

HEADWAY NORTH WEST LONDON

England & Wales · Charity number 1110088

Details

Other names	HEADWAY HARROW
Status	Registered
Legal form	Charitable company
Company number	05283025
Registered	2005-06-17
Register	View on the Charity Commission register

Contact

Address	Headway North West London c/o Thompsons Grove House 55 Lowlands Road Harrow HA1 3AP
Phone	07726325222
Email	info@headwaynorthwestlondon.org.uk
Website	www.headwaynorthwestlondon.org.uk

Activities

Objects: THE RELIEF, CONTINUING REHABILITATION AND SUPPORT OF PEOPLE WHO HAVE SUFFERED HEAD INJURY OR BRAIN DAMAGE THROUGH ILLNESS OR ACCIDENT AND THEIR SPOUSES PARTNERS OR RELATIVES WHO HAVE UNPAID RESPONSIBILITY FOR THEIR DAILY CARE AND TREATMENT.

Activities: HNWL's principal activity is to provide relief to persons resident in North and North West London, and their spouses, relatives or carers, who have suffered from head injury through the provision of information, facilities and services. HNWL provides a social rehabilitation service known as The LINK and volunteer led support groups to affected persons in North and North West London.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** People With Disabilities, Other Defined Groups

Geography

- Brent
- Harrow
- Hillingdon

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£28,761	£42,553	-	-
2023-12-31	£32,492	£33,949	-	-
2022-12-31	£30,941	£30,442	-	-
2021-12-31	£34,178	£24,065	-	-
2020-12-31	£29,527	£21,688	-	-

Trustees

Name	Role	Appointed
Henrietta Phillips	Chair	2013-12-01
Angela Caiafa		2026-05-18
Angela Veronica Hart		2026-05-18
Bridget Shaw		2025-06-24
Claire Angol		2017-11-01
Emma Lilian Martyna Thomas		2026-05-18
Frances Margaret Clegg		2026-05-18
Tracey Freeman		2019-07-03

HEADWAY NORTH WEST LONDON

England & Wales - Charity number 1110088

Accounts

HEADWAY NORTH WEST LONDON ANNUAL REPORT 2024 (for AGM 24/6/2025)

This is the annual report for the year January to December 2024.

Overview of 2024

The Link and the Communication Café were well attended throughout the year and there were a number of interesting events to report – see below.

Zoom meetings including the football discussion group and family and friends group continued.

Governance

The Board is made up of volunteer Trustees and oversees the provision of the service and the finances of the charity, the recruitment and employment of our staff members and ensures that all necessary filing with Headway UK, Companies House and the Charity Commission is completed. The Board met 8 times during 2024.

Board membership (and brief role descriptions)

Claire Angol:	book-keeping, banking, website, volunteers at events
David Bannon:	fundraising
Pat Byrne:	regular and experienced Link volunteer, arranges the annual barbeque, fundraising
Isang Emeneka:	social media, 1:1 support to Service Manager
Tracey Freeman:	runs the communication café, fundraising, arranges and volunteers at events
Jaymini Katira:	deals with complaints and contact with members
Toby Kesavanathan:	friends and family group
Camille Mason-Perez:	friends and family group

Henrietta Phillips: chair, minute secretary, files reports and documents

Margaret Anthony: not a board member but drafts our accounts voluntarily and is a fundraiser

Financial management

In 2024 the charity spent £13,791 of our funds. This was partially deliberate as we decided to use some of our funds to employ a sessional worker, Philip. We continue to have sufficient funds available to operate.

However it is to be noted that our income has dipped and that costs including, for example, insurance costs have risen significantly.

Fundraising/donations

The fundraising undertaken in 2024 included:

- David Bannon continued to share information about the Charity with a number of sympathetic organisations – a number of whom made 4 figure donations to support our work
- A quiz night in February 2024 run by Dave and Sue Harman raised over £1,400
- The West London Harley Riders continue to support us and we received another generous donation of £1,000 from them
- HNWL also continues to benefit from ad hoc or monthly donations from supporters.

The Link, online group meetings and the Communication Café

With the assistance of the volunteers, Bakhtiar Hormoz, our service manager runs The Link and helps to facilitate the online group meetings through the week. Bakhtiar was assisted by a sessional worker, Philip Charles until October 2024.

The communication café was set up by Tracey Freeman in 2022 with Tracey and Alan Green. It takes place weekly at St Luke's Parish Hall in Pinner.

Volunteers at the Link and/or café in 2024 include Frances, Gladys, Pat, Tracey Freeman, Alan Green, Bridget, Isabel, Rebecca, Cait, Alex, Tracy, Margaret, Richard, Maria, Stephen, Susan, Anjili, Karen, Ian, Hephzi, Sue, Dave and Barry.

Tracey Green, a professional speech and language therapist continued to volunteer her time working with attendees at the Link and Communication Café.

Activities and events

After a successful performance in 2023 the Link members were invited to perform at the Headway Awards in December 2024 and this was another success.

In March 2024 Bakhtiar took a number of members for a short holiday to Goddards, a property in Surrey owned by the Landmark Trust and offered to us. The week was very successful with the group enjoying a number of activities.

The annual barbecue arranged by Pat at The Swan in Sudbury took place in July and at least 40 people attended.

Bakhtiar and a number of members camped overnight at the West London Harley Riders Rally also in July to enjoy all that was on offer while promoting our charity.

The Christmas party in December was very well attended as ever, and a number of members also attended the usual festive event at the Royal Albert Hall.

Headway North London

The monthly meetings, facilitated by Bakhtiar and Julie Bridgewater, continued to be held in 2024.

Headway North London members are very welcome to attend events and the communication café, and Headway North West London members are welcome to attend the Headway North London monthly meetings.

Conclusion

Thanks to our employees and volunteers the Link and Community Café provided regular support and activities for members in 2024, and a number of other events also took place in 2024.

The charity is facing challenging times financially and our regular income is not sufficient to sustain the charity. We are taking steps to address that.

At the time of writing this report we have been given notice that we will no longer be able to use the Salvation Army premises for The Link and so we will be finding new premises as soon as possible.

Thank you for your support.

HPhillips

Henrietta Phillips, Chair

COMPANY REGISTRATION NUMBER: 05283025
CHARITY REGISTRATION NUMBER: 1110088

**Headway North West London (A Company Limited by
Guarantee)**

Company Limited by Guarantee

Unaudited Financial Statements

31 December 2024

HARDCASTLE BURTON

Chartered accountants
36 Dene Road
Northwood
Middlesex
HA6 2DA

Headway North West London (A Company Limited by Guarantee)
Company Limited by Guarantee
Financial Statements
Year ended 31 December 2024

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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2024

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2024.

Reference and administrative details

Registered charity name	Headway North West London (A Company Limited by Guarantee)
Charity registration number	1110088
Company registration number	05283025
Principal office and registered office	Grove House 55 Lowlands Road Harrow Middx HA1 3AP

The trustees

H Phillips
C Angol
D Bannon
T Freeman
J Katira
C Mason-Perez
I Emeneka
T Kesavanathan

Independent examiner	Mr C J Hayfield FCA, DChA Hardcastle Burton 36 Dene Road Northwood Middlesex HA6 2DA
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Structure, governance and management

The Company is run and managed by its trustees.

Objectives and activities

The charity's objective is to provide relief to persons resident in North West London, and their spouses, relatives or carers, who have suffered from head injury, through the provision of information, facilities and services.

Headway North West London provides a social rehabilitation service known as THE LINK and volunteer led support groups to affected persons of brain injury in the boroughs of Hillingdon, Harrow and Brent.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2024

Objectives and activities *(continued)*

Activities in 2024

During the year the charity continued to provide support and services to service users and their family members. The communications cafe in Pinner has continued to be successful in adding another activity for members on a Wednesday. The Christmas meal was held in early in December 2024 and was very well attended.

Supporters

The West London Harley Riders attended the Christmas meal and again presented a cheque for £1,000. A number of corporate sponsors with local connections to the charity made significant donations again this year. The charity also has a number of individual supporters who provide monthly donations as well as donations made, for example, in commemoration of special birthdays. Thompsons Solicitors have continued to provide office space free of charge. Funds are also raised through annual membership fees.

Achievements and performance

The Link

Mr B Hormoz, the Service Manager has continued to run a full service for the members at the link on a Thursday. He has worked with a fantastic group of volunteers.

