

**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:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------------------|-----------------------------------|-------------------------------|--------------------------|------------------------|------------------------|-----------------------|
| Daily | 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 |
| Weekly | Rediscovering My Brain | The Workshop by Headway Derby | Forest Walks (alt weeks) | Inspirational Women | MenKind | |
| | Bitesize by Headway Derby | HW DY Allotment | TRIBE | Rediscovering My Brain | HW DY Allotment | |
| | | Employment Training | | | | |
| Monthly | Home Resource Packs and Materials | Social Nights and Events | | | | The Breakfast Table |
| | Family Circle | Training for Work courses | | | | |
| Bi-Monthly/ Occasional | | | | | 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 within 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 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 | 26,558 | 239,384 | (67,405) | - | 198,537 |
| Total unrestricted funds | <u>26,558</u> | <u>239,384</u> | <u>(67,405)</u> | <u>-</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>-</u> | <u>12,534</u> |
| Total funds | <u>26,817</u> | <u>312,251</u> | <u>(127,997)</u> | <u>-</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> |

15. Related party transactions

The charity had no related party transactions that required disclosure.