

HEADWAY DERBY

England & Wales · Charity number 1107803

Details

Status Registered

Legal form Charitable company

Company number [04658919](#)

Registered 2005-01-26

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

Contact

Address Headway Derby
83 Friar Gate
Derby
DE1 1FL

Phone 01332 347314

Email mail@headwayderby.org

Website www.headwayderby.co.uk

Activities

Objects: 1. THE PROVISION OF REHABILITATION, SERVICES AND SUPPORT TO RELIEVE THE NEEDS OF PEOPLE WHO HAVE SUSTAINED BRAIN INJURIES AND WHO RESIDE IN THE CITY OF DERBY THE COUNTY OF DERBYSHIRE OR EAST STAFFORDSHIRE AND ALSO PEOPLE WITH BRAIN INJURIES WHO RESIDE OUTSIDE THESE AREAS AT THE DISCRETION OF THE CHARITY ("THE AREA OF BENEFIT"). 2. THE PROVISION OF ASSISTANCE AND SUPPORT TO RELIEVE THE NEEDS OF THE CARERS AND FAMILIES OF BRAIN INJURED PEOPLE.

Activities: A small award winning charity led by and delivered for people affected by brain injury; offering wraparound support, education and rehabilitation to people primarily across the Derby, South Derbyshire and East Staffs area. Services are complementary by design and form a critical aspect of the non-clinical recovery pathway of hundreds of people through the delivery of 1:1 and community activities.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, The Prevention Or Relief Of Poverty, Arts/culture/heritage/science, Economic/community Development/employment, Recreation
- **Who:** People With Disabilities, Other Defined Groups

Geography

- **Area of benefit:** DERBYSHIRE AND EAST STAFFORDSHIRE
- Derbyshire
- Staffordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£197,960	£268,416	-	-
2024-03-31	£190,164	£184,697	-	-
2023-03-31	£84,086	£144,714	-	-
2022-03-31	£131,291	£185,275	-	-
2021-03-31	£312,251	£127,997	-	-

Trustees

Name	Role	Appointed
Lucy Laughton	Chair	2026-03-25
Alex Atkinson		2025-12-10
Alison Wright		2025-12-10
James Anthony Walsh		2025-12-10
Katie Orman		2026-01-29
Nathan Drew		2026-05-19
Tezney Crossley-Hobson		2025-12-10

HEADWAY DERBY

England & Wales - Charity number 1107803

Accounts

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
31 MARCH 2025**

**Company Registration Number 04658919
Charity Number 1107803**

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

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**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The board of trustees

C Collins	
M Flores Newburn	Resigned on 25 th November 2025
Daniel Shaw	Resigned on 25 th November 2025
Glaiza Shaw	Resigned on 25 th November 2025
A Sutcliffe	Appointed 8 th April 2025, Resigned 19 th August 2025
Gregory Gillespie	Appointed 5th November 2024 Resigned on 25 th November 2025
Lindsay Shuttleworth	Appointed 5th November 2024 Resigned on 25 th November 2025
V Durairaj	Appointed 19 th August 2025 Resigned on 25 th November 2025
M Robinson	Appointed 19 th August 2025 Resigned on 25 th November 2025
D Morris	Resigned 15 th July 2025
C Whiffen	Resigned 11 th February 2025
A McKie	Resigned 9 th April 2024
A Tonks	Resigned 10 th July 2025
A Atkinson	Appointed 10 th December 2025
T Crossley-Hobson	Appointed 10 th December 2025
J A Walsh	Appointed 10 th December 2025
A Wright	Appointed 10 th December 2025

Charity Manager Emma Morris

Company Secretary Emma Morris

Registered office Brain Injury Hub
83 Friargate
Derby
DE1 1FL

Independent Examiner Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

Company's banker Barclays plc
St James's Street
Derby
DE1 1QU

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

The trustees, some of whom are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2025.

OBJECTIVES AND ACTIVITIES

1. The provision of rehabilitation services and support to relieve the needs of people who have sustained brain injuries and who reside in the City of Derby, the County of Derbyshire or East Staffordshire and also people who reside outside these areas at the discretion of the charity.
2. The provision of assistance and support to relieve the needs of the carers and families of brain injured people.

SUMMARY OF THE MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO THESE OBJECTS

Headway Derby seeks to improve the quality and whole life prospects for people living with a brain injury and their loved ones. This includes improving an individuals' self-esteem, confidence, self-identity, relationships, social skills, health and well-being, assessment of risk-taking behaviour, and organisational skills along with helping them manage specific problems such as poor memory, neuro fatigue and mood management. In general, we try to achieve this by encouraging people to engage in activities that help them do things for themselves with appropriate levels of mentoring and support. Given the complexity of the cognitive, emotional, physical and behavioural problems which can follow a brain injury; we have to be able to provide a range of services and flexibility of approach in order to achieve this effectively.

The services offered by Headway Derby are open to all individuals irrespective of race, gender identity, economic background or faith; or by any other personal circumstances.

ACHIEVEMENTS AND PERFORMANCE

During 2024–2025, Headway Derby continued to expand and strengthen its specialist support for brain injury survivors and their families across Derby and Derbyshire. This year has seen significant growth in service delivery, improved outcomes across all support programmes, and strong evidence of transformational impact on individual lives.

1. Delivery of the Steps Ahead Outreach Project

Year 2 of the five-year National Lottery funded *Steps Ahead Project* was delivered successfully, with the service now fully staffed, operational, and receiving regular referrals from hospitals, community professionals and self-referrals. The additional Reaching Communities funding enabled the charity to increase its reach to more individuals affected by brain injury than originally anticipated.

Key Achievements

- Supported at least 30 brain injury survivors and 30 family members, meeting project targets.

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

- Successfully implemented a tiered service model, allowing flexible levels of support and enabling the team to manage rising demand effectively.
- Maintained comprehensive tracking systems (referrals log, Steps Ahead log, hospital liaison log) to monitor reach and outcomes.

Outcome Improvements (as measured by the Outcome Star)

Across all participants:

- 87.5% reported improved confidence and self-esteem (“How I Feel” domain).
- 89% showed increased resilience and improved safety awareness (“My Safety” domain).
- 87.5% demonstrated improved physical and mental wellbeing, with notable progress in “My Physical Health”, “How I Feel”, “My Daily Life” and “Social and Support Networks”.
- 87.5% improved community engagement, with many beginning volunteering, joining local groups, or returning to economic activity.
- 100% achieved at least two SMART goals set at the beginning of the project.

Crisis Support

The team worked with **five individuals in crisis**, all of whom stabilised and developed meaningful coping mechanisms as a result of intervention.

2. Hospital Liaison and Early Intervention

Headway Derby continued to deliver its hospital liaison work across multiple hospitals including QMC, Burton Hospital and Florence Nightingale Hospital, with an ambition to further expand engagement at Royal Derby Hospital. This work provides early intervention at the crucial point of discharge, preventing individuals from “falling through the gaps” in post-acute support.

Key Achievements

- Supported 44 inpatients and 25 families through the HOPE inpatient project.
- Provided bedside emotional support, discharge planning guidance and onward referrals.
- Received strong feedback from families, with one reporting:
“I just felt understood and supported, and that’s all I needed whilst I was in hospital.”

The service is recognised by ward staff as an essential part of a safe transition from hospital to the community.

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

3. Peer Groups, Community Activities and Accredited Courses

This year saw strong engagement across Headway Derby's growing programme of peer support groups, skills sessions and therapeutic activities.

Rediscovering My Brain – Accredited Course

Participants achieved significant progress, including PM, who completed all seven Level 1 AIM Award units, an achievement particularly notable given his significant memory and concentration difficulties following injury.

Bitesize Life Skills Courses

These short, focused sessions were delivered to both survivors and families to strengthen independence, safety, and wellbeing. PM progressed into Bitesize sessions as part of his continuing development.

Peer Groups and Social Activity

- Increased attendance at men's groups, women's groups, and mixed peer sessions.
- Outdoor and wellbeing initiatives such as the *Thyme to Grow* allotment group grew in popularity.
- Group activities supported improved social networks, confidence and community re-engagement.

Example: PM became an enthusiastic, highly engaged allotment volunteer, also attending multiple peer groups and participating in fundraising walks, including completing practice climbs for Snowdon.

4. Family Support Services

Despite a temporary pause due to premises issues, *Family Connect* resumed in March 2025 in the charity's new base, allowing improved accessibility and quality of delivery.

Key Achievements

- Launch of Family Bitesize Sessions covering:
 - welfare benefits
 - Adult Social Care
 - home adaptations
- First series successfully delivered to five family members, with plans for further expansion.

Headway Derby also delivered extensive advocacy for families navigating crisis, safeguarding concerns, social care, housing, and financial processes.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

5. Safeguarding and Risk Management

Given the vulnerability of many service users, safeguarding remains a critical priority.

Safeguarding Performance

- Five safeguarding concerns were logged this year.
- One concern required referral to the Vulnerable Adults Safeguarding Team and was handled in full accordance with policy.

All staff and volunteers received regular safeguarding training and worked within Headway Derby's robust safeguarding framework.

6. Equality, Inclusion and Diversity

Headway Derby continued its commitment to reaching underserved and marginalised communities.

Through the Steps Ahead outreach model, the charity was able to:

- Support areas previously outside reach due to geographical barriers.
- Engage more diverse communities across Derby and Derbyshire.
- Offer equitable access to those without litigation claims or financial means.

7. Case Studies Demonstrating Impact

PM

PM's journey shows significant improvements in:

- memory and concentration
 - social confidence
 - participation in community life
 - self-management
- He achieved a Level 1 qualification, joined multiple groups, travelled independently, and took part in major fundraising activity.

SS

Supported from isolation and suicidality to:

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

- engaging in community activities
- attending peer groups
- using public transport
- volunteering weekly in a charity shop
- securing ongoing Adult Social Care funded support
SS is now stable, sociable, and more independent.

TW & Family

Headway Derby provided intense, long-term support across mental health, safeguarding, family crises, advocacy, and social care engagement.

The family avoided breakdown and now have:

- counselling
- Adult Social Care support
- benefits (PIP), blue badge & brain injury card
- continued access to Family Connect and Bitesize courses

Post Year End

Trustees Lindsay Shuttleworth (chair), Greg Gilispie (treasurer), Daniel Shaw, Glaiza Shaw, Mark Robinson, Marcela Newburn, and Venu Durairaj resigned with immediate effect on 25th November 2025. The above-named individuals felt that the reinstatement of the charities Chief Executive Officer, Emma Morris meant they could not continue supporting Headway Derby and therefore made the decision to resign with immediate effect.