Communication

The Service Manager sends out e-mails regularly detailing recent and future events and providing other relevant information to the membership and other supporters. The charity also has a Facebook page and Isang Emeneka, one of the Trustees manages X (formerly Twitter), Instagram and Linked In accounts for the charity.

Financial review

The income from the charity's main funding source, the weekly day service 'The Link', has remained steady in 2024. The charity has used its reserves in paying salaries and rent and so has incurred a deficit this year of £13,791, (2023, £1,457). Adequate reserves have been maintained throughout the year and the charity is in a position to maintain its charitable activities in 2025. Reserves stand at £22,725, (2023:£36,517). The charity's reserves policy is to maintain enough reserves to cover six months of operational expenses.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

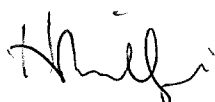
Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2024

The trustees' annual report was approved on 16 April 2025 and signed on behalf of the board of trustees by:



H Phillips
Trustee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee)

Year ended 31 December 2024

I report to the trustees on my examination of the financial statements of Headway North West London (A Company Limited by Guarantee) ('the charity') for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee) *(continued)*

Year ended 31 December 2024

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr C J Hayfield FCA, DChA
Hardcastle Burton
Independent Examiner

36 Dene Road
Northwood
Middlesex
HA6 2DA

16 April 2025

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2024

		2024		2023
		Unrestricted	Total funds	Total funds
	Note	funds		
		£	£	£
Income and endowments				
Donations and legacies	5	28,761	28,761	32,492
Total income		<u>28,761</u>	<u>28,761</u>	<u>32,492</u>
Expenditure				
Expenditure on charitable activities	6,7	42,553	42,553	33,949
Total expenditure		<u>42,553</u>	<u>42,553</u>	<u>33,949</u>
Net expenditure and net movement in funds		<u>(13,792)</u>	<u>(13,792)</u>	<u>(1,457)</u>
Reconciliation of funds				
Total funds brought forward		36,517	36,517	37,974
Total funds carried forward		<u>22,725</u>	<u>22,725</u>	<u>36,517</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Position

31 December 2024

	Note	2024 £	2023 £
Current assets			
Stocks	10	422	422
Debtors	11	—	2,893
Cash at bank and in hand		22,303	33,202
		<u>22,725</u>	<u>36,517</u>
Net current assets		<u>22,725</u>	<u>36,517</u>
Total assets less current liabilities		<u>22,725</u>	<u>36,517</u>
Funds of the charity			
Unrestricted funds		<u>22,725</u>	<u>36,517</u>
Total charity funds	12	<u>22,725</u>	<u>36,517</u>

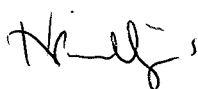
For the year ending 31 December 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 16 April 2025, and are signed on behalf of the board by:



H Phillips
Trustee

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2024

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Grove House, 55 Lowlands Road, Harrow, Middx, HA1 3AP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

Going concern

There are no material uncertainties about the charity's ability to continue.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2024

3. Accounting policies *(continued)*

Resources expended *(continued)*

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

4. Limited by guarantee

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Donations				
Donations	14,726	14,726	20,252	20,252
The Link	14,035	14,035	12,240	12,240
	<u>28,761</u>	<u>28,761</u>	<u>32,492</u>	<u>32,492</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Headway activities	<u>42,553</u>	<u>42,553</u>	<u>33,949</u>	<u>33,949</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2024 £	Total fund 2023 £
Headway activities	<u>42,553</u>	<u>42,553</u>	<u>33,949</u>

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2024

8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	<u>27,840</u>	<u>23,773</u>

The average head count of employees during the year was 2 (2023: 2).

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

9. Trustee remuneration and expenses

No remuneration was paid to trustees during the year. No expenses were paid to trustees during the year.

10. Stocks

	2024	2023
	£	£
Raw materials and consumables	<u>422</u>	<u>422</u>

11. Debtors

	2024	2023
	£	£
Trade debtors	<u>—</u>	<u>2,893</u>

12. Analysis of charitable funds

Unrestricted funds

	At 1 January 2024	Income	Expenditure	At 31 December 2024
	£	£	£	£
General funds	<u>36,517</u>	<u>28,761</u>	<u>(42,553)</u>	<u>22,725</u>

	At 1 January 2023	Income	Expenditure	At 31 December 2023
	£	£	£	£
General funds	<u>37,974</u>	<u>32,492</u>	<u>(33,949)</u>	<u>36,517</u>

HEADWAY NORTH WEST LONDON

England & Wales - Charity number 1110088

Accounts

HEADWAY NORTH WEST LONDON ANNUAL REPORT 2023 (for AGM 15/5/2024)

This is the annual report for the year January to December 2023.

Overview of 2023

The Link operated throughout the year with the assistance of our sessional worker, Philip Charles (recruited in April 2023). The Communication Café was well attended throughout the year and there were a number of other events to report (see below).

Zoom meetings including the women's group, football group, and young person's group continued and a family and friends group was launched towards the end of the year.

Financially the charity continued to thrive with a number of large donations and some excellent fundraising activities carried out by our supporters.

Governance

The Board is made up of volunteer Trustees and oversees the provision of the service and the finances of the charity, the recruitment and employment of our staff members and ensures that all necessary filing with Headway UK, Companies House and the Charity Commission is completed. The Board met 8 times during 2023.

Board membership

Claire Angol continues to carry out vital bookkeeping work including preparing and sending out invoices and dealing with cheques, payments and financial queries. Claire also updates the website and volunteers at various events through the year.

David Bannon concentrates on fundraising. David has continued to use his contacts to speak to various companies and organisations in the local area and to persuade them to make donations to the Charity.

Pat Byrne, as well as being on the Board is a very experienced volunteer at the Link and has organised and participated in many events and also run the Link on many occasions. Pat brings firsthand knowledge of the service users to the Board.

Isang Emeneka (nee Obot) manages HNWL's social media accounts including Twitter, Instagram and Linked In. She also provides 1:1 support to our Service Manager.

Tracey Freeman has also been involved with HNWL for many years and has raised thousands of pounds through her fundraising work. In 2022 Tracey set up the very successful Communication Café with Tracey and Alan Green and this is run with the assistance of various volunteers.

Jaymini Katira continues to contribute and assist with Board work and decisions, and fundraising. Jay also acts as a link between the Board and individual service users.

Toby Kesavanathan joined the Board at the 2023 AGM. He has assisted with policies, has volunteered at The Link and set up and runs the Friends and Family group with Camille Mason-Perez.

Camille Mason-Perez brings interesting and useful clinical and other input to the Board and has spoken to members at The Link and at Headway North London meetings. She also set up and runs the Friends and Family group with Toby. Camille also attended the Headway UK AGM during 2023.

Henrietta Phillips chairs the meetings, is membership secretary and files the accounts and reports.

Margaret Anthony is not a Board member but has continued to provide her services voluntarily as treasurer drafting the charity's annual accounts. Margaret also attends most of our events and makes useful contributions and suggestions to the Board. She also regularly fundraises for the Charity.

Financial management

In 2023 the charity incurred a small deficit (£1,457) but still has a very health financial base.

Fundraising/donations

The fundraising undertaken in 2023 included:

- David Bannon continued to share information about the Charity with a number of sympathetic organisations – a number of whom made 4 figure donations to support our work

- A quiz night in February 2023 run by Dave and Sue Harman raised over £1,400
- The West London Harley Riders continue to support us and we received another generous donation of £500 from them
- An American bank – Angelo Gordon - donated £1,000 and have offered other support
- Margaret Anthony undertook another sponsored swim raising over £1,300
- A bake sale arranged by Isabel Barreto raised over £2,100
- HNWL also continues to benefit from ad hoc or monthly donations from supporters.

The Link, online group meetings and the Communication Café

With the assistance of the volunteers, Bakhtiar Hormoz, our service manager and Philip Charles, our sessional worker, run The Link and facilitate the online group meetings through the week.

Thank you to the longstanding volunteers: Frances, Gladys, Pat, Tracey Freeman, Tracey Green, Bridget, Isabel, Rebecca, and also our newer volunteers: Olivia, Paige, Anjali, Saachi, Katie and Gabrielle and this year Caitriona and Nathalie have also volunteered with us. Thanks also to Camille and Toby from the Board who run the family and friends group.

The number of attendees at The Link grew through 2023 to the extent there were some concerns about space.

