

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
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the Year Ended 31st December 2020

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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 relieve the 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.

Headway South Bucks (Registered number: 04983790)

**Report of the Trustees
for the Year Ended 31st December 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.

Headway South Bucks (Registered number: 04983790)

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

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
Nightingales 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 the charitable 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 Act 2006 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...

Headway South Bucks (Registered number: 04983790)

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 from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2020.

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

Headway South Bucks (Registered number: 04983790)

**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

Headway South Bucks

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 of 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 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 purposes.

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.

Headway South Bucks

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

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

Headway South Bucks

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

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
	<u>5,996</u>	<u>5,180</u>

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 ended 31st 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
	<u>45,732</u>	<u>56,200</u>

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

Headway South Bucks

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

Headway South Bucks

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

7. TANGIBLE FIXED ASSETS

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

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	f	f
Trade debtors	6,379	5,626
Other debtors	<u>153</u>	<u>-</u>
	<u>6,533</u>	<u>5,626</u>

Headway South Bucks

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

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
	<u>7,897</u>	<u>7,356</u>

10. MOVEMENT IN FUNDS

	Balance at 1 January 2020	Incoming resources	Resources expended	Balance at 31 December 2020	Incoming resources	Resource s 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	<u>73,599</u>	<u>111,143</u>	<u>(63,748)</u>	<u>120,995</u>	<u>72,622</u>	<u>(91,669)</u>	<u>(19,047)</u>

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	<u>115,994</u>	<u>5,000</u>	<u>120,994</u>	<u>73,599</u>

Headway South Bucks

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

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.