Headway Derby recognises the financial position of the charity as of 31st March 2025 and has strategic plans and processes now in place to manage the reserves position moving forward. The charity faced a particularly difficult year with a number of unsuccessful grants, and high level relocation costs that could not be foreseen.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Headway Derby Group is based at 83 Friar Gate, Derby, DE1 1FL which is the company's registered office and the principal address of the charity. Headway Derby Group is a company limited by guarantee and not having a share capital (company registration no. 04658919) and Registered Charity (No. 1107803). This is in accordance with the charity's governing document, the Memorandum and Articles of Association, incorporated on 6 February 2003 as amended by special resolution dated 16 August 2007.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

Trustee selection methods

An assessment has been made to discover those skills required by the trusts body. Efforts are made to recruit trustee who meet the skill requirement from the population resident in the Derby.

Risk management policy

The Trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

FINANCIAL REVIEW

It has been the Trustees aim to maintain sufficient unrestricted reserves to cover 3 months operating costs.

Independent examiner

Mark Newey of Derby Community Accountancy Service will continue in office as independent examiner for the ensuing year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

Registered office:
Brain Injury Hub
83 Friargate
Derby
DE1 1FL

Signed on behalf of the trustees



Alison Wright
Chair of Trustees

Approved by the trustees on: **15 December 2025**

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2025

Independent Examiner's Report to the Trustees of Headway Derby

I report on the accounts of the company for the year ended 31 March 2025 which are set out on pages 9 to 19.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 Which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Newey ACMA

Date: 15th December 2025

Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2025

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2025 £	Total Funds Year to 31 Mar 2024 £
<u>Income from:</u>					
Donations	3	41,841	-	41,841	74,860
Grants receivable	5	40,956	104,714	145,670	91,791
Other income	4	9,962	-	9,962	23,056
Investment income	6	487	-	487	457
Total incoming resources		93,246	104,714	197,960	190,164
<u>Expenditure on:</u>					
Raising funds		19,971	-	19,971	11,791
Charitable objects		143,731	104,714	248,445	172,906
Total resources expended	7	163,702	104,714	268,416	184,697
Net incoming/(outgoing) resources before transfers		(70,456)	-	(70,456)	5,467
Transfer between funds		-	-	-	-
Net movement in funds		(70,456)	-	(70,456)	5,467
Funds brought forward		101,926	-	101,926	96,459
Funds carried forward		31,470	-	31,470	101,926

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 11 to 19 form part of these financial statements.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2025

	Note	2025		2024	
		£	£	£	£
Current assets					
Debtors	11	16,388		13,118	
Cash at bank and in hand		99,049		134,024	
		115,437		147,142	
Creditors: amounts falling due within one year	12	83,967		45,216	
			31,470		101,926
Net current assets			31,470		101,926
Total assets less current liabilities			31,470		101,926
Net assets			31,470		101,926
Funds					
Restricted	13		-		-
Unrestricted – general reserves	13		31,470		101,926
TOTAL FUNDS			31,470		101,926

For the year ended 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved and authorised for issue by the members of the committee on the **15th December 2025** and are signed on their behalf by:

A Wright
Trustee



CompanyRegistrationNumber:04658919

The notes on pages 11 to 19 form part of these financial statements.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Company information

Headway Derby is a company limited by guarantee not having a share capital. The company's registered office is Brain Injury Hub, 83 Friargate, Derby, DE1 1FL. At the end of the year there were 8 Trustees, each of whom, under the terms of the Memorandum and Articles of Association, had undertaken to contribute the sum not exceeding £1 in the event of a winding up of the company.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in Sterling which is the functional currency of the company. Monetary amounts in these financial statements to the nearest £.

The accounts have been prepared on historical cost convention apart from freehold property that is carried at market value. The principal accounting policies adopted are set out below.

These are accounts for the year ended 31 March 2025 prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015.

1.2 Going concern

At the time of approving the accounts, the Directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable Funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

1.4 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind have been included at market value of gifts received and in assets acquired. No amounts are included in the financial statements for services donated by volunteers.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities.

1.6 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9 Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

1.11 Taxation

The charity is exempt from tax on income and gains falling with section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

1.12 Depreciation

Individual fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line balance basis as follows:-

Asset category	Annual rate
Equipment	- 5 Years Straight Line

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors 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 estimated and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

3. Donations and legacies

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2025	Total Funds Year to 31 Mar 2024
	£	£	£	£
Donations				
Legacy	10,000	-	10,000	43,848
Sundry Donations	13,162	-	13,162	10,314
Fundraising	16,679	-	16,679	20,698
Sponsorship	2,000	-	2,000	-
	41,841	-	41,841	74,860

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

4. Other income

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2025 £	Total Funds Year to 31 Mar 2024 £
Service Provision	9,962	-	9,962	23,056
	<u>9,962</u>	<u>-</u>	<u>9,962</u>	<u>23,056</u>

5. Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2025 £	Total Funds Year to 31 Mar 2024 £
Grants				
Southern Derbyshire CCG	-	-	-	15,124
Derby and Derbyshire ICB	15,603	-	15,603	-
Derbyshire PCC	183	-	183	-
Severn Trent	8,670	-	8,670	8,670
Henry Smith Foundation	-	-	-	19,575
Henry Smith Foundation (1)	-	27,917	27,917	2,583
Awards For All	-	4,342	4,342	3,101
Awards For All (1)	-	806	806	-
Reaching Communities	-	46,000	46,000	30,065
Sport England	-	2,014	2,014	3,139
National Grid	-	3,380	3,380	941
Ten per Cent Foundation	-	500	500	500
Groundworks	-	372	372	1,118
The National Lottery	-	7,400	7,400	-
Foundation Derbyshire	-	1,500	1,500	-
Postcode Places Trust	16,500	-	16,500	-
Star Trust	-	3,179	3,179	-
Mansfield Building Society	-	500	500	-
Screwfix	-	4,800	4,800	-
East Midlands Railway	-	1,000	1,000	-
Derby Homes	-	333	333	-
Community action	-	671	671	-
St James Place	-	-	-	2,500
South Derbyshire (CVS)	-	-	-	1,600
Rank Foundation	-	-	-	1,500
Miller Homes	-	-	-	875
Local Giving	-	-	-	500
	<u>40,956</u>	<u>104,714</u>	<u>145,670</u>	<u>91,791</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

6. Interest receivable

	Year to 31 Mar 2025	Year to 31 Mar 2024
	£	£
Bank interest receivable (unrestricted)	487	457

7. Total resources expended on charitable activities

	Total Funds Year to 31 Mar 2025	Total Funds Year to 31 Mar 2024
	£	£
Staff costs	167,121	103,406
Staff training and other staff expenses	3,191	4,246
Additional staff Self Employed	-	450
Volunteer Costs	12	-
Training	1,549	2,773
Staff Well Being and Clinical Supervision	697	1,143
Recruitment	1,071	215
Rent, rates, heating, insurance	32,301	34,331
Moving costs	1,495	-
Legal fees re new tenancy	3,534	-
Insurance & Nat Assoc Fees	3,190	1,839
Cleaning	1,394	1,765
Equipment, repairs and renewals	9,452	2,870
IT Governance	474	-
Post, stationery and software	3,247	3,388
Telephone and internet	4,617	3,367
Provision of services including accreditation	4,724	3,201
Subscriptions and card machine costs	2,359	1,479
Accountancy	2,750	2,950
Payroll and Pensions Services	365	621
Audit	750	800
HR	2,500	-
Legal Fees -HR	1,000	3,442
Marketing	984	753
Refunds	(332)	(475)
Sundry expenditure	-	341
Fundraising	19,971	11,792
	268,416	184,697

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

Expenditure on charitable activities was £268,416 (2024: £184,697) of which £104,714 was restricted (2024: £74,372).

8. Net (expenditure)/income

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

	2025	2024
	£	£
Independent Examiner's Fees	<u>850</u>	<u>750</u>

9. Directors and key management personnel

During the year Trustees did not receive remuneration

The key management personnel of the charity consist of the Trustees, the Chief Executive Officer and other members of the senior management team.

10. Employees

No employee earned more than £60,000 per annum. No Trustees were reimbursed for expenditure.

The average number of (FTE) staff employed by the charity during the financial year amounted to:

	Year to 31 Mar 2025 No	Year to 31 Mar 2024 No
Direct Charitable Staff	6	3
Governance	-	-
	<u>6</u>	<u>3</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

The aggregate payroll costs were:

	Year to 31 Mar 2025	Year to 31 Mar 2024
	£	£
Wages and salaries	157,137	99,813
Social security costs	5,830	1,047
Employers Pension Contributions	4,154	2,546
	<u>167,121</u>	<u>103,406</u>

No employee earned more than £60,000 per annum. No trustees were reimbursed for expenditure.