The communication café has been a huge success since being set up by Tracey Freeman with assistance from Tracey Green and Alan Green in May 2022. It takes place weekly at St Luke's Parish Hall in Pinner. Volunteers who assisted Tracey, Tracey and Alan at the Café in 2023 are Margaret, Richard, Maria, Stephen, Susan, Anjali, Frances, Anita, Liz, Claire and Tracy.

Tracey Green, a professional speech and language therapist continues to volunteer her time working with attendees at the Communication Café.

Activities and events

The Link members were invited to perform at the Headway Awards at the Landmark in December 2023. The group performed a number of songs which were very well received by the attendees at this prestigious event and a great day was had by all. A warm letter of thanks was received from the Chief Executive of Headway UK.

A Link barbecue in April was very well attended as was a barbecue arranged by Pat at The Swan in Sudbury in July – at least 40 people attended both.

Bakhtiar and a number of members camped overnight at the West London Harley Riders Rally in July to enjoy all that was on offer while promoting our charity.

The Christmas party in December was very well attended with increased numbers again, and a number of members attended a festive event at the Royal Albert Hall.

Headway North London – merger

Headway North London has almost completed the steps taken to merge with Headway North West London. Their funds will be moved to Headway North West London's bank account with some being ringfenced for HNL activities. The monthly meetings, facilitated by Julie Bridgewater, have continued to be held - with Bakhtiar, Philip and Camille all attending on occasion. Headway North London members are very welcome to attend events and the communication café, and Headway North West London members are welcome to attend the Headway North London monthly meetings.

Conclusion

2023 was a successful year with funds available to pay a sessional worker (a role performed very well by Philip) and some fantastic events. The Link and Community Café have provided regular support and activities for members.

We are also grateful to the London Boroughs of Harrow and Brent for their continued support.

Thank you for your support.

HPhillips

Henrietta Phillips, Chair

**Headway North West London (A Company Limited by
Guarantee)**

Company Limited by Guarantee

Unaudited Financial Statements

31 December 2023

HARDCASTLE BURTON

Chartered accountants
36 Dene Road
Northwood
Middlesex
HA6 2DA

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2023

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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

Reference and administrative details

Registered charity name	Headway North West London (A Company Limited by Guarantee)
Charity registration number	1110088
Company registration number	05283025
Principal office and registered office	Grove House 55 Lowlands Road Harrow Middx HA1 3AP

The trustees

H Phillips	
C Angol	
D Bannon	
T Freeman	
J Katira	
S Kelly	(Resigned 17 May 2023)
C Mason-Perez	
I Emeneka	
T Kesavanathan	(Appointed 17 May 2023)

Independent examiner	Mr C J Hayfield FCA, DChA Hardcastle Burton 36 Dene Road Northwood Middlesex HA6 2DA
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Structure, governance and management

The Company is run and managed by its trustees.

Objectives and activities

The charity's objective is to provide relief to persons resident in North West London, and their spouses, relatives or carers, who have suffered from head injury, through the provision of information, facilities and services.

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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

Objectives and activities *(continued)*

Activities in 2023

During the year the charity continued to provide support and services to service users and their family members. The communications cafe in Pinner has continued to be successful in adding another activity for members on a Wednesday. The Christmas meal was held in early in December 2023 and was very well attended.

Supporters

The West London Harley Riders attended the Christmas meal and again presented a cheque for £500. A number of corporate sponsors with local connections to the charity made significant donations again this year. The charity also has a number of individual supporters who provide monthly donations as well as donations made, for example, in commemoration of special birthdays. Thompsons Solicitors have continued to provide office space free of charge. Funds are also raised through annual membership fees. Fundraising events have included a quiz night, a sponsored swim, and a bake sale.

Achievements and performance

The Link

Mr B Hormoz, the Service Manager, with his colleague Mr P Charles, has continued to run a full service for the members at the link on a Thursday. He has worked with a fantastic group of volunteers.

Communication

The Service Manager sends out e-mails regularly detailing recent and future events and providing other relevant information to the membership and other supporters. The charity also has a Facebook page and Isang Emeneka, one of the Trustees manages X (formerly Twitter), Instagram and Linked In accounts for the charity.

Financial review

The income from the charity's main funding source, the weekly day service 'The Link', has remained steady in 2023. The charity has used some of its reserves in increasing salaries to give more time and a better service to the members and so has incurred a small deficit this year of £1,457, (2022: Surplus £499). Adequate reserves have been maintained throughout the year and the charity is in a good position to maintain its charitable activities in 2024. Reserves stand at £36,517, (2022: £37,974). The charity's reserves policy is to maintain enough reserves to cover six months of operational expenses.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

The trustees' annual report was approved on 16 April 2024 and signed on behalf of the board of trustees by:



H Phillips
Trustee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee)

Year ended 31 December 2023

I report to the trustees on my examination of the financial statements of Headway North West London (A Company Limited by Guarantee) ('the charity') for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

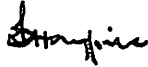
Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

**Independent Examiner's Report to the Trustees of Headway North West
London (A Company Limited by Guarantee) *(continued)***

Year ended 31 December 2023

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mr C J Hayfield FCA, DChA
Hardcastle Burton
Independent Examiner

36 Dene Road
Northwood
Middlesex
HA6 2DA

16 April 2024

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2023

		2023		2022
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	32,492	32,492	30,941
Total income		<u>32,492</u>	<u>32,492</u>	<u>30,941</u>
Expenditure				
Expenditure on charitable activities	6,7	33,949	33,949	30,442
Total expenditure		<u>33,949</u>	<u>33,949</u>	<u>30,442</u>
Net (expenditure)/income and net movement in funds		<u>(1,457)</u>	<u>(1,457)</u>	<u>499</u>
Reconciliation of funds				
Total funds brought forward		37,974	37,974	37,475
Total funds carried forward		<u>36,517</u>	<u>36,517</u>	<u>37,974</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Position

31 December 2023

	Note	2023 £	2022 £
Current assets			
Stocks	10	422	—
Debtors	11	2,893	1,500
Cash at bank and in hand		33,202	36,474
		<u>36,517</u>	<u>37,974</u>
Net current assets		<u>36,517</u>	<u>37,974</u>
Total assets less current liabilities		<u>36,517</u>	<u>37,974</u>
Funds of the charity			
Unrestricted funds		36,517	37,974
Total charity funds	12	<u>36,517</u>	<u>37,974</u>

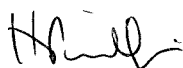
For the year ending 31 December 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 16 April 2024, and are signed on behalf of the board by:



H Phillips
Trustee

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2023

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Grove House, 55 Lowlands Road, Harrow, Middx, HA1 3AP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

Going concern

There are no material uncertainties about the charity's ability to continue.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

3. Accounting policies *(continued)*

Resources expended *(continued)*

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

4. Limited by guarantee

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Donations				
Donations	20,252	20,252	18,514	18,514
The Link	12,240	12,240	12,427	12,427
	<u>32,492</u>	<u>32,492</u>	<u>30,941</u>	<u>30,941</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Headway activities	<u>33,949</u>	<u>33,949</u>	<u>30,442</u>	<u>30,442</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2023 £	Total fund 2022 £
Headway activities	<u>33,949</u>	<u>33,949</u>	<u>30,442</u>

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	<u>23,773</u>	<u>22,585</u>

The average head count of employees during the year was 2 (2022: 1).

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

9. Trustee remuneration and expenses

No remuneration was paid to trustees during the year. No expenses were paid to trustees during the year.

10. Stocks

	2023	2022
	£	£
Raw materials and consumables	<u>422</u>	<u>—</u>

11. Debtors

	2023	2022
	£	£
Trade debtors	<u>2,893</u>	<u>1,500</u>

12. Analysis of charitable funds

Unrestricted funds

	At 1 January 2023	Income	Expenditure	At 31 December 2023
	£	£	£	£
General funds	<u>37,974</u>	<u>32,492</u>	<u>(33,949)</u>	<u>36,517</u>

	At 1 January 2022	Income	Expenditure	At 31 December 2022
	£	£	£	£
General funds	<u>37,475</u>	<u>30,941</u>	<u>(30,442)</u>	<u>37,974</u>

**Headway North West London (A Company Limited by
Guarantee)**

Company Limited by Guarantee

Unaudited Financial Statements

31 December 2023

HARDCASTLE BURTON

Chartered accountants
36 Dene Road
Northwood
Middlesex
HA6 2DA

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2023

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Statement of financial position	7
Notes to the financial statements	8

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

Reference and administrative details

Registered charity name	Headway North West London (A Company Limited by Guarantee)
Charity registration number	1110088
Company registration number	05283025
Principal office and registered office	Grove House 55 Lowlands Road Harrow Middx HA1 3AP

The trustees

H Phillips	
C Angol	
D Bannon	
T Freeman	
J Katira	
S Kelly	(Resigned 17 May 2023)
C Mason-Perez	
I Emeneka	
T Kesavanathan	(Appointed 17 May 2023)

Independent examiner	Mr C J Hayfield FCA, DChA Hardcastle Burton 36 Dene Road Northwood Middlesex HA6 2DA
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Structure, governance and management

The Company is run and managed by its trustees.

