143	72,622
Expenditure on Charitable Activities					
Cost of Generating Funds		57,752	-	57,752	86,490
Other	3	5,996	-	5,996	5,180
Total		**63,748**	**-**	**63,748**	**91,669**
Net Income/(expenditure)		27,395	20,000	47,395	(19,047)
Reconciliation of Funds				-	-
Total Funds Brought Forward		68,599	5,000	73,599	92,646
Total Funds Carried Forward	10	95,994	25,000	120,994	73,599

The notes from 1 to 10 form part of these financial statements

continued...

Balance Sheet
31st December 2020

	Note	Unrestricted Fund	Restricted Fund	31.12.2020 Total funds	31.12.2019 Total funds
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets	7	3,578	-	3,578	2,469
Current Assets					
Debtors	8	6,533	-	6,533	5,626
Cash at bank and in hand		113,781	5,000	118,781	72,860
		120,314	5,000	125,314	78,486
Creditors:					
Amounts falling due within one year	9	(7,898)	-	(7,898)	(7,356)
Net Current Assets		112,416	5,000	117,416	71,131
Total Assets less Current Liabilities		115,994	5,000	120,994	73,599
Net Assets Funds	10				
Unrestricted Fund				95,994	68,599
Restricted Fund				25,000	5,000
Total Funds				120,994	73,599

The charitable company is entitled to exemption trail audit under Section 477 of the Companies Act 2006for the year ended 31st December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended31st December 2020 in accordance with Section 476 of the Companies Act 2006.

The notes from 1 to 10 form part of these financial statements

continued...

Balance Sheet - continued
31st December 2020

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 357 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the statement of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections .394 and .395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorized for issue on 17th September, 2021 and were signed on its behalf by:

Mrs J Clarke - Trustee

The notes from 1 to 12 form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31st December 2020

1. **ACCOUNTING POLICIES**

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

Income
All income is recognized 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 the following specific policies are applied to categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement o1 financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided has not been included.

Expenditure
Liabilities are recognized 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 berequired in settlement and the amount of the obligation can be measured reliably. Expenditure isaccounted 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 headings, they have been allocated to activities on a basis consistent with the use of resources.

Costs of generating funds comprise the costs associated with attracting voluntary income and thecosts of trading for fundraising pm poses.

Charitable expenditure comprises the costs incurred in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of anindirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charityand include project management.

continued...

1. ACCOUNTING POLICIES - continued

Tangible fixed assets
Depreciation is provided at the following annual rates to write off each asset over its estimated useful life.

Fixtures and fittings - 25% on reducing balance

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 restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for restricted purposes.

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

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	31.12.2020	31.12.2019
	£	£
Deposit Account Interest	226	410

continued...

3. Net Income/(expenditure):

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

	31.12.2020	31.12.2019
	£	£
Accounting Fees	2,940	2,406
Bookkeeping Fees	1,863	1,951
Depreciation	1,193	823

4. Trustees' Remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31st December 2020 nor for the year ended 31st December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2020 nor for the year ended31st December 2019.

Some of the charitable expenses have been paid by the trustees and then reimbursed back to them.

5. STAFF COSTS

	31.12.2020	31.12.2019
	£	£
Wages & Salaries	45,280	55,528
Other Pension costs	452	672
	45,732	56,200

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

	31.12.2020	31.12.2019
Average Employees	5	5

No employees received emoluments more than £60,000

continued...

Notes to the Financial Statements – continued
For the Year Ended 31st December 2020

6. COMPARATIVE OF STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Fund	Restricted Fund	31.12.2019 Total funds
	£	£	£
Donations & legacies	72,211		72,211
Investment Income	411	-	411
Total	72,622	-	72,622
Expenditure on Charitable Activities			
Cost of Generating Funds	86,490	-	86,490
Other	5,180		5,180
Total	**91,669**	**-**	**91,669**
Net Income/(expenditure)	(19,047)	-	(19,047)
Reconciliation of Funds			-
Total Funds Brought Forward	87,646	5,000	92,646
Total Funds Carried Forward	68,599	5,000	73,599

continued...

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings
At 1st January 2020	9,542
Additions	2,602
Disposals	(300)
At 31st December 2020	11,843
DEPRECIATION	
At 1st January 2020	7,073
Charge for year	1,268
Depreciation on Disposal	(75)
At 31st December 2020	8,266
NET BOOK VALUE	
At 31st December 2020	3,578
At 31st December 2019	2,469

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	£	£
Trade debtors	6,379	5,626
Other debtors	153	-
	6,533	5,626

continued...

9. CREDITORS FALLING WITHIN ONE YEAR

	31.12.2020	31.12.2019
	£	£
Trade Creditors	3,682	3,210
Social Security & other Taxes	1,050	1,349
Accrued Expenses	3,165	2,797
	7,897	7,356

10. MOVEMENT IN FUNDS

	Balance at 1 January 2020	Incoming resources	Resources expended	Balance at 31 December 2020	Incoming resources	Resources expended	Balance at 31 December 2019
	£	£	£	£	£	£	£
Unrestricted Funds	68,599	91,143	(63,748)	95,995	72,622	(91,669)	(19,047)
Restricted Funds	5,000	20,000	-	25,000	-	-	-
Total	**73,599**	**111,143**	**(63,748)**	**120,995**	**72,622**	**(91,669)**	**(19,047)**

Income of £20,000 in Restricted fund, received during the year, relates to Grant received from Coronavirus Support Community Fund.

Analysis of net assets between funds

	Unrestricted Fund	Restricted Fund	2021	2020
	£	£	£	£
Fund balances at 31 December 2021 are represented by:				
Tangible assets	3,578		3,578	2,469
Bank & Cash	113,781	5,000	118,781	72,860
Current Assets/Liability	(1,365)		(1,365)	(1,730)
Total	**115,994**	**5,000**	**120,994**	**73,599**

11. RELATED PARTS DISCLOSURES

There were no related party transactions for the year ended 31st December 2020.

12. COMPANY LIMITED BY GUARANTEE

Headway South Bucks is a company limited by guarantee and accordingly does not have a sharecapital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.