11. Debtors

	2025	2024
	£	£
Trade debtors	1,436	161
Accrued Income	2,120	2,121
Deposit on new lease	9,750	7,059
Other Debtors	3,082	3,777
	<u>16,388</u>	<u>13,118</u>

12. Creditors: Amounts falling due within one year

	2025	2024
	£	£
Trade Creditors	-	-
HM Revenue and Customs	3,581	2,851
Pensions Control	907	653
Deferred Income	76,629	40,712
Accruals	2,850	1,000
	<u>83,967</u>	<u>45,216</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

13. Statement of funds

	At 1 April 2024 £	Incoming £	Outgoing £	Transfers £	At 31 March 2025 £
General reserve	101,926	93,246	(163,702)	-	31,470
Total unrestricted funds	<u>101,926</u>	<u>93,246</u>	<u>(163,702)</u>	-	<u>31,470</u>
Restricted Reserve					
Henry Smith Foundation (1)	-	27,917	(27,917)	-	-
Awards For All	-	4,342	(4,342)	-	-
Awards For All (1)	-	806	(806)	-	-
Reaching Communities	-	46,000	(46,000)	-	-
Sport England	-	2,014	(2,014)	-	-
National Grid	-	3,380	(3,380)	-	-
Ten per Cent Foundation	-	500	(500)	-	-
Groundworks	-	372	(372)	-	-
The National Lottery	-	7,400	(7,400)	-	-
Foundation Derbyshire	-	1,500	(1,500)	-	-
Star Trust	-	3,179	(3,179)	-	-
Mansfield Building Society	-	500	(500)	-	-
Screw Fix	-	4,800	(4,800)	-	-
East Midlands Railway	-	1,000	(1,000)	-	-
Derby Homes	-	333	(333)	-	-
Community Action	-	671	(671)	-	-
Total restricted funds	<u>-</u>	<u>104,714</u>	<u>(104,714)</u>	<u>-</u>	<u>-</u>
Total funds	<u><u>101,926</u></u>	<u><u>197,960</u></u>	<u><u>(268,416)</u></u>	<u><u>-</u></u>	<u><u>31,470</u></u>

- Henry Smith Foundation funding was awarded to fund education and development projects.
- Awards For All funding was to fund the Inspirational Women's peer support group for 12 months.
- Reaching Communities funding was awarded to fund Headway Derby's community outreach service.
- Sport England was awarded to fund the Snowdon Challenge.
- National Grid was awarded to fund the provision of warm space sessions.
- Ten Per Cent Foundation was awarded to fund IT equipment.
- Groundwork was awarded to fund our TRIBE peer support group.
- The National Lottery Awards For All was awarded to fund Headway Derby's Hospital Liaison Service.
- Foundation Derbyshire was awarded to fund family support.
- Postcode Places Trust was awarded to fund the rent of Headway Derby's office.
- Star Trust was awarded to fund therapy sessions.
- Mansfield Building Society was awarded to fund musical equipment.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

- Screwfix was awarded to fund new furniture.
- East Midlands Railway was awarded to fund service user travel.
- Derby Homes was awarded to fund Headway Derby's allotment equipment.
- Community action was awarded to fund women's health sessions.

14. Analysis of net assets

	Tangible fixed assets	Other net assets	Total
Unrestricted funds			
General reserve	£ -	£ 31,470	£ 31,470
Restricted funds	-	-	-
	<u> </u> -	<u> </u> 31,470	<u> </u> 31,470

15. Related party transactions

The charity had no related party transactions that required disclosure.

HEADWAY DERBY

England & Wales - Charity number 1107803

Accounts

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
31 MARCH 2024**

**Company Registration Number 04658919
Charity Number 1107803**

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024**

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**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The board of trustees

Debra Morris	Chair
Christine Collins	Treasurer
Charlotte Whiffen	
Marcela Flores Newburn	
Andrew Tonks	
Allan McKie	Resigned 9th April 2024
Daniel Shaw	Appointed 6th December 2023
Glaiza Shaw	Appointed 6 th December 2023
Gregory Gillespie	Appointed 5th November 2024
Lindsay Shuttleworth	Appointed 5th November 2024

Charity Manager Emma Morris

Company Secretary Debra Morris

Registered office Brain Injury Hub
Suite C Bateman Court
Bateman St
Derby
DE23 8JQ

Independent Examiner Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

Company's banker Barclays plc
St James's Street
Derby
DE1 1QU

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

The trustees, some of whom are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

OBJECTIVES AND ACTIVITIES

1. The provision of rehabilitation services and support to relieve the needs of people who have sustained brain injuries and who reside in the City of Derby, the County of Derbyshire or East Staffordshire and also people who reside outside these areas at the discretion of the charity.
2. The provision of assistance and support to relieve the needs of the carers and families of brain injured people.

SUMMARY OF THE MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO THESE OBJECTS

Headway Derby seeks to improve the quality and whole life prospects for people living with a brain injury and their loved ones. This includes improving an individuals' self-esteem, confidence, self-identity, relationships, social skills, health and well-being, assessment of risk-taking behaviour, and organisational skills along with helping them manage specific problems such as poor memory, neuro fatigue and mood management. In general, we try to achieve this by encouraging people to engage in activities that help them do things for themselves with appropriate levels of mentoring and support. Given the complexity of the cognitive, emotional, physical and behavioural problems which can follow a brain injury; we have to be able to provide a range of services and flexibility of approach in order to achieve this effectively.

The services offered by Headway Derby are open to all individuals irrespective of race, gender identity, economic background or faith; or by any other personal circumstances.

ACHIEVEMENTS AND PERFORMANCE

Formed in 1994, Headway Derby exists to work towards their vision of improving life after brain injury.

The organisation has worked hard to create and deliver a culture that it can be proud of. This culture consists of newly identified objectives such as 'we celebrate team success' and 'we are open about our feelings'. These newly adopted cultural behaviours support the whole Headway Derby team to feel as equals in their work.

Throughout the 2023–2024-year Headway Derby have continued to support some of the most vulnerable and complex members of society, providing them with community rehabilitation activities in their recovery post injury.

Our three core services have continued to be – Training and Development, Peer Support Groups, Community Outreach services. Most of these services are funded through successful grant income.

Our peer support services are offered between Monday and Friday and have a range of groups available to service users such as our Happy Monday's men's group, Thyme to grow allotment group, and HeadForward our arts and culture group.

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

Our training programmes run all year through offering a range of courses. Service users have been able to gain Level 1 accredited qualifications in further skills for learning and employment, as well as take part in short non-accredited courses to build on skills such as confidence and self-esteem.

Our biggest growing service, our community outreach service has seen us support some of the most complex brain injury survivors within Derby and Derbyshire. The service has allowed us to not only retain staff and give new opportunities, but it has allowed us to really expand our support to those in crisis type situations.

We received the following grants for these services -

- The National Lottery Community Fund – Reaching Communities – Community Outreach Services.
- Henry Smith – Improving Lives – Accredited Training programmes.
- Derby and Derbyshire ICB – Training Programmes
- The National Lottery Community Fund – Awards for All – Inspirational Women’s peer support group.

CASE STUDY

Goal identified:

Member goals

- Attend Headway Derby groups once able to
- Support with cognition and memory
- Advocacy (e.g. at appointments)

Family goals

- Support around benefit applications
- Advocacy at meetings and appointments
- Support around hospital discharge and appropriate housing
- Training for nursing home around caring for someone with a brain injury

Brief description: At the time of his head injury, JL was living in Liverpool and unfortunately struggling with homelessness and drug addiction. One day, in broad daylight, JL was found unconscious after being severely beaten in an unprovoked attack that left him with severe brain damage. JL was placed on life support, and after a month was still not able to walk, talk, or even open his eyes. Although his deficits were severe, he made some considerable improvement and was moved from the intensive care unit to a neurological rehabilitation ward where he spent close to a year.

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

Despite a lengthy stay in the neuro rehab ward, JL was declared as having 'plateaued', with severe deficits particularly around memory and cognition. JL was found to lack mental capacity for health and welfare and would not be able to live independently. As such, Adult Social Care decided that the only suitable residence for JL to be discharged to was a nursing home. This was due to his extensive nursing needs (methadone treatment, use of PRN medication, assistance with dressing and showering, etc), and also the fact that he was under a Deprivation of Liberty order due to his high absconding risk. JL had limited family involvement in his care, and the only person who was actively involved in his recovery was his daughter.

JL's daughter had moved from Liverpool to Derbyshire many years ago. Due to the distance, AL struggled with making the 4 hour round trip multiple times a week to visit her, with no support. During this time, the relationship between herself, the hospital, and adult social care broke down, which had a negative effect upon her own her mental health. She was struggling with what to do, and where to turn to for assistance for her father. Her main priority at this point was having someone to advocate on behalf of herself and her father, and to help with her father's discharge from hospital. JL's daughter liaised with statutory and health services in order to obtain a placement at a local Derby nursing home to be near each other.

In terms of Headway Derby's continued support, both JL and his daughter are supported under the Steps Ahead Project; JL receives 1 hour of outreach a week at his nursing home, and his daughter receives ad hoc support around benefits and advocacy under the family support service. Additionally, JL now attends a Headway Derby peer support group weekly. JL's main difficulties are around behaviour management, memory, cognition, and impulse control. Since receiving various types of support from Headway Derby, JL's social worker and nursing home staff have reported a significant improvement in his behaviour.

Headway Derby interventions

- Advocacy at appointments and meetings, including Adult Social Care, the hospital, and the nursing home
- Assistance in finding suitable accommodation for JL post discharge
- Support around benefit applications and financial contributions forms
- Relevant advice and training to nursing home staff around caring for someone with a brain injury
- Liaising with social workers
- 1-1 outreach weekly
- Family support

What have been the biggest successes?

- Without the support of Headway Derby, it is like that JL's daughter would have become so overwhelmed with managing her father's situation that she may well have ended up in crisis herself. She has explained that this has happened previously, and that Headway Derby's interventions and support aided her to remain more stable and avoid becoming unwell.

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

- Supporting the daughter and adult social care in finding appropriate housing for JL meant that he has been able to access the most suitable care for his needs. As JL's brain injury is very complex, it was imperative that the right type of housing was found in order to aid his recovery and rehabilitation.
- As the nursing home staff had little experience of caring for someone with a severe brain injury, Headway Derby supported them to understand how it can affect behaviour, and as such, allowed them to deliver the highest level of care to JL.
- Liaising with Adult Social Care to reinstate JL's 1-1 in the nursing home meant that JL's risks of falls, injuries, and absconding was significantly decreased.
- Supporting with benefits applications and financial contributions forms took a lot of pressure off JL's daughter, as well as ensuring that JL received all benefits and support that he was entitled to, and reducing the risk of incorrect information being relayed by JL himself, leading to difficulties with the benefits service.
- When JL was first discharged, he was not ready or stable enough to access peer support groups with Headway Derby. However, with the ongoing support of Headway Derby JL has now been consistently accessing one of the peer support groups for some time. Supporting him to access and participate in this group was a massive achievement, and something that many thought would not be possible.

Headway Derby's services now run five days a week, offering a tailored package of support to everyone who needs it. At the start of this financial year Headway Derby was supporting 23 service users in day centre activities, but by March 2024 Headway Derby was supporting 58 service users as well as 11 families in various different activities and groups.

Over the 2023-2024 year we have also held several fundraising events to ensure sustainability of the charity's income.

Some of these events have consisted of –

- The London Marathon 2023
- Headway Derby's 30th Anniversary Black Tie Ball
- Headway Derby's Mince Pie Morning

This income allows Headway Derby to cover core costs, that are becoming extremely difficult to fund.

The Headway Derby staff team and volunteers have worked extremely hard over this 12 month period, and the charity is in a much more stable and forward thinking position which is still continuing.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Headway Derby Group is based at Suite A Bateman Court, Bateman Street, Derby, DE23 8JQ, which is the company's registered office and the principal address of the charity. Headway Derby Group is a company limited by guarantee and not having a share capital (company registration no. 04658919) and Registered Charity (No. 1107803). This is in accordance with the charity's governing document, the Memorandum and Articles of Association, incorporated on 6 February 2003 as amended by special resolution dated 16 August 2007.

