

**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**

<b>Contents</b>	<b>Page</b>
Members of the board and professional advisers	<b>1</b>
Trustees' annual report	<b>2-4</b>
Independent Examiner's report	<b>5</b>
Statement of financial activities	<b>6</b>
Balance sheet	<b>7</b>
Notes to the financial statements	<b>8-15</b>

**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 <sup>th</sup> March 2023
Charlotte Whiffen	
Marcela Flores Newburn	
Andrew Tonks	
Allan Mckie	Appointed 14 <sup>th</sup> 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 **6<sup>th</sup> 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**

**29<sup>th</sup> 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 £
<b><u>Income from:</u></b>					
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
<b>Total incoming resources</b>		<b>56,766</b>	<b>27,320</b>	<b>84,086</b>	<b>131,291</b>
<b><u>Expenditure on:</u></b>					
Raising funds		7,883	-	7,883	3,379
<b>Charitable objects</b>		<b>115,886</b>	<b>20,945</b>	<b>136,831</b>	<b>181,896</b>
<b>Total resources expended</b>	7	<b>123,769</b>	<b>20,945</b>	<b>144,714</b>	<b>185,275</b>
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(67,003)</b>	<b>6,375</b>	<b>(60,628)</b>	<b>(53,894)</b>
Transfer between funds		-	-	-	-
<b>Net movement in funds</b>		<b>(67,003)</b>	<b>6,375</b>	<b>(60,628)</b>	<b>(53,894)</b>
Funds brought forward		157,087	-	157,087	211,071
<b>Funds carried forward</b>		<b>90,084</b>	<b>6,375</b>	<b>96,459</b>	<b>157,087</b>

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**

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

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 **6<sup>th</sup> 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 are 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
	£	£	£	£
<b>Donations</b>				
Legacy	2,166	-	2,166	15,664
Sundry Donations	7,937	-	7,937	8,722
Fundraising	9,377	-	9,377	16,427
	<u>19,480</u>	<u>-</u>	<u>19,480</u>	<u>40,813</u>

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

**4. Other income**

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

**5. Grants receivable**

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

**6. Interest receivable**

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

**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):

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
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 staff employed by the charity during the financial year amounted to:

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

**The aggregate payroll costs were:**

	<b>Year to 31 Mar 2023 £</b>	<b>Year to 31 Mar 2022 £</b>
Wages and salaries	<b>72,895</b>	<b>107,850</b>
Social security costs	<b>406</b>	<b>4,429</b>
Employers Pension Contributions	<b>1,973</b>	<b>3,190</b>
	<u><b>75,274</b></u>	<u><b>115,469</b></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	157,087	56,766	(123,769)	-	90,084

# HEADWAY DERBY

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS

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

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

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

#### 15. Related party transactions

The charity had no related party transactions that required disclosure.