

**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.



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	198,537
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				
Legacy	15,664	-	15,664	190,750
Sundry Donations	8,722	-	8,722	4,567
Fundraising	16,427	-	16,427	635
	<u>40,813</u>	<u>-</u>	<u>40,813</u>	<u>195,952</u>

**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	198,537	92,262	(133,573)	(139)	157,087
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	12,534	39,029	(51,702)	139	-
Total funds	211,071	131,291	(185,275)	-	157,087

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.