Trustee selection methods

An assessment has been made to discover those skills required by the trusts body. Efforts are made to recruit trustee who meet the skill requirement from the population resident in the Derby.

Risk management policy

The Trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

FINANCIAL REVIEW

It has been the Trustees aim to maintain sufficient unrestricted reserves to cover 3 months operating costs.

Independent examiner

Mark Newey of Derby Community Accountancy Service will continue in office as independent examiner for the ensuing year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

Registered office:
Brain Injury Hub
Suite C Bateman Court
Bateman St
Derby
DE23 8JQ

Signed on behalf of the trustees



Debra Morris
Chair of Trustees

Approved by the trustees on 10th December 2024

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2024

Independent Examiner's Report to the Trustees of Headway Derby

I report on the accounts of the company for the year ended 31 March 2024 which are set out on pages 8 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 Which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M. Newey 10/12/24

Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2024 £	Total Funds Year to 31 Mar 2023 £
<u>Income from:</u>					
Donations	3	74,860	-	74,860	19,480
Grants receivable	5	23,794	67,997	91,791	42,318
Other income	4	23,056	-	23,056	22,148
Investment income	6	457	-	457	140
Total incoming resources		122,167	67,997	190,164	84,086
<u>Expenditure on:</u>					
Raising funds		11,791	-	11,791	7,883
Charitable objects		98,534	74,372	172,906	136,831
Total resources expended	7	110,325	74,372	184,697	144,714
Net incoming/(outgoing) resources before transfers		11,842	(6,375)	5,467	(60,628)
Transfer between funds		-	-	-	-
Net movement in funds		11,842	(6,375)	5,467	(60,628)
Funds brought forward		90,084	6,375	96,459	157,087
Funds carried forward		101,926	-	101,926	96,459

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 10 to 18 form part of these financial statements.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2024

		2024		2023	
Note	£	£	£	£	£
Current assets					
Debtors	11	13,118		16,180	
Cash at bank and in hand		134,024		88,559	
		147,142		104,739	
Creditors: amounts falling due within one year					
	12	45,216		8,280	
Net current assets			101,926		96,459
Total assets less current liabilities			101,926		96,459
Net assets			101,926		96,459
Funds					
Restricted	13		-		6,375
Unrestricted – general reserves	13		101,926		90,084
TOTAL FUNDS			101,926		96,459

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved and authorised for issue by the members of the committee on the 10th December 2024 and are signed on their behalf by:


Debra Morris
Chair of Trustees

Company Registration Number: 04658919

The notes on pages 10 to 8 form part of these financial statements.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Company information

Headway Derby is a company limited by guarantee not having a share capital. The company's registered office is Brain Injury Hub, Suite A, Bateman Court, Bateman Street, Derby DE23 8JQ. At the end of the year there were 7 Trustees, each of whom, under the terms of the Memorandum and Articles of Association, had undertaken to contribute the sum not exceeding £1 in the event of a winding up of the company.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in Sterling which is the functional currency of the company. Monetary amounts in these financial statements to the nearest £.

The accounts have been prepared on historical cost convention apart from freehold property that is carried at market value. The principal accounting policies adopted are set out below.

These are accounts for the year ended 31 March 2024 prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015.

1.2 Going concern

At the time of approving the accounts, the Directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable Funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

1.4 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind have been included at market value of gifts received and in assets acquired. No amounts are included in the financial statements for services donated by volunteers.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities.

1.6 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9 Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

1.11 Taxation

The charity is exempt from tax on income and gains falling with section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

1.12 Depreciation

Individual fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line balance basis as follows:-

Asset category	Annual rate
Equipment	- 5 Years Straight Line

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors 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 estimated and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

3. Donations and legacies

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2024	Total Funds Year to 31 Mar 2023
	£	£	£	£
Donations	43,848	-	43,848	2,166
Legacy	10,314	-	10,314	7,937
Sundry Donations	20,698	-	20,698	9,377
Fundraising	74,860	-	74,860	19,480

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

4. Other income

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2024 £	Total Funds Year to 31 Mar 2023 £
Service Provision	23,056	-	23,056	22,148
	<u>23,056</u>	<u>-</u>	<u>23,056</u>	<u>22,148</u>

5. Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2024 £	Total Funds Year to 31 Mar 2023 £
Grants				
Southern Derbyshire CCG	15,124	-	15,124	14,998
Severn Trent	8,670	-	8,670	-
Henry Smith Foundation	-	19,575	19,575	25,500
Henry Smith Foundation (1)	-	2,583	2,583	-
Awards For All	-	3,101	3,101	-
Reaching Communities	-	30,065	30,065	-
Sport England	-	3,139	3,139	-
St James Place	-	2,500	2,500	-
South Derbyshire (CVS)	-	1,600	1,600	-
Rank Foundation	-	1,500	1,500	-
Groundwork	-	1,118	1,118	-
Miller Homes	-	875	875	-
Local Giving	-	500	500	-
Ten per Cent Foundation	-	500	500	-
National Grid	-	941	941	-
Foundation Derbyshire	-	-	-	1,820
	<u>23,794</u>	<u>67,997</u>	<u>91,791</u>	<u>42,318</u>

6. Interest receivable

	Year to 31 Mar 2024 £	Year to 31 Mar 2023 £
Bank interest receivable (unrestricted)	457	140
	<u>457</u>	<u>140</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

7. Total resources expended on charitable activities

	Total Funds Year to 31 £ Mar 2024	Total Funds Year to 31 £ Mar 2023
Staff costs	103,406	75,274
Staff training and other staff expenses	3,204	6,170
Additional staff Self Employed	450	-
Gifts	955	-
Training	2,773	-
Staff Well Being	1,050	-
Clinical Supervision	93	-
Recruitment	215	-
Travel	87	343
Rent, rates, heating, insurance	34,331	26,482
Insurance & Nat Assoc Fees	1,839	1,273
Cleaning	1,765	-
Equipment, repairs and renewals	2,870	2,273
IT Equipment	-	-
Post stationery and software	3,388	1,293
Telephone and internet	3,367	2,627
Provision of services	2,766	1,497
Accreditation	-	561
Subscriptions	1,194	711
Accountancy	2,950	3,007
Payroll and Pensions Services	621	-
Audit	800	750
Garden project	435	1,021
Professional fees	3,442	3,365
Marketing	753	11
Card Machine	285	393
Refunds	(475)	-
Sundry expenditure	341	-
Settlement	-	9,600
Write off of old debtors	-	180
Fundraising	11,791	7,883
	184,697	144,714

Expenditure on charitable activities was £184,697 (2023: £144,714) of which £74,372 was restricted (2023: £20,945).

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

8. Net (expenditure)/income

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

	2024	2023
	£	£
Independent Examiner's Fees	<u>750</u>	<u>750</u>

9. Directors and key management personnel

During the year Trustees did not receive remuneration

The key management personnel of the charity consist of the Trustees, the Chief Executive Officer and other members of the senior management team.

10. Employees

No employee earned more than £60,000 per annum. No Trustees were reimbursed for expenditure.

The average number of (FTE) staff employed by the charity during the financial year amounted to:

	Year to 31 Mar 2024 No	Year to 31 Mar 2023 No
Direct Charitable Staff	4	3
Governance	-	-
	<u>4</u>	<u>3</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

The aggregate payroll costs were:

	Year to 31 Mar 2024	Year to 31 Mar 2023
	£	£
Wages and salaries	99,813	72,895
Social security costs	1,047	406
Employers Pension Contributions	2,546	1,973
	<u>103,406</u>	<u>75,274</u>

No employee earned more than £60,000 per annum. No trustees were reimbursed for expenditure.

11. Debtors

	2024	2023
	£	£
Trade debtors	161	2,208
Accrued Income	2,121	3,891
Prepayment	7,059	6,999
Other Debtors	3,777	3,082
	<u>13,118</u>	<u>16,180</u>

12. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Trade Creditors	-	-
HM Revenue and Customs	2,851	1,186
Pensions Control	653	199
Deferred Income	40,712	6,525
Accruals	1,000	370
	<u>45,216</u>	<u>8,280</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

13. Statement of funds

	At 1 April 2023 £	Incoming £	Outgoing £	Transfers £	At 31 March 2024 £
General reserve	90,084	122,167	(110,325)	-	101,926
Total unrestricted funds	90,084	122,167	(110,325)	-	101,926
Restricted Reserve					
Henry Smith Foundation	6,375	19,575	(25,950)	-	-
Henry Smith Foundation (1)	-	2,583	(2,583)	-	-
Awards For All	-	3,101	(3,101)	-	-
Reaching Communities	-	30,065	(30,065)	-	-
Sport England	-	3,139	(3,139)	-	-
St James Place	-	2,500	(2,500)	-	-
South Derbyshire (CVS)	-	1,600	(1,600)	-	-
Rank Foundation	-	1,500	(1,500)	-	-
Groundwork	-	1,118	(1,118)	-	-
Miller Homes	-	875	(875)	-	-
Local Giving	-	500	(500)	-	-
Ten Per Cent Foundation	-	500	(500)	-	-
National Grid	-	941	(941)	-	-
Total restricted funds	6,375	67,997	(74,372)	-	-
Total funds	96,459	190,164	(184,697)	-	101,926

- Henry Smith Foundation funding was awarded to fund education and development projects.
- Awards For All funding was to fund the Inspirational Women's peer support group for 12 months.
- Reaching Communities funding was awarded to fund Headway Derby's community outreach service.
- Sport England was awarded to fund the Snowdon Challenge.
- St James Place was awarded to fund the TRIBE peer support group.
- South Derbyshire (CVS) was awarded to fund South Derbyshire drop-in sessions.
- Rank Foundation was awarded to fund updates to our community kitchen.
- Groundwork was awarded to fund our TRIBE peer support group.
- Miller Homes was awarded to fund peer support sessions.
- Local Giving was awarded to fund our allotment garden.
- Ten Per Cent Foundation was awarded to fund IT equipment.
- National Grid was awarded to fund physical activity sessions.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

14. Analysis of net assets

	Tangible fixed assets	Other net assets	Total
Unrestricted funds			
	£	£	£
General reserve	-	101,926	101,926
Restricted funds	-	-	-
	<u>-</u>	<u>101,926</u>	<u>101,926</u>

15. Related party transactions

The charity had no related party transactions that required disclosure.

HEADWAY DERBY

England & Wales - Charity number 1107803

Accounts

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
31 MARCH 2023**

**Company Registration Number 04658919
Charity Number 1107803**

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

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**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The board of trustees

Debra Morris	Chair
Christine Collins	Treasurer
Amanda Pepper	Resigned 16 th March 2023
Charlotte Whiffen	
Marcela Flores Newburn	
Andrew Tonks	
Allan Mckie	Appointed 14 th March 2023

Charity Manager Emma Morris

Company Secretary Debra Morris

Registered office Brain Injury Hub
Suite A Bateman Court
Bateman St
Derby
DE23 8JQ

Independent Examiner Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

Company's banker Barclays plc
St James's Street
Derby
DE1 1QU

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2023

The trustees, some of whom are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

OBJECTIVES AND ACTIVITIES

1. The provision of rehabilitation services and support to relieve the needs of people who have sustained brain injuries and who reside in the City of Derby, the County of Derbyshire or East Staffordshire and also people who reside outside these areas at the discretion of the charity.
2. The provision of assistance and support to relieve the needs of the carers and families of brain injured people.

SUMMARY OF THE MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO THESE OBJECTS

Headway Derby seeks to improve the quality and whole life prospects for people living with a brain injury and their loved ones. This includes improving an individuals' self-esteem, confidence, self-identity, relationships, social skills, health and well-being, assessment of risk-taking behaviour, and organisational skills along with helping them manage specific problems such as poor memory, neuro fatigue and mood management. In general, we try to achieve this by encouraging people to engage in activities that help them do things for themselves with appropriate levels of mentoring and support. Given the complexity of the cognitive, emotional, physical and behavioural problems which can follow a brain injury; we have to be able to provide a range of services and flexibility of approach in order to achieve this effectively.

The services offered by Headway Derby are open to all individuals irrespective of race, gender identity, economic background or faith; or by any other personal circumstances.

ACHIEVEMENTS AND PERFORMANCE

Formed in 1994, Headway Derby exists to work towards their vision of improving life after brain injury.

The organisation works hard to achieve its values of working towards creative solutions, support, positivity, and community and connection.

Throughout 2022-2023 Headway Derby has continued to support some of the most vulnerable members of society and provide them a safe space to learn, connect with others, gain new skills, and meet like-minded people they can relate to.

We have continued to deliver specialist brain injury services in the form of peer support groups and accredited education and training programmes.

The delivery model of services moved back to face to face running from our Brain Injury Hub and local community venues. Post COVID we are still working in a way that ensures the safety of members, volunteers, and staff and can easily switch back to online services if needed.

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2023

The number of people we have supported has been ever growing. This includes brain injury survivors and their families/loved ones. We have created family specific services to support carers in a different environment to where their loved ones are supported.

We have also continued to actively participate in the local community by attending events, working with other local voluntary organisations, and holding fundraisers.

The Trustees continued to support existing services post COVID from reserves. The Trustees made the decision this was the last year to support services in this way.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Headway Derby Group is based at Suite A Bateman Court, Bateman Street, Derby, DE23 8JQ, which is the company's registered office and the principal address of the charity. Headway Derby Group is a company limited by guarantee and not having a share capital (company registration no. 04658919) and Registered Charity (No. 1107803). This is in accordance with the charity's governing document, the Memorandum and Articles of Association, incorporated on 6 February 2003 as amended by special resolution dated 16 August 2007.

Trustee selection methods

An assessment has been made to discover those skills required by the trusts body. Efforts are made to recruit trustee who meet the skill requirement from the population resident in the Derby.

Risk management policy

The Trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2023

FINANCIAL REVIEW

It has been the Trustees aim to maintain sufficient unrestricted reserves to cover 3 months operating costs.

Independent examiner

Mark Newey of Derby Community Accountancy Service will continue in office as independent examiner for the ensuing year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

Registered office:
Brain Injury Hub
Suite A Bateman Court
Bateman St
Derby
DE23 8JQ

Signed on behalf of the trustees

Allan McKie

Allan McKie

Trustee

Approved by the trustees on **6th December 2023**

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2023

Independent Examiner's Report to the Trustees of Headway Derby

I report on the accounts of the company for the year ended 31 March 2023 which are set out on pages 6 to 15.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 Which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M E Newey

29th November 2023

Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2023**

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2023 £	Total Funds Year to 31 Mar 2022 £
<u>Income from:</u>					
Donations	3	19,480	-	19,480	40,813
Grants receivable	5	14,998	27,320	42,318	54,338
Other income	4	22,148	-	22,148	36,125
Investment income	6	140	-	140	15
Total incoming resources		56,766	27,320	84,086	131,291
<u>Expenditure on:</u>					
Raising funds		7,883	-	7,883	3,379
Charitable objects		115,886	20,945	136,831	181,896
Total resources expended	7	123,769	20,945	144,714	185,275
Net (outgoing)/incoming resources before transfers		(67,003)	6,375	(60,628)	(53,894)
Transfer between funds		-	-	-	-
Net movement in funds		(67,003)	6,375	(60,628)	(53,894)
Funds brought forward		157,087	-	157,087	211,071
Funds carried forward		90,084	6,375	96,459	157,087

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 8 to 15 form part of these financial statements.

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
31 MARCH 2023

		2023		2022	
Note	£	£	£	£	£
Current assets					
Debtors	11	16,180		8,046	
Cash at bank and in hand		88,559		161,478	
		104,739		169,524	
Creditors: amounts falling due within one year					
	12	8,280		12,437	
Net current assets					157,087
Total assets less current liabilities			96,459		157,087
Net assets			96,459		157,087
Funds					
Restricted	13	6,375			-
Unrestricted – general reserves	13	90,084		157,087	
TOTAL FUNDS			96,459		157,087

For the year ended 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved and authorised for issue by the members of the committee on the **6th December 2023** and are signed on their behalf by:

Allan McKie

Allan McKie
Trustee

The notes on pages 8 to 15 form part of these financial statements.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET**

31 MARCH 2023

CompanyRegistrationNumber:04658919

The notes on pages 8 to 15 form part of these financial statements.

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Company information

Headway Derby is a company limited by guarantee not having a share capital. The company's registered office is Brain Injury Hub, Suite A, Bateman Court, Bateman Street, Derby DE23 8JQ. At the end of the year there were 6 Trustees, each of whom, under the terms of the Memorandum and Articles of Association, had undertaken to contribute the sum not exceeding £1 in the event of a winding up of the company.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in Sterling which is the functional currency of the company. Monetary amounts in these financial statements to the nearest £.

The accounts have been prepared on historical cost convention apart from freehold property that is carried at market value. The principal accounting policies adopted are set out below.

These are accounts for the year ended 31 March 2023 prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015.

1.2 Going concern

At the time of approving the accounts, the Directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable Funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

1.4 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind have been included at market value of gifts received and in assets acquired. No amounts are included in the financial statements for services donated by volunteers.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities.

1.6 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9 Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

termination benefits.

1.11 Taxation

The charity is exempt from tax on income and gains falling with section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

1.12 Depreciation

Individual fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line balance basis as follows:-

Asset category	Annual rate
Equipment	- 5 Years Straight Line

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors 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 estimated and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

3. Donations and legacies

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2023	Total Funds Year to 31 Mar 2022
	£	£	£	£
Donations				
Legacy	2,166	-	2,166	15,664
Sundry Donations	7,937	-	7,937	8,722
Fundraising	9,377	-	9,377	16,427
	19,480	-	19,480	40,813
	19,480	-	19,480	40,813

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

4. Other income

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2023	Total Funds Year to 31 Mar 2022
	£	£	£	£
Service Provision	22,148	-	22,148	36,125
	<u>22,148</u>	<u>-</u>	<u>22,148</u>	<u>36,125</u>

5. Grants receivable

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2023	Total Funds Year to 31 Mar 2022
	£	£	£	£
Grants				
Southern Derbyshire CCG	14,998	-	14,998	14,809
Henry Smith Foundation	-	25,500	25,500	24,775
Foundation Derbyshire	-	1,820	1,820	-
Kickstart	-	-	-	14,294
DCC Tribe Equipment	-	-	-	(40)
CVS	-	-	-	500
Local Giving	-	-	-	-
Groundwork	-	-	-	-
	<u>14,998</u>	<u>27,320</u>	<u>42,318</u>	<u>54,338</u>

6. Interest receivable

	Year to 31 Mar 2023	Year to 31 Mar 2022
	£	£
Bank interest receivable (unrestricted)	<u>140</u>	<u>15</u>

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

7. Total resources expended on charitable activities

	Total Funds Year to 31 £ Mar 2023	Total Funds Year to 31 £ Mar 2022
Staff costs	75,274	115,469
Staff training and other staff expenses	6,170	9,357
Travel	343	
Rent & heating	26,482	24,459
Insurance	1,273	450
Equipment, repairs and renewals	2,273	3,800
IT Equipment	-	1,078
Nat association & other fees	-	1,927
Post stationery and software	1,293	2,636
Telephone and internet	2,627	2,118
Provision of services	1,497	5,189
Accreditation	561	2,077
Subscriptions	711	
Accountancy	3,007	
Audit	750	750
Garden project	1,021	503
Professional fees	3,365	4,245
Marketing	11	238
Card Machine	393	928
PPE	-	324
Sundry expenditure	-	238
Settlement	9,600	
Write off of old debtors	180	6,110
Fundraising	7,883	3,379
	<u>144,714</u>	<u>185,275</u>

Expenditure on charitable activities was £136,831 (2022: £181,896) of which £20,945 was restricted (2022: £51,702).

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

8. Net (expenditure)/income

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

	2023	2022
	£	£
Independent Examiner's Fees	750	750
	<u>750</u>	<u>750</u>

9. Directors and key management personnel

During the year Trustees did not receive remuneration

The key management personnel of the charity consist of the Trustees, the Chief Executive Officer and other members of the senior management team.

10. Employees

No employee earned more than £60,000 per annum. No Trustees were reimbursed for expenditure.

The average number of staff employed by the charity during the financial year amounted to:

	Year to 31 Mar 2023 No	Year to 31 Mar 2022 No
Direct Charitable Staff	3	4
Governance	-	-
	<u>3</u>	<u>4</u>

The aggregate payroll costs were:

	Year to 31 Mar 2023 £	Year to 31 Mar 2022 £
Wages and salaries	72,895	107,850
Social security costs	406	4,429
Employers Pension Contributions	1,973	3,190
	<u>75,274</u>	<u>115,469</u>

HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

No employee earned more than £60,000 per annum. No trustees were reimbursed for expenditure.

11. Debtors

	2023	2022
	£	£
Trade debtors	2,208	8,046
Accrued Income	3,891	-
Prepayment	6,999	-
Other Debtors	3,082	-
	<u>16,180</u>	<u>8,046</u>

12. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade Creditors	-	4,271
HM Revenue and Customs	1,186	1,841
Pensions Control	199	-
Deferred Income	6,525	6,325
Accruals	370	-
	<u>8,280</u>	<u>12,437</u>

13. Statement of funds

	At 1 April 2022	Incoming	Outgoing	Transfers	At 31 March 2023
	£	£	£	£	£
General reserve	<u>157,087</u>	<u>56,766</u>	<u>(123,769)</u>	<u>-</u>	<u>90,084</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023					
Total unrestricted funds	157,087	56,766	(123,769)	-	90,084
Restricted Reserve					
Henry Smith Foundation	-	25,500	(19,125)	-	6,375
Foundation Derbyshire	-	1,820	(1,820)	-	-
Total restricted funds	-	27,320	(20,945)	-	6,375
Total funds	157,087	84,086	(144,714)	-	96,459

Henry Smith Foundation funding was awarded to fund education and development projects.

Foundation Derbyshire funding was to fund family support services

14. Analysis of net assets

	Tangible fixed assets	Other net assets	Total
Unrestricted funds			
General reserve	£ -	£ 90,084	£ 90,084
Restricted funds	-	6,375	6,375
	<u>-</u>	<u>96,459</u>	<u>96,459</u>

15. Related party transactions

The charity had no related party transactions that required disclosure.

HEADWAY DERBY

England & Wales - Charity number 1107803

Accounts

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
31 MARCH 2022**

**Company Registration Number 04658919
Charity Number 1107803**

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

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**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The board of trustees

Debra Morris	Chair
Chris Collins	Treasurer
Amanda Pepper	
Charlotte Whiffen	
Ryan Westley	Resigned 14.12.21
Marcela Flores Newburn	
Andy Tonks	Appointed 14.12.21
Sarah Williams	Appointed 14.12.21, Resigned 17.6.22
Sarah Hughes	Appointed 14.12.21, Resigned 29.3.22

Chief Executive Rebecca Manship

Company Secretary Rebecca Manship

Registered office Brain Injury Hub
Suite A Bateman Court
Bateman St
Derby
DE23 8JQ

Independent Examiner Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

Company's banker Barclays plc
St James's Street
Derby
DE1 1QU

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

The trustees, some of whom are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

OBJECTIVES AND ACTIVITIES

1. The provision of rehabilitation services and support to relieve the needs of people who have sustained brain injuries and who reside in the City of Derby, the County of Derbyshire or East Staffordshire and also people who reside outside these areas at the discretion of the charity.
2. The provision of assistance and support to relieve the needs of the carers and families of brain injured people.

SUMMARY OF THE MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO THESE OBJECTS

Headway Derby seeks to improve the quality and whole life prospects for people living with a brain injury and their loved ones. This includes improving an individuals' self-esteem, confidence, self-identity, relationships, social skills, health and well-being, assessment of risk-taking behaviour, and organisational skills along with helping them manage specific problems such as poor memory, neuro fatigue and mood management. In general, we try to achieve this by encouraging people to engage in activities that help them do things for themselves with appropriate levels of mentoring and support. Given the complexity of the cognitive, emotional, physical and behavioural problems which can follow a brain injury; we have to be able to provide a range of services and flexibility of approach in order to achieve this effectively.

The services offered by Headway Derby are open to all individuals irrespective of race, gender identity, economic background or faith; or by any other personal circumstances.

ACHIEVEMENTS AND PERFORMANCE

Formed in 1994, Headway Derby exists to improve the quality of life of people affected by brain injury. As we complete our first 27 years of service to this community, we know more than ever how important it is to receive high quality and well connected support at the right time and in the right place. Our experience tells us how incredibly important Quality, Time and Place of support services are to both the immediate and longer term prospects of people with a brain injury and their families. In 2020, we committed most of our resources to completely pivoting our delivery model to a more accessible and dynamic one in response to the coronavirus pandemic. We continued to offer a hybrid service throughout 2021-2022 when times were still uncertain. We continue to support ever growing number of people affected by brain injury in these ongoing difficult times.

The Trustees took the decision to support existing services post COVID from reserves for a limited period which they recognise is not sustainable in the longer term and are monitoring the situation.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Headway Derby Group is based at Suite A Bateman Court, Bateman Street, Derby, DE23 8JQ, which is the company's registered office and the principal address of the charity. Headway Derby Group is a company limited by guarantee and not having a share capital (company registration no. 04658919) and Registered Charity (No. 1107803). This is in accordance with the charity's governing document, the Memorandum and Articles of Association, incorporated on 6 February 2003 as amended by special resolution dated 16 August 2007.

Trustee selection methods

An assessment has been made to discover those skills required by the trusts body. Efforts are made to recruit trustee who meet the skill requirement from the population resident in the Derby.

Risk management policy

The Trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

FINANCIAL REVIEW

It has been the Trustees aim to maintain sufficient unrestricted reserves to cover 3 months operating costs.

Independent examiner

Mark Newey of Derby Community Accountancy Service will continue in office as independent examiner for the ensuing year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

Registered office:
Brain Injury Hub
Suite A Bateman Court
Bateman St
Derby
DE23 8JQ

Signed on behalf of the trustees



D Morris
Chair

Approved by the trustees on **13 December 2022**

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Independent Examiner's Report to the Trustees of Headway Derby

I report on the accounts of the company for the year ended 31 March 2022 which are set out on pages 5 to 14.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 Which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M. Newey

Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

13 December 2022

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2022 £	Total Funds Year to 31 Mar 2021 £
<u>Income from:</u>					
Donations	3	40,813	-	40,813	195,952
Grants receivable	5	15,309	39,029	54,338	103,441
Other income	4	36,125	-	36,125	12,845
Investment income	6	15	-	15	13
Total incoming resources		92,262	39,029	131,291	312,251
<u>Expenditure on:</u>					
Raising funds		3,379	-	3,379	2,193
Charitable objects		130,194	51,702	181,896	125,804
Total resources expended	7	133,573	51,702	185,275	127,997
Net (outgoing)/incoming resources before transfers		(41,311)	(12,673)	(53,984)	184,254
Transfer between funds		(139)	139	-	-
Net movement in funds		(41,450)	(12,534)	(53,984)	184,254
Funds brought forward		198,537	12,534	211,071	26,817
Funds carried forward		157,087	-	157,087	211,071

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 7 to 14 form part of these financial statements.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2022

	Note	2022		2021	
		£	£	£	£
Current assets					
Debtors	11	8,046		8,944	
Cash at bank and in hand		161,478		213,210	
		<u>169,524</u>		<u>222,154</u>	
Creditors: amounts falling due within one year	12	<u>12,437</u>		<u>11,083</u>	
Net current assets			157,087		211,071
Total assets less current liabilities			<u>157,087</u>		<u>211,071</u>
Net assets			<u>157,087</u>		<u>211,071</u>
Funds					
Restricted	13		-		12,534
Unrestricted – general reserves	13		157,087		<u>198,537</u>
TOTAL FUNDS			<u>157,087</u>		<u>211,071</u>

For the year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved and authorised for issue by the members of the committee on the **13 December 2022** and are signed on their behalf by:

D Morris
Chair



CompanyRegistrationNumber:04658919

The notes on pages 7 to 14 form part of these financial statements.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Company information

Headway Derby is a company limited by guarantee not having a share capital. The company's registered office is, 14 George Street, Derby, DE1 1EH. At the end of the year there were 6 Trustees, each of whom, under the terms of the Memorandum and Articles of Association, had undertaken to contribute the sum not exceeding £1 in the event of a winding up of the company.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in Sterling which is the functional currency of the company. Monetary amounts in these financial statements to the nearest £.

The accounts have been prepared on historical cost convention apart from freehold property that is carried at market value. The principal accounting policies adopted are set out below.

These are accounts for the year ended 31 March 2022 prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015.

1.2 Going concern

At the time of approving the accounts, the Directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable Funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

1.4 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind have been included at market value of gifts received and in assets acquired. No amounts are included in the financial statements for services donated by volunteers.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities.

1.6 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9 Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

1.11 Taxation

The charity is exempt from tax on income and gains falling with section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

1.12 Depreciation

Individual fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line balance basis as follows:-

Asset category	Annual rate
Equipment	- 5 Years Straight Line

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors 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 estimated and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

3. Donations and legacies

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2022	Total Funds Year to 31 Mar 2021
	£	£	£	£
Donations	15,664	-	15,664	190,750
Legacy	8,722	-	8,722	4,567
Sundry Donations	16,427	-	16,427	635
Fundraising	16,427	-	16,427	635
	40,813	-	40,813	195,952

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

4. Other income

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2022 £	Total Funds Year to 31 Mar 2021 £
Service Provision	36,125	-	36,125	12,845
	<u>36,125</u>	<u>-</u>	<u>36,125</u>	<u>12,845</u>

5. Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2022 £	Total Funds Year to 31 Mar 2021 £
Grants				
Southern Derbyshire CCG	14,809	-	14,809	14,407
Kickstart		14,294	14,294	-
ABI Response	-	-	-	24,999
Henry Smith Foundation	-	24,775	24,775	10,350
Garfield Weston	-	-	-	20,000
Emergency Grant COVID 2019	-	-	-	12,467
Derby City Council Business				10,000
Support Grant	-	-	-	5,167
CAF- COVID 19 Grant	-	-	-	2,556
HMRC Job Retention Scheme	-	-	-	1,995
DCC Tribe Equipment		(40)	(40)	500
CVS	500	-	500	500
Local Giving	-	-	-	500
Groundwork	-	-	-	500
	<u>15,309</u>	<u>39,029</u>	<u>54,338</u>	<u>103,441</u>

6. Interest receivable

	Year to 31 Mar 2022 £	Year to 31 Mar 2021 £
Bank interest receivable (unrestricted)	<u>15</u>	<u>13</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

7. Total resources expended on charitable activities

	Total Funds Year to 31 Mar 2022	Total Funds Year to 31 Mar 2021
Staff costs	115,469	92,379
Staff training and other staff expenses	9,357	1,462
Rent & heating	24,459	13,282
Insurance	450	-
Equipment, repairs and renewals	3,800	3,734
IT Equipment	1,078	-
Nat association & other fees	1,927	1,591
Post stationery and software	2,636	2,501
Telephone and internet	2,118	1,467
Provision of services	5,189	4,292
Accreditation	2,077	-
Garden project	503	263
Professional fees	4,995	3,845
Marketing	238	-
Card Machine	928	492
PPE	324	453
Sundry expenditure	238	43
Write off of old debtors	6,110	-
Fundraising	3,379	2,193
	<u>185,275</u>	<u>127,997</u>

Expenditure on charitable activities was £181,896 (2021:£125,804) of which £51,702 was restricted (2021: £59,757).

8. Net (expenditure)/income

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

	2022	2021
	£	£
Independent Examiner's Fees	<u>750</u>	<u>750</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

9. Directors and key management personnel

During the year Trustees did not receive remuneration

The key management personnel of the charity consist of the Trustees, the Chief Executive Officer and other members of the senior management team.

10. Employees

No employee earned more than £60,000 per annum. No Trustees were reimbursed for expenditure.

The average number of staff employed by the charity during the financial year amounted to:

	Year to 31 Mar 2022 No	Year to 31 Mar 2021 No
Direct Charitable Staff	4	4
Governance	-	-
	<u>4</u>	<u>4</u>

The aggregate payroll costs were:

	Year to 31 Mar 2022 £	Year to 31 Mar 2021 £
Wages and salaries	107,850	86,873
Social security costs	4,429	2,900
Employers Pension Contributions	3,190	2,606
	<u>115,469</u>	<u>92,379</u>

No employee earned more than £60,000 per annum. No trustees were reimbursed for expenditure.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

11. Debtors

	2022	2021
	£	£
Other debtors	8,046	6,748
Accrued Income	-	1,995
Prepayment	-	201
	<u>8,046</u>	<u>8,944</u>

12. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade Creditors	4,271	-
HM Revenue and Customs	1,841	3,431
Pensions Control	-	634
Deferred Income	6,325	6,150
Accruals	-	868
	<u>12,437</u>	<u>11,083</u>

13. Statement of funds

	At 1 April 2021	Incoming	Outgoing	Transfers	At 31 March 2022
	£	£	£	£	£
General reserve	198,537	92,262	(133,573)	(139)	157,087
Total unrestricted funds	<u>198,537</u>	<u>92,262</u>	<u>(133,573)</u>	<u>(139)</u>	<u>157,087</u>
Restricted Reserve					
Henry Smith Foundation	178	24,775	(24,953)	-	-
ABI Response	(139)	-	-	139	-
Garfield Weston	10,500	-	(10,500)	-	-
Kickstart	-	14,294	(14,294)	-	-
DCC Tribe Equipment	1,995	(40)	(1,955)	-	-
Total restricted funds	<u>12,534</u>	<u>39,029</u>	<u>(51,702)</u>	<u>139</u>	<u>-</u>
Total funds	<u>211,071</u>	<u>131,291</u>	<u>(185,275)</u>	<u>-</u>	<u>157,087</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

Henry Smith Foundation funding was awarded to fund education and development projects.
 The ABI Response funding was to specifically support people affected by COVID 19.
 Garfield Weston funding was awarded to deliver the Steps Ahead project offering 1:1 support to brain injury individuals and family members.
 The Kickstart funding was received as part of a programme to encourage employment in young and disadvantaged people.
 The DCC Tribe Equipment was awarded to provide new activities for vulnerable young people in the brain injury community.

14. Analysis of net assets

	Tangible fixed assets	Other net assets	Total
Unrestricted funds	£	£	£
General reserve	-	157,087	157,087
Restricted funds	-	-	-
	<u>-</u>	<u>157,087</u>	<u>157,087</u>

15. Related party transactions

The charity had no related party transactions that required disclosure.

HEADWAY DERBY

England & Wales - Charity number 1107803

Accounts

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
31 MARCH 2021**

**Company Registration Number 04658919
Charity Number 1107803**

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

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**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The board of trustees

Debra Morris- Chair	
Chris Collins- Treasurer	
Amanda Pepper	
Charlotte Whiffin	
Ryan Westley	
Marcela Flores Newburn	
Diane Trowman	Resigned 2 November 2021
Matthew Smith	Resigned 11 March 2021
Sara Rose	Resigned 25 September 2020
Megan Pepper	Resigned 11 March 2021
Dave Lister	Remains as advisor to the Board
Simon Brown	Remains as advisor to the Board

Chief Executive Rebecca Manship

Company Secretary Rebecca Manship

Registered office Brain Injury Hub
Suite A Bateman Court
Bateman St
Derby
DE23 8JQ

Independent Examiner Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

Company's banker Barclays plc
St James's Street
Derby
DE1 1QU

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

The trustees, some of whom are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

OBJECTIVES AND ACTIVITIES

1. The provision of rehabilitation services and support to relieve the needs of people who have sustained brain injuries and who reside in the City of Derby, the County of Derbyshire or East Staffordshire and also people who reside outside these areas at the discretion of the charity.
2. The provision of assistance and support to relieve the needs of the carers and families of brain injured people.

SUMMARY OF THE MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO THESE OBJECTS

Headway Derby seeks to improve the quality and whole life prospects for people living with a brain injury and their loved ones. This includes improving an individuals' self-esteem, confidence, self-identity, relationships, social skills, health and well-being, assessment of risk-taking behaviour, and organisational skills along with helping them manage specific problems such as poor memory, neuro fatigue and mood management. In general, we try to achieve this by encouraging people to engage in activities that help them do things for themselves with appropriate levels of mentoring and support. Given the complexity of the cognitive, emotional, physical and behavioural problems which can follow a brain injury; we have to be able to provide a range of services and flexibility of approach in order to achieve this effectively.

The services offered by Headway Derby are open to all individuals irrespective of race, gender identity, economic background or faith; or by any other personal circumstances.

ACHIEVEMENTS AND PERFORMANCE

Formed in 1994, Headway Derby exists to improve the quality of life of people affected by brain injury. As we complete our first 26 years of service to this community, we know more than ever how important it is to receive high quality and well connected support at the right time and in the right place. Our experience tells us how incredibly important Quality, Time and Place of support services are to both the immediate and longer term prospects of people with a brain injury and their families. In 2020, we committed most of our resources to completely pivoting our delivery model to a more accessible and dynamic one in response to the coronavirus pandemic.

The strains of this global crisis meant that our team worked tirelessly in the most challenging circumstances to make sure that individuals and families living with brain injury continued to be supported and cared for, in traditional as well as new ways.

We are so proud of the role Headway Derby played through this unprecedented and uncertain period. Our values of putting people living with a brain injury, and their loved ones at the core of everything we do, helping to promote their independence, and creating an environment where they each felt valued, accepted and listened to was, and continues to be our privilege.

There isn't a person in our community that hasn't experienced some loss in recent times; and when routine interventions had to pause, we deployed dozens of willing and talented staff and volunteers to reach out and support even the most isolated and disconnected people.

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

Up until this point, Headway Derby had been a face to face service provider, with services regularly complemented by newsletters, phone calls and birthday cards. As covid took hold we quickly realised that we needed a far more robust solution than phone calls and cards. Within one week of becoming #ClosedNotClosed we held our first online session with the Inspirational Women's group as our test pilots. We listened to their feedback and worked with them to develop a more user friendly and accessible platform. Over the following week we drew in other members and families to gauge their thoughts, explore the new platforms together and discover what worked well for them, and what didn't. We launched a whole new digital service across, ZOOM, Microsoft Teams, Facebook Rooms, SnapChat, Whatsapp Support Groups... the whole team set up new 'headway derby' social media profiles to support people well, whilst still maintaining professional boundaries and safeguarding protocols.

The services we introduced were:

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<i>Daily</i>	WhatsApp Peer Support	WhatsApp Peer Support	WhatsApp Peer Support	WhatsApp Peer Support	WhatsApp Peer Support	WhatsApp Peer Support
	Snapchat Peer Support	Snapchat Peer Support	Snapchat Peer Support	Snapchat Peer Support	Snapchat Peer Support	Snapchat Peer Support
	Spotify	Spotify	Spotify	Spotify	Spotify	Spotify
	1:1 Outreach	1:1 Outreach	1:1 Outreach	1:1 Outreach	1:1 Outreach	1:1 Outreach
<i>Weekly</i>	Rediscovering My Brain	The Workshop by Headway Derby	Forest Walks (alt weeks)	Inspirational Women	MenKind	
	Bitesize by Headway Derby	HWDY Allotment	TRIBE	Red Iscovering My Brain	HWDY Allotment	
		Employment Training				
<i>Monthly</i>	Home Resource Packs and Materials	Social Nights and Events				The Breakfast Table
	Family Circle	Training for Work courses				
<i>Bi-Monthly/ Occasional</i>					Headway Derby Magazine	Challenges and Events
						Winter Ball
						Black Tie Ball

When we were able to open we delivered a hybrid service of digital and in person activities simultaneously, but this was very intermittent as cases rose and fell, and as guidance from 10 Downing Street and Public Health England changed. We launched new services in response to the requests of our community and worked to flexible working practices to accommodate the needs of everyone we supported – this included holding early morning and late evening meetings and support for those who were trying to home school their children, or had increased demands from adult dependents in their families.

Covid 19 had a huge impact on the expected and projected earned income of services, compounded by lockdown causing three strategic fundraising activities to be suspended. We set about bid writing to replace this lost income and were successful in securing sufficient funds to operate effectively.

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

We also received a wonderful legacy from the founding Chair of Headway Derby, Christine Lane. The Board of Trustees approved a budget to see this legacy put to good use over the next five years.

Prior to the pandemic we were working with 47 people per year; during the first few weeks of the pandemic we increased this by 108% to 100 people. By the end of this reporting period we had increased this to 316 people which was an increase of 558%

While we may not have all been in the same boat, we were most definitely all in the same storm and whether our boat was an ocean going cruise liner or a small inflatable kayak – we were committed to offering support with equality and equity. There was an overwhelming need for the support, encouragement, activities and connection provided by Headway Derby; and we were committed to meeting this need wherever possible. This would not have been possible without the dedication and commitment of the whole Headway Derby team of Trustees, Staff and Volunteers, as well as the funders and commissioners who supported our work and believed in what we were trying to do.

For some people living with a brain injury this period provided an insight for others into what a typical day looks like for them; however there were many more who experienced the most awful time and will require love, compassion and support for quite some time to help them get back to where they were pre-covid, let alone where they anticipated to be now and your support will enable us to provide this.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Headway Derby Group is based at Suite A Bateman Court, Bateman Street, Derby, DE23 8JQ, which is the company's registered office and the principal address of the charity. Headway Derby Group is a company limited by guarantee and not having a share capital (company registration no. 04658919) and Registered Charity (No. 1107803). This is in accordance with the charity's governing document, the Memorandum and Articles of Association, incorporated on 6 February 2003 as amended by special resolution dated 16 August 2007.

Trustee selection methods

An assessment has been made to discover those skills required by the trusts body. Efforts are made to recruit trustee who meet the skill requirement from the population resident in the Derby.

Risk management policy

The Trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW

It has been the Trustees aim to maintain sufficient unrestricted reserves to cover 3 months operating costs.

Independent examiner

Mark Newey of Derby Community Accountancy Service will continue in office as independent examiner for the ensuing year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

Registered office:
Brain Injury Hub
Suite A Bateman Court
Bateman St
Derby
DE23 8JQ

Signed on behalf of the trustees



D Morris
Chair

Approved by the trustees on **14 December 2021**

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2021

Independent Examiner's Report to the Trustees of Headway Derby

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 9 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- state whether particular matters have come to my attention.


Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 Which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

14 December 2021

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2021 £	Total Funds Year to 31 Mar 2020 £
<u>Income from:</u>					
Donations	3	195,952	-	195,952	11,287
Grants receivable	5	30,574	72,867	103,441	55,567
Other income	4	12,845	-	12,845	30,860
Investment income	6	13	-	13	39
Total incoming resources		239,384	72,867	312,251	97,753
<u>Expenditure on:</u>					
Raising funds		1,358	835	2,193	4,335
Charitable objects		66,047	59,757	125,804	91,196
Total resources expended	7	67,405	60,592	127,997	95,531
Net (outgoing)/incoming resources before transfers		171,979	12,275	184,254	2,222
Transfer between funds		-	-	-	-
Net movement in funds		171,979	12,275	184,254	2,222
Funds brought forward		26,558	259	26,817	24,595
Funds carried forward		198,537	12,534	211,071	26,817

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 9 to 16 form part of these financial statements.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
Current assets					
Debtors	11	8,944		5,681	
Cash at bank and in hand		213,210		26,928	
		<u>222,154</u>		<u>32,609</u>	
Creditors: amounts falling due within one year					
	12	<u>11,083</u>		<u>5,792</u>	
Net current assets			211,071		26,817
Total assets less current liabilities			<u>211,071</u>		<u>26,817</u>
Net assets			<u>211,071</u>		<u>26,817</u>
Funds					
Restricted	13		12,534		259
Unrestricted – general reserves	13		198,537		26,558
TOTAL FUNDS			<u>211,071</u>		<u>26,817</u>

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved and authorised for issue by the members of the committee on the **14 December 2021** and are signed on their behalf by:

D Morris
Chair
CompanyRegistrationNumber:04658919



The notes on pages 9 to 16 form part of these financial statements.

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Company information

Headway Derby is a company limited by guarantee not having a share capital. The company's registered office is, 14 George Street, Derby, DE1 1EH. At the end of the year there were 7 Trustees, each of whom, under the terms of the Memorandum and Articles of Association, had undertaken to contribute the sum not exceeding £1 in the event of a winding up of the company.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in Sterling which is the functional currency of the company. Monetary amounts in these financial statements to the nearest £.

The accounts have been prepared on historical cost convention apart from freehold property that is carried at market value. The principal accounting policies adopted are set out below.

These are accounts for the year ended 31 March 2021 prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015.

1.2 Going concern

At the time of approving the accounts, the Directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable Funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

HEADWAY DERBY COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1.4 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind have been included at market value of gifts received and in assets acquired. No amounts are included in the financial statements for services donated by volunteers.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities.

1.6 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9 Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1.11 Taxation

The charity is exempt from tax on income and gains falling with section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

1.12 Depreciation

Individual fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line balance basis as follows:-

Asset category	Annual rate
Equipment	- 5 Years Straight Line

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors 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 estimated and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

3. Donations and legacies

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2021	Total Funds Year to 31 Mar 2020
	£	£	£	£
Donations	190,750	-	190,750	-
Legacy	4,567	-	4,567	3,016
Sundry Donations	635	-	635	8,271
Fundraising	<u>195,952</u>	<u>-</u>	<u>195,952</u>	<u>11,287</u>

4. Other income

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2021	Total Funds Year to 31 Mar 2020
	£	£	£	£
Service Provision	12,845	-	12,845	30,860
	<u>12,845</u>	<u>-</u>	<u>12,845</u>	<u>30,860</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

5. Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2021 £	Total Funds Year to 31 Mar 2020 £
Grants				
CAF	-	-	-	333
Southern Derbyshire CCG	14,407	-	14,407	17,915
ABI Response	-	24,999	24,999	-
Henry Smith Foundation	-	10,350	10,350	21,000
Garfield Weston	-	20,000	20,000	-
Derbyshire Community Foundation				
Emergency Grant COVID 2019	-	12,467	12,467	-
Derby City Council Business				
Support Grant	10,000	-	10,000	-
CAF- COVID 19 Grant	5,167	-	5,167	-
HMRC Job Retention Scheme	-	2,556	2,556	-
DCC Tribe Equipment		1,995	1,995	-
CVS	500	-	500	-
Local Giving	500	-	500	-
Groundwork	-	500	500	-
Awards For All	-	-	-	9,986
Foundation Derbyshire	-	-	-	5,000
Foundation Derbyshire- National				
Emergencies Trust	-	-	-	1,133
Creative Careers	-	-	-	200
	<u>30,574</u>	<u>72,867</u>	<u>103,441</u>	<u>55,567</u>

6. Interest receivable

	Year to 31 Mar 2021 £	Year to 31 Mar 2020 £
Bank interest receivable (unrestricted)	<u>13</u>	<u>39</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

7. Total resources expended on charitable activities

	Total Funds Year to 31 Mar 2021 £	Total Funds Year to 31 Mar 2020 £
Staff costs	92,379	62,871
Staff training and other staff expenses	1,462	2,091
Rent & heating	13,282	12,539
Equipment, repairs and renewals	3,734	1,611
Nat association & other fees	1,591	1,461
Post stationery and software	2,501	717
Telephone and internet	1,467	934
Provision of services	4,292	5,316
Garden project	263	130
Professional fees	3,845	2,095
Card Machine	492	-
PPE	453	-
Sundry expenditure	43	1,431
	<u>125,804</u>	<u>91,196</u>

Expenditure on charitable activities was £125,804 (2020:£91,196) of which £50,757 was restricted (2020: £36,860).

8. Net (expenditure)/income

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

	2021 £	2020 £
Independent Examiner's Fees	<u>750</u>	<u>620</u>

9. Directors and key management personnel

During the year Trustees did not receive remuneration

The key management personnel of the charity consist of the Trustees, the Chief Executive Officer and other members of the senior management team.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

10. Employees

No employee earned more than £60,000 per annum. No Trustees were reimbursed for expenditure.

The average number of staff employed by the charity during the financial year amounted to:

	Year to 31 Mar 2021 No	Year to 31 Mar 2020 No
Direct Charitable Staff	4	4
Governance	-	-
	<u>4</u>	<u>4</u>

The aggregate payroll costs were:

	Year to 31 Mar 2021 £	Year to 31 Mar 2020 £
Wages and salaries	86,873	61,560
Social security costs	2,900	784
Employers Pension Contributions	2,606	527
	<u>92,379</u>	<u>62,871</u>

No employee earned more than £60,000 per annum. No trustees were reimbursed for expenditure.

11. Debtors

	2021 £	2020 £
Other debtors	6,748	4,215
Accrued Income	1,995	1,466
Prepayment	201	-
	<u>8,944</u>	<u>5,681</u>

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

12. Creditors: Amounts falling due within one year

	2021	2020
	£	£
HM Revenue and Customs	3,431	1,174
Pensions Control	634	418
Deferred Income	6,150	4,200
Accruals	868	-
	<u>11,083</u>	<u>5,792</u>

13. Statement of funds

	At 1 April 2021 £	Incoming £	Outgoing £	Transfers £	At 31 March 2021 £
General reserve	<u>26,558</u>	<u>239,384</u>	<u>(67,405)</u>	-	<u>198,537</u>
Total unrestricted funds	<u>26,558</u>	<u>239,384</u>	<u>(67,405)</u>	-	<u>198,537</u>
Restricted Reserve					
Henry Smith Foundation	259	10,350	(10,431)	-	178
ABI Response	-	24,999	(25,138)	-	(139)
Garfield Weston	-	20,000	(9,500)	-	10,500
Emergency Grant COVID 19	-	12,467	(12,467)	-	-
HMRC Job retention Scheme	-	2,556	(2,556)	-	-
DCC Tribe Equipment	-	1,995	-	-	1,995
Groundwork	-	500	(500)	-	-
Total restricted funds	<u>259</u>	<u>72,867</u>	<u>(60,592)</u>	-	<u>12,534</u>
Total funds	<u>26,817</u>	<u>312,251</u>	<u>(127,997)</u>	-	<u>211,071</u>

Henry Smith Foundation funding was awarded to fund education and development projects.
 The ABI Response funding was to specifically support people affected by COVID 19.
 Garfield Weston funding was awarded to deliver the Steps Ahead project offering 1:1 support to brain injury individuals and family members.
 Emergency Grant COVID 19 was to fund delivery of the 'Together from Home project' through COVID 19.
 The HMRC Job Retention Scheme was provided to support the retention of staff during the COVID pandemic.
 The DCC Tribe Equipment was awarded to provide new activities for vulnerable young people in the brain injury community.
 Groundwork funding was to provide resources to support disadvantaged people in the brain injury community through COVID.

**HEADWAY DERBY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

14. Analysis of net assets

	Tangible fixed assets	Other net assets	Total
Unrestricted funds			
	£	£	£
General reserve	-	198,537	198,537
Restricted funds	-	12,534	12,534
	<u>-</u>	<u>211,071</u>	<u>211,071</u>
	<u>-</u>	<u>211,071</u>	<u>211,071</u>

15. Related party transactions

The charity had no related party transactions that required disclosure.