Objectives and activities

The charity's objective is to provide relief to persons resident in North West London, and their spouses, relatives or carers, who have suffered from head injury, through the provision of information, facilities and services.

Headway North West London provides a social rehabilitation service known as THE LINK and volunteer led support groups to affected persons of brain injury in the boroughs of Hillingdon, Harrow and Brent.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

Objectives and activities *(continued)*

Activities in 2023

During the year the charity continued to provide support and services to service users and their family members. The communications cafe in Pinner has continued to be successful in adding another activity for members on a Wednesday. The Christmas meal was held in early in December 2023 and was very well attended.

Supporters

The West London Harley Riders attended the Christmas meal and again presented a cheque for £500. A number of corporate sponsors with local connections to the charity made significant donations again this year. The charity also has a number of individual supporters who provide monthly donations as well as donations made, for example, in commemoration of special birthdays. Thompsons Solicitors have continued to provide office space free of charge. Funds are also raised through annual membership fees. Fundraising events have included a quiz night, a sponsored swim, and a bake sale.

Achievements and performance

The Link

Mr B Hormoz, the Service Manager, with his colleague Mr P Charles, has continued to run a full service for the members at the link on a Thursday. He has worked with a fantastic group of volunteers.

Communication

The Service Manager sends out e-mails regularly detailing recent and future events and providing other relevant information to the membership and other supporters. The charity also has a Facebook page and Isang Emeneka, one of the Trustees manages X (formerly Twitter), Instagram and Linked In accounts for the charity.

Financial review

The income from the charity's main funding source, the weekly day service 'The Link', has remained steady in 2023. The charity has used some of its reserves in increasing salaries to give more time and a better service to the members and so has incurred a small deficit this year of £1,457, (2022: Surplus £499). Adequate reserves have been maintained throughout the year and the charity is in a good position to maintain its charitable activities in 2024. Reserves stand at £36,517, (2022: £37,974). The charity's reserves policy is to maintain enough reserves to cover six months of operational expenses.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

The trustees' annual report was approved on 16 April 2024 and signed on behalf of the board of trustees by:



H Phillips
Trustee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee)

Year ended 31 December 2023

I report to the trustees on my examination of the financial statements of Headway North West London (A Company Limited by Guarantee) ('the charity') for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
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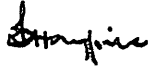
Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

**Independent Examiner's Report to the Trustees of Headway North West
London (A Company Limited by Guarantee) *(continued)***

Year ended 31 December 2023

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mr C J Hayfield FCA, DChA
Hardcastle Burton
Independent Examiner

36 Dene Road
Northwood
Middlesex
HA6 2DA

16 April 2024

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2023

		2023		2022
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	32,492	32,492	30,941
Total income		<u>32,492</u>	<u>32,492</u>	<u>30,941</u>
Expenditure				
Expenditure on charitable activities	6,7	33,949	33,949	30,442
Total expenditure		<u>33,949</u>	<u>33,949</u>	<u>30,442</u>
Net (expenditure)/income and net movement in funds		<u>(1,457)</u>	<u>(1,457)</u>	<u>499</u>
Reconciliation of funds				
Total funds brought forward		37,974	37,974	37,475
Total funds carried forward		<u>36,517</u>	<u>36,517</u>	<u>37,974</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Position

31 December 2023

	Note	2023 £	2022 £
Current assets			
Stocks	10	422	—
Debtors	11	2,893	1,500
Cash at bank and in hand		33,202	36,474
		<u>36,517</u>	<u>37,974</u>
Net current assets		<u>36,517</u>	<u>37,974</u>
Total assets less current liabilities		<u>36,517</u>	<u>37,974</u>
Funds of the charity			
Unrestricted funds		36,517	37,974
Total charity funds	12	<u>36,517</u>	<u>37,974</u>

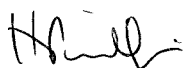
For the year ending 31 December 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 16 April 2024, and are signed on behalf of the board by:



H Phillips
Trustee

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2023

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Grove House, 55 Lowlands Road, Harrow, Middx, HA1 3AP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

Going concern

There are no material uncertainties about the charity's ability to continue.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

3. Accounting policies *(continued)*

Resources expended *(continued)*

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

4. Limited by guarantee

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Donations				
Donations	20,252	20,252	18,514	18,514
The Link	12,240	12,240	12,427	12,427
	<u>32,492</u>	<u>32,492</u>	<u>30,941</u>	<u>30,941</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Headway activities	<u>33,949</u>	<u>33,949</u>	<u>30,442</u>	<u>30,442</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2023 £	Total fund 2022 £
Headway activities	<u>33,949</u>	<u>33,949</u>	<u>30,442</u>

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	<u>23,773</u>	<u>22,585</u>

The average head count of employees during the year was 2 (2022: 1).

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

9. Trustee remuneration and expenses

No remuneration was paid to trustees during the year. No expenses were paid to trustees during the year.

10. Stocks

	2023	2022
	£	£
Raw materials and consumables	<u>422</u>	<u>—</u>

11. Debtors

	2023	2022
	£	£
Trade debtors	<u>2,893</u>	<u>1,500</u>

12. Analysis of charitable funds

Unrestricted funds

	At 1 January 2023	Income	Expenditure	At 31 December 2023
	£	£	£	£
General funds	<u>37,974</u>	<u>32,492</u>	<u>(33,949)</u>	<u>36,517</u>

	At 1 January 2022	Income	Expenditure	At 31 December 2022
	£	£	£	£
General funds	<u>37,475</u>	<u>30,941</u>	<u>(30,442)</u>	<u>37,974</u>

HEADWAY NORTH WEST LONDON

England & Wales - Charity number 1110088

Accounts

HEADWAY NORTH WEST LONDON ANNUAL REPORT 2022 (for AGM 17/4/2023)

This is the annual report for the year ended 2022.

Overview of 2022

Most Covid restrictions were lifted but the various online Zoom meetings (including the women's group, football group, and young person's group) continued. Face to face Link meetings resumed and in May, Tracey Freeman, with Tracey and Alan Green, launched the very successful Communication Café on Wednesdays.

Financially the charity has continued to thrive with a number of large donations and some excellent fundraising activities carried out by our supporters.

Governance

The Board is made up of volunteer Trustees and oversees the provision of the service and the finances of the Charity, the employment of our staff member and ensures that all necessary filing with Headway UK, Companies House and the Charity Commission is completed. The Board met 7 times during 2022.

Board membership

Claire Angol continues to carry out vital bookkeeping work including preparing and sending out invoices and dealing with cheques, payments and financial queries. Claire also updates the website and assists with various events through the year.

David Bannon concentrates on fundraising. David has continued to use his contacts to speak to various companies and organisations in the local area and to persuade them to make donations to the Charity.

Pat Byrne, as well as being on the Board is a very experienced volunteer at the Link and has organised and participated in many events and also run the Link on many occasions. Pat brings firsthand knowledge of the service users and meetings to the Board.

Tracey Freeman has also been involved with HNWL for many years and has raised thousands of pounds through her fundraising work. Tracey set up

and runs the, very successful, Communication Café with Tracey Green and with assistance and contributions for the coffee in particular from Alan Green and from various volunteers.

Jaymini Katira continues to contribute and assist with Board work and decisions, and is keen to assist with fundraising in particular when we are able to return to more traditional methods after the pandemic. Jay also acts as a link between the Board and individual service users.

Siobhan Kelly has unfortunately not been able to attend meetings again through 2022 and is stepping down from the Board at this AGM.

Isang Obot manages HNWL's social media accounts including Twitter, Instagram and Linked In. She also provides 1:1 support to our Service Manager.

Camille Mason-Perez was voted onto the Board at the 2022 AGM. She is a regular volunteer at the Link and has also given talks at Headway North London meetings. She brings interesting and useful clinical and other input to the Board.

Henrietta Phillips chairs the meetings, is membership secretary and files the accounts and reports.

Margaret Anthony is not a Board member but has continued to provide her services voluntarily as treasurer drafting the charity's annual accounts. Margaret also attends most of our events and makes useful contributions and suggestions to the Board. She also regularly fundraises for the Charity.

Financial management

In 2022 the Charity made a surplus of £499.

Fundraising/donations

The fundraising undertaken in 2022 included:

- David Bannon continued to share information about the Charity with a number of sympathetic organisations – a number of whom made 4 figure donations to support our work
- The West London Harley Riders continue to support us and we received another generous donation of £500 from them

- A Golf Day organised by Ian Scott with Tracey Freeman and an art and wine night arranged by Jaymini Katira each raised significant sums
- HNWL also continues to benefit from ad hoc or monthly donations from supporters.

The Link and the Communication Café

Service Manager

Bakhtiar Hormoz continues to run or facilitate the online meetings through the week (with the assistance of the volunteers), and manages telephone and written enquires and referrals and offers support, signposting and advice to brain injury survivors and their families. He attends external meetings and events on behalf of the Charity and regularly speaks to external contacts. For example Bakhtiar (with Isang and Camille from the Board) attended and spoke at a Brain Tumour Conference in Hillingdon in May 2022.

The LINK

Bakhtiar ran the Link and the online meetings through 2022 with the assistance of longstanding volunteers Frances, Gladys, Pat, Tracey F, Tracey G, Bridget, Isabel and Rebecca, Bridget, Isabel and Rebecca, and also our newer volunteers: Camille, Olivia, Paige, Philip, Toby, Anjli – and Saachi, Katie and Gabrielle.

Communication Café

Tracey Freeman set this up with assistance from Tracey Green and Alan Green in May 2022. It takes place weekly at St Luke's Parish Hall in Pinner. Volunteers who assist with the Café are Margaret, Richard, Maria, Stephen, Susan, Abigail, Frances, Anita, Liz and Claire.

Tracey Green, a professional speech and language therapist has provided a huge amount of support and guidance to attendees at the Communication Café and also organised the very entertaining song at the Christmas dinner, featuring many of our members.

Activities and events

The Christmas party in December was very well attended as always. Thanks to Tracey, Pat and Tracey and various others for organizing it so well as always.

Headway North London – merger

The Board have continued to discuss the merger with Headway North London's representatives and it is likely to be concluded by the end of 2023. In addition Bakhtiar and Camille have attended some of their meetings and Claire has included some of their information on our website.

Conclusion

This has been another successful year - thanks to the great efforts of the people mentioned in the report - with The Link running weekly but in addition the Communication Café opening and being an immediate success.

We are also grateful to the London Boroughs of Harrow and Brent for their continued support.

Thank you for your support.

HPhillips

Henrietta Phillips, Chair

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Unaudited Financial Statements

31 December 2022

HARDCASTLE BURTON

Chartered accountants
36 Dene Road
Northwood
Middlesex
HA6 2DA

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2022

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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2022

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2022.

Reference and administrative details

Registered charity name	Headway North West London (A Company Limited by Guarantee)
Charity registration number	1110088
Company registration number	05283025
Principal office and registered office	Grove House 55 Lowlands Road Harrow Middx HA1 3AP

The trustees

H Phillips
C Angol
D Bannon
T Freeman
J Katira
S Kelly
C Mason-Perez (Appointed 24 May 2022)
I Obot

Independent examiner	Mr C J Hayfield FCA, DChA Hardcastle Burton 36 Dene Road Northwood Middlesex HA6 2DA
-----------------------------	--

Structure, governance and management

The Company is run and managed by its trustees.

Objectives and activities

The charity's objective is to provide relief to persons resident in North West London, and their spouses, relatives or carers, who have suffered from head injury, through the provision of information, facilities and services.

Headway North West London, provides a social rehabilitation service known as THE LINK and volunteer led support groups to affected persons of brain injury in the boroughs of Hillingdon, Harrow and Brent.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

Objectives and activities *(continued)*

Activities in 2022

During the year the charity continued to provide support and services to service users and their family members. In particular face to face meetings, including the Thursday day service, were resumed in full from April 2022. A golf day and an art and wine evening were held in October 2022. The Christmas meal was held in early in December 2022 and was very well attended.

Supporters

The West London Harley Riders attended the Christmas meal and again presented a cheque for £500. A number of corporate sponsors with local connections to the charity made significant donations this year. The charity also has a number of individual supporters who provide monthly donations as well as donations made, for example, in commemoration of special birthdays. Thompsons Solicitors have continued to provide office space free of charge. Funds are also raised through annual membership fees. Volunteers of the charity started a communications cafe in Pinner in May 2022 which has been successful in adding another activity for members on a Wednesday. Fundraising events were held when appropriate, including an online bingo event and a raffle at the Christmas meal. Some of our supporters undertook sponsored events on behalf of the charity.

Achievements and performance

The Link

Mr B Hormoz, the Service Manager, has continued to maintain a full service throughout the pandemic using remote video conferencing and holding face to face meetings for service users and their families when safe and appropriate to do so. He has worked with a fantastic small but reliable group of volunteers.

Communication

The Service Manager sends out e-mails regularly detailing recent and future events and providing other relevant information to the membership and other supporters. The charity also has a Facebook page and Isang Obot, one of the Trustees, has recently set up and manages Twitter, Instagram and Linked In accounts for the charity. The charity hopes to reinvigorate links with local hospitals and statutory services as face to face meetings and visits become viable.

Financial review

The income from the charity's main funding source, the weekly day service 'The Link', has picked up in 2022 as full services resumed with the weekly meetings. Continued efforts at fundraising led to a surplus for the year of £499 (2021: £10,113). Adequate reserves have been maintained throughout the year and the charity is in a good position to maintain its charitable activities in 2023. Reserves stand at £37,974, (2021: £37,475). The charity's reserves policy is to maintain enough reserves to cover six months of operational expenses.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

The trustees' annual report was approved on 15 February 2023 and signed on behalf of the board of trustees by:

HPhillips

H Phillips
Trustee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee)

Year ended 31 December 2022

I report to the trustees on my examination of the financial statements of Headway North West London (A Company Limited by Guarantee) ('the charity') for the year ended 31 December 2022.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee) *(continued)*

Year ended 31 December 2022

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr C J Hayfield FCA, DChA
Hardcastle Burton
Independent Examiner

36 Dene Road
Northwood
Middlesex
HA6 2DA

15 February 2023

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2022

		2022		2021
		Unrestricted	Total funds	Total funds
	Note	funds	£	£
		£	£	£
Income and endowments				
Donations and legacies	5	30,941	30,941	34,178
Total income		30,941	30,941	34,178
Expenditure				
Expenditure on charitable activities	6,7	30,442	30,442	24,065
Total expenditure		30,442	30,442	24,065
Net income and net movement in funds		499	499	10,113
Reconciliation of funds				
Total funds brought forward		37,475	37,475	27,362
Total funds carried forward		37,974	37,974	37,475

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Position

31 December 2022

	Note	2022 £	2021 £
Current assets			
Debtors	10	1,500	—
Cash at bank and in hand		36,474	37,475
		<u>37,974</u>	<u>37,475</u>
Net current assets		<u>37,974</u>	<u>37,475</u>
Total assets less current liabilities		<u>37,974</u>	<u>37,475</u>
 Funds of the charity			
Unrestricted funds		37,974	37,475
Total charity funds	11	<u>37,974</u>	<u>37,475</u>

For the year ending 31 December 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 15 February 2023, and are signed on behalf of the board by:

H Phillips
Trustee

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2022

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Grove House, 55 Lowlands Road, Harrow, Middx, HA1 3AP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

Going concern

There are no material uncertainties about the charity's ability to continue.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

3. Accounting policies *(continued)*

Resources expended *(continued)*

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

4. Limited by guarantee

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Donations				
Donations	18,514	18,514	23,771	23,771
The Link	12,427	12,427	10,407	10,407
	<u>30,941</u>	<u>30,941</u>	<u>34,178</u>	<u>34,178</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Headway activities	<u>30,442</u>	<u>30,442</u>	<u>24,065</u>	<u>24,065</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2022 £	Total fund 2021 £
Headway activities	<u>30,442</u>	<u>30,442</u>	<u>24,065</u>

8. Staff costs

The average head count of employees during the year was 1 (2021: 1).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

9. Trustee remuneration and expenses

No remuneration was paid to trustees during the year. No expenses were paid to trustees during the year.

10. Debtors

	2022 £	2021 £
Trade debtors	<u>1,500</u>	<u>—</u>

11. Analysis of charitable funds

Unrestricted funds

	At 1 January 2022	Income £	Expenditure £	At 31 December 2022 £
General funds	<u>37,475</u>	<u>30,941</u>	<u>(30,442)</u>	<u>37,974</u>

	At 1 January 2021	Income £	Expenditure £	At 31 December 2021 £
General funds	<u>27,362</u>	<u>34,178</u>	<u>(24,065)</u>	<u>37,475</u>

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Unaudited Financial Statements

31 December 2022

HARDCASTLE BURTON

Chartered accountants
36 Dene Road
Northwood
Middlesex
HA6 2DA

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2022

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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2022

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2022.

Reference and administrative details

Registered charity name	Headway North West London (A Company Limited by Guarantee)
Charity registration number	1110088
Company registration number	05283025
Principal office and registered office	Grove House 55 Lowlands Road Harrow Middx HA1 3AP

The trustees

H Phillips
C Angol
D Bannon
T Freeman
J Katira
S Kelly
C Mason-Perez (Appointed 24 May 2022)
I Obot

Independent examiner	Mr C J Hayfield FCA, DChA Hardcastle Burton 36 Dene Road Northwood Middlesex HA6 2DA
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Structure, governance and management

The Company is run and managed by its trustees.

Objectives and activities

The charity's objective is to provide relief to persons resident in North West London, and their spouses, relatives or carers, who have suffered from head injury, through the provision of information, facilities and services.

Headway North West London, provides a social rehabilitation service known as THE LINK and volunteer led support groups to affected persons of brain injury in the boroughs of Hillingdon, Harrow and Brent.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

Objectives and activities *(continued)*

Activities in 2022

During the year the charity continued to provide support and services to service users and their family members. In particular face to face meetings, including the Thursday day service, were resumed in full from April 2022. A golf day and an art and wine evening were held in October 2022. The Christmas meal was held in early in December 2022 and was very well attended.

Supporters

The West London Harley Riders attended the Christmas meal and again presented a cheque for £500. A number of corporate sponsors with local connections to the charity made significant donations this year. The charity also has a number of individual supporters who provide monthly donations as well as donations made, for example, in commemoration of special birthdays. Thompsons Solicitors have continued to provide office space free of charge. Funds are also raised through annual membership fees. Volunteers of the charity started a communications cafe in Pinner in May 2022 which has been successful in adding another activity for members on a Wednesday. Fundraising events were held when appropriate, including an online bingo event and a raffle at the Christmas meal. Some of our supporters undertook sponsored events on behalf of the charity.

Achievements and performance

The Link

Mr B Hormoz, the Service Manager, has continued to maintain a full service throughout the pandemic using remote video conferencing and holding face to face meetings for service users and their families when safe and appropriate to do so. He has worked with a fantastic small but reliable group of volunteers.

Communication

The Service Manager sends out e-mails regularly detailing recent and future events and providing other relevant information to the membership and other supporters. The charity also has a Facebook page and Isang Obot, one of the Trustees, has recently set up and manages Twitter, Instagram and Linked In accounts for the charity. The charity hopes to reinvigorate links with local hospitals and statutory services as face to face meetings and visits become viable.

Financial review

The income from the charity's main funding source, the weekly day service 'The Link', has picked up in 2022 as full services resumed with the weekly meetings. Continued efforts at fundraising led to a surplus for the year of £499 (2021: £10,113). Adequate reserves have been maintained throughout the year and the charity is in a good position to maintain its charitable activities in 2023. Reserves stand at £37,974, (2021: £37,475). The charity's reserves policy is to maintain enough reserves to cover six months of operational expenses.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

The trustees' annual report was approved on 15 February 2023 and signed on behalf of the board of trustees by:

HPhillips

H Phillips
Trustee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee)

Year ended 31 December 2022

I report to the trustees on my examination of the financial statements of Headway North West London (A Company Limited by Guarantee) ('the charity') for the year ended 31 December 2022.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee) *(continued)*

Year ended 31 December 2022

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr C J Hayfield FCA, DChA
Hardcastle Burton
Independent Examiner

36 Dene Road
Northwood
Middlesex
HA6 2DA

15 February 2023

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2022

		2022		2021
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	30,941	30,941	34,178
Total income		<u>30,941</u>	<u>30,941</u>	<u>34,178</u>
Expenditure				
Expenditure on charitable activities	6,7	30,442	30,442	24,065
Total expenditure		<u>30,442</u>	<u>30,442</u>	<u>24,065</u>
Net income and net movement in funds		<u>499</u>	<u>499</u>	<u>10,113</u>
Reconciliation of funds				
Total funds brought forward		37,475	37,475	27,362
Total funds carried forward		<u>37,974</u>	<u>37,974</u>	<u>37,475</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Position

31 December 2022

	Note	2022 £	2021 £
Current assets			
Debtors	10	1,500	–
Cash at bank and in hand		36,474	37,475
		<u>37,974</u>	<u>37,475</u>
Net current assets		<u>37,974</u>	<u>37,475</u>
Total assets less current liabilities		<u>37,974</u>	<u>37,475</u>
Funds of the charity			
Unrestricted funds		37,974	37,475
Total charity funds	11	<u>37,974</u>	<u>37,475</u>

For the year ending 31 December 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 15 February 2023, and are signed on behalf of the board by:

H Phillips
Trustee

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2022

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Grove House, 55 Lowlands Road, Harrow, Middx, HA1 3AP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

Going concern

There are no material uncertainties about the charity's ability to continue.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

3. Accounting policies *(continued)*

Resources expended *(continued)*

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

4. Limited by guarantee

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Donations				
Donations	18,514	18,514	23,771	23,771
The Link	12,427	12,427	10,407	10,407
	<u>30,941</u>	<u>30,941</u>	<u>34,178</u>	<u>34,178</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Headway activities	<u>30,442</u>	<u>30,442</u>	<u>24,065</u>	<u>24,065</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2022 £	Total fund 2021 £
Headway activities	<u>30,442</u>	<u>30,442</u>	<u>24,065</u>

8. Staff costs

The average head count of employees during the year was 1 (2021: 1).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

9. Trustee remuneration and expenses

No remuneration was paid to trustees during the year. No expenses were paid to trustees during the year.

10. Debtors

	2022 £	2021 £
Trade debtors	<u>1,500</u>	<u>—</u>

11. Analysis of charitable funds

Unrestricted funds

	At 1 January 2022	Income £	Expenditure £	At 31 December 2022 £
General funds	<u>37,475</u>	<u>30,941</u>	<u>(30,442)</u>	<u>37,974</u>

	At 1 January 2021	Income £	Expenditure £	At 31 December 2021 £
General funds	<u>27,362</u>	<u>34,178</u>	<u>(24,065)</u>	<u>37,475</u>

HEADWAY NORTH WEST LONDON

England & Wales - Charity number 1110088

Accounts

HEADWAY NORTH WEST LONDON ANNUAL REPORT 2021 (for AGM 24/5/2022)

The Board is proud to present the annual report for the year ended 2021

Overview of 2021

2021 was again dominated by Covid-19. The various online Zoom meetings (including the women's group, football group, and young person's group) continued and face to face Link meetings were held at appropriate times. Financially the charity has continued to thrive with a number of large donations and some excellent fundraising activities carried out by our supporters. We ended 2021 in a strong and stable financial position.

Governance

Henrietta Phillips continues as Chair. The Board met remotely through 2021 with regular communication by email at all times. The Board is made up of volunteer Trustees and oversees the provision of the service and the finances of the Charity, the employment of our staff member and ensures that all necessary filing with Headway UK, Companies House and the Charity Commission is completed. The Board met 8 times in 2021.

Board membership

Claire Angol is an integral member of the Board and carries out vital bookkeeping work including preparing and sending out invoices and dealing with cheques, payments and financial queries.

David Bannon joined the Board at the 2021 AGM and has concentrating on fundraising. David has used his contacts to speak to various companies and organisations in the local area who, once they have heard about HNWL, have made significant donations to the charity.

Pat Byrne, is a very valued and experienced volunteer at the Link and has organised and participated in many events and also run the Link on many occasions. Pat brings firsthand knowledge of the service users and meetings to the Board.

Tracey Freeman has also been involved with HNWL for many years and has raised thousands of pounds through her fundraising work. She is also a volunteer and knows most of our members and service users. As a result

of her knowledge and experience she is also a very valued member of the Board.

Jaymini Katira continues to contribute and assist with Board work and decisions, and is keen to assist with fundraising in particular when we are able to return to more traditional methods after the pandemic.

Siobhan Kelly has unfortunately not been able to attend meetings through 2021.

Isang Obot joined the Board at the 2021 AGM. Isang chaired the excellent 2021 International Women's Day event and has helped to improve HNWL's social media presence – setting up Twitter, Instagram and Linked In accounts and regularly posting interesting information. She also provides 1:1 support to our Service Manager.

Henrietta Phillips chairs the meetings, is membership secretary and files the accounts and reports.

In addition Margaret Anthony has continued to provide her services voluntarily as treasurer. She drafts the charity's annual accounts and ensures our accounting is accurate and meets all legal requirements. We continue to be very grateful for this vital work. Margaret also attends most of our events and makes useful contributions and suggestions to the Board.

Financial management

2021 was a good year financially with the Charity achieving a surplus of just over £10,000 primarily as a result of some very large donations.

Fundraising/donations

The fundraising undertaken in 2021 included:

- David Bannon shared information about the Charity with a number of sympathetic organisations – a number of whom made 4 figure donations to support our work
- The West London Harley Riders continue to support us and we received another generous donation of £1,000 from them
- Dave Harman continued to hold quizzes raising money for us

- The following raised thousands of pounds between them in the summer of 2021:
 - Shivani Majithia – tennisathon
 - Margaret Anthony and Tracey Green - swimathon
 - Camille Mason-Perez – bike ride London to Brighton
 - Alan Kennedy – sponsored walk
- We also continue to benefit from ad hoc or monthly donations from supporters.

The Link and Harrow Support Group

Service Manager

Bakhtiar Hormoz runs or facilitates the online meetings through the week (with the assistance of the amazing volunteers), manages telephone and written enquires and referrals and offers support, signposting and advice to brain injury survivors and their families. He attends external meetings and events on behalf of the Charity including in 2021 a Headway UK meeting where he spoke about the virtual meetings offered by HNWL.

The LINK and remote meetings

Bakhtiar has run the Link and the online meetings with the assistance of longstanding volunteers Frances Clegg, Gladys Janes, Pat Byrne, Tracey Freeman, Tracey Green, Bridget Shaw and Isabel Barreto and also our newer volunteers: Caithlin Barry, Natalie Blackburn, Eleanor Guck, Paige Furlan, Camille Mason-Perez, Arijeta Reka, Anjli Sennik, and Olivia Wysocka.

Tracey Green, a professional speech and language therapist has continued to work closely with our service users through the pandemic including one-to-one work and Helena Breslin continued to run guided meditation sessions.

There are more meetings and services running currently than there were before the pandemic and Bakhtiar has run sessions on bank holidays and over Christmas and other holidays.

Activities and events

A remote bingo session in February which raised considerable funds.

The remote AGM in April was very well attended.

There was a very well attended showing of our film, Addicted to Crazy, with special guests including Aimee, our former service manager and Toby and Anna the filmmakers, in May.

The Christmas party in December was in person and was a very enjoyable event with many people seeing each other for the first time in 2 years.

Conclusion

We are fortunate that thanks to the great efforts of Bakhtiar and the volunteers we were able to continue to provide a service to our existing service users through 2021 by way of regular Zoom meetings and in addition there has been regular phone contact with service users and support offered. The board is immensely grateful to Bakhtiar and all the volunteers for ensuring that support and social interaction continues to be provided despite the challenges of the pandemic.

We are also grateful to the London Boroughs of Harrow and Brent for their continued support.

As ever we always welcome ideas from members and service users and their families and volunteers in relation to the Charity – in a locked down or 'normal' environment. We have been considering ideas and hope to be able to update members at the AGM about a new initiative being progressed by Tracey Freeman and others.

Thank you for your support.

HPhillips

Henrietta Phillips, Acting Chair

COMPANY REGISTRATION NUMBER: 05283025
CHARITY REGISTRATION NUMBER: 1110088

**Headway North West London (A Company Limited by
Guarantee)**

Company Limited by Guarantee

Unaudited Financial Statements

31 December 2021

HARDCASTLE BURTON

Chartered accountants
36 Dene Road
Northwood
Middlesex
HA6 2DA

Headway North West London (A Company Limited by Guarantee)
Company Limited by Guarantee
Financial Statements
Year ended 31 December 2021

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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2021.

Reference and administrative details

Registered charity name	Headway North West London (A Company Limited by Guarantee)
Charity registration number	1110088
Company registration number	05283025
Principal office and registered office	Grove House 55 Lowlands Road Harrow Middx HA1 3AP

The trustees

H Phillips	
C Angol	
D Bannon	(Appointed 14 April 2021)
T Freeman	
J Katira	
S Kelly	
I Obot	(Appointed 14 April 2021)

Independent examiner	Mr C J Hayfield FCA, DChA Hardcastle Burton 36 Dene Road Northwood Middlesex HA6 2DA
-----------------------------	--

Structure, governance and management

The Company is run and managed by its trustees.

Objectives and activities

The charity's objective is to provide relief to persons resident in North West London, and their spouses, relatives or carers, who have suffered from head injury, through the provision of information, facilities and services.

Headway North West London provides a social rehabilitation service known as THE LINK and volunteer led support groups to affected persons of brain injury in the boroughs of Hillingdon, Harrow and Brent.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

Objectives and activities *(continued)*

Activities in 2021

During the year the charity continued to provide support and services to service users and their family members, despite further and varying restrictions in place through 2021 as a result of the pandemic and emergence of new variants of Covid-19. In particular face to face meetings, including the weekly day service, were resumed, initially in outdoor spaces, prior to a return to remote meetings in order to comply with new advice following the emergence of the Omicron-variant in mid-December 2021. An online International Women's Day event in March and the showing of the charity's film 'Addicted to Crazy' in May 2021 were both very well attended. The Christmas meal was held in person early in December 2021 and was well attended - with appropriate precautions taken and guidance given to attendees in advance.

Supporters

The West London Harley Riders attended the Christmas meal and again presented a cheque for £1,000. A number of corporate sponsors with local connections to the charity made significant donations this year. The charity also has a number of individual supporters who provide monthly donations as well as donations made, for example, in commemoration of special birthdays. Thompsons Solicitors have continued to provide office space free of charge. Funds are also raised through annual membership fees. Fundraising events were held when appropriate, including an online bingo event and a raffle at the Christmas meal. 5 of our supporters undertook sponsored events on behalf of the charity including cycling, tennis and swimming challenges.

Achievements and performance

The Link

Mr B Hormoz, the Service Manager, has continued to maintain a full service throughout the pandemic using remote video conferencing and holding face to face meetings for service users and their families when safe and appropriate to do so. He has worked with a fantastic small but reliable group of volunteers.

Communication

The Service Manager sends out e-mails regularly detailing recent and future events and providing other relevant information to the membership and other supporters. The charity also has a Facebook page and Isang Obot, one of the Trustees, has recently set up and manages Twitter, Instagram and Linked In accounts for the charity. The charity hopes to reinvigorate links with local hospitals and statutory services as face to face meetings and visits become viable.

Financial review

The income from the charity's main funding source, the weekly day service 'The Link', remained reduced through 2021 due to the pressures brought on by the pandemic and the slightly altered service. However the continued enhanced efforts at fundraising led to a surplus for the year of £10,113 (2020:£7,839). Adequate reserves have been maintained throughout the year and the charity is in a good position to maintain its charitable activities in 2022. Reserves stand at £37,475, (2020:£27,362). The charity's reserves policy is to maintain enough reserves to cover six months of operational expenses.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

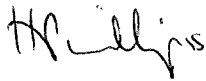
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 3 February 2022 and signed on behalf of the board of trustees by:



H Phillips
Trustee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee)

Year ended 31 December 2021

I report to the trustees on my examination of the financial statements of Headway North West London (A Company Limited by Guarantee) ('the charity') for the year ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee) *(continued)*

Year ended 31 December 2021

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr C J Hayfield FCA, DChA
Hardcastle Burton
Independent Examiner

36 Dene Road
Northwood
Middlesex
HA6 2DA

3 February 2022

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2021

		2021		2020
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	34,178	34,178	29,527
Total income		<u>34,178</u>	<u>34,178</u>	<u>29,527</u>
Expenditure				
Expenditure on charitable activities	6,7	24,065	24,065	21,688
Total expenditure		<u>24,065</u>	<u>24,065</u>	<u>21,688</u>
Net income and net movement in funds		<u>10,113</u>	<u>10,113</u>	<u>7,839</u>
Reconciliation of funds				
Total funds brought forward		27,362	27,362	19,523
Total funds carried forward		<u>37,475</u>	<u>37,475</u>	<u>27,362</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Position

31 December 2021

	Note	2021 £	2020 £
Current assets			
Cash at bank and in hand		37,475	27,515
Creditors: amounts falling due within one year	10	<u>—</u>	<u>153</u>
Net current assets		<u>37,475</u>	<u>27,362</u>
Total assets less current liabilities		<u>37,475</u>	<u>27,362</u>
Funds of the charity			
Unrestricted funds		37,475	27,362
Total charity funds	11	<u>37,475</u>	<u>27,362</u>

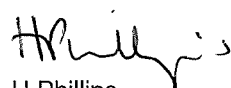
For the year ending 31 December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 3 February 2022, and are signed on behalf of the board by:



H Phillips
Trustee

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Grove House, 55 Lowlands Road, Harrow, Middx, HA1 3AP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

Going concern

There are no material uncertainties about the charity's ability to continue.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

3. Accounting policies *(continued)*

Resources expended *(continued)*

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 33% straight line

4. Limited by guarantee

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Donations				
Donations	23,771	23,771	16,258	16,258
The Link	10,407	10,407	13,269	13,269
	<u>34,178</u>	<u>34,178</u>	<u>29,527</u>	<u>29,527</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Headway activities	<u>24,065</u>	<u>24,065</u>	<u>21,688</u>	<u>21,688</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2021 £	Total fund 2020 £
Headway activities	<u>24,065</u>	<u>24,065</u>	<u>21,688</u>

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	<u>20,339</u>	<u>18,354</u>

The average head count of employees during the year was 1 (2020: 1).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

9. Trustee remuneration and expenses

No remuneration was paid to trustees during the year. Expenses totalling £89 were paid to one trustee.

10. Creditors: amounts falling due within one year

	2021	2020
	£	£
Social security and other taxes	<u>—</u>	<u>153</u>

11. Analysis of charitable funds

Unrestricted funds

	At 1 January 2021	Income	Expenditure	At 31 December 2021
	£	£	£	£
General funds	<u>27,362</u>	<u>34,178</u>	<u>(24,065)</u>	<u>37,475</u>

	At 1 January 2020	Income	Expenditure	At 31 December 2020
	£	£	£	£
General funds	<u>19,523</u>	<u>29,527</u>	<u>(21,688)</u>	<u>27,362</u>

COMPANY REGISTRATION NUMBER: 05283025
CHARITY REGISTRATION NUMBER: 1110088

**Headway North West London (A Company Limited by
Guarantee)**

Company Limited by Guarantee

Unaudited Financial Statements

31 December 2021

HARDCASTLE BURTON

Chartered accountants
36 Dene Road
Northwood
Middlesex
HA6 2DA

Headway North West London (A Company Limited by Guarantee)
Company Limited by Guarantee
Financial Statements
Year ended 31 December 2021

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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

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C Angol	
D Bannon	(Appointed 14 April 2021)
T Freeman	
J Katira	
S Kelly	
I Obot	(Appointed 14 April 2021)

Independent examiner	Mr C J Hayfield FCA, DChA Hardcastle Burton 36 Dene Road Northwood Middlesex HA6 2DA
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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

Objectives and activities *(continued)*

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During the year the charity continued to provide support and services to service users and their family members, despite further and varying restrictions in place through 2021 as a result of the pandemic and emergence of new variants of Covid-19. In particular face to face meetings, including the weekly day service, were resumed, initially in outdoor spaces, prior to a return to remote meetings in order to comply with new advice following the emergence of the Omicron-variant in mid-December 2021. An online International Women's Day event in March and the showing of the charity's film 'Addicted to Crazy' in May 2021 were both very well attended. The Christmas meal was held in person early in December 2021 and was well attended - with appropriate precautions taken and guidance given to attendees in advance.

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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

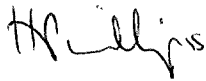
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

Small company provisions

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The trustees' annual report was approved on 3 February 2022 and signed on behalf of the board of trustees by:



H Phillips
Trustee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee)

Year ended 31 December 2021

I report to the trustees on my examination of the financial statements of Headway North West London (A Company Limited by Guarantee) ('the charity') for the year ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee) *(continued)*

Year ended 31 December 2021

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr C J Hayfield FCA, DChA
Hardcastle Burton
Independent Examiner

36 Dene Road
Northwood
Middlesex
HA6 2DA

3 February 2022

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2021

		2021		2020
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
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Total income		<u>34,178</u>	<u>34,178</u>	<u>29,527</u>
Expenditure				
Expenditure on charitable activities	6,7	24,065	24,065	21,688
Total expenditure		<u>24,065</u>	<u>24,065</u>	<u>21,688</u>
Net income and net movement in funds		<u>10,113</u>	<u>10,113</u>	<u>7,839</u>
Reconciliation of funds				
Total funds brought forward		27,362	27,362	19,523
Total funds carried forward		<u>37,475</u>	<u>37,475</u>	<u>27,362</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Position

31 December 2021

	Note	2021 £	2020 £
Current assets			
Cash at bank and in hand		37,475	27,515
Creditors: amounts falling due within one year	10	—	153
Net current assets		<u>37,475</u>	<u>27,362</u>
Total assets less current liabilities		<u>37,475</u>	<u>27,362</u>
Funds of the charity			
Unrestricted funds		37,475	27,362
Total charity funds	11	<u>37,475</u>	<u>27,362</u>

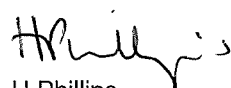
For the year ending 31 December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 3 February 2022, and are signed on behalf of the board by:



H Phillips
Trustee

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

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Grove House, 55 Lowlands Road, Harrow, Middx, HA1 3AP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

Going concern

There are no material uncertainties about the charity's ability to continue.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

3. Accounting policies *(continued)*

Resources expended *(continued)*

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 33% straight line

4. Limited by guarantee

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Donations				
Donations	23,771	23,771	16,258	16,258
The Link	10,407	10,407	13,269	13,269
	<u>34,178</u>	<u>34,178</u>	<u>29,527</u>	<u>29,527</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Headway activities	<u>24,065</u>	<u>24,065</u>	<u>21,688</u>	<u>21,688</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2021 £	Total fund 2020 £
Headway activities	<u>24,065</u>	<u>24,065</u>	<u>21,688</u>

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	<u>20,339</u>	<u>18,354</u>

The average head count of employees during the year was 1 (2020: 1).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

9. Trustee remuneration and expenses

No remuneration was paid to trustees during the year. Expenses totalling £89 were paid to one trustee.

10. Creditors: amounts falling due within one year

	2021	2020
	£	£
Social security and other taxes	<u>—</u>	<u>153</u>

11. Analysis of charitable funds

Unrestricted funds

	At 1 January 2021	Income	Expenditure	At 31 December 2021
	£	£	£	£
General funds	<u>27,362</u>	<u>34,178</u>	<u>(24,065)</u>	<u>37,475</u>

	At 1 January 2020	Income	Expenditure	At 31 December 2020
	£	£	£	£
General funds	<u>19,523</u>	<u>29,527</u>	<u>(21,688)</u>	<u>27,362</u>

HEADWAY NORTH WEST LONDON

England & Wales - Charity number 1110088

Accounts

HEADWAY NORTH WEST LONDON ANNUAL REPORT 2020 (for AGM 14/4/2021)

The Board is proud to present the annual report for the year ended 2020

Overview of 2020

2020 was of course dominated by Covid-19. As a result from March we had to change the nature of our service as the in person weekly Link meetings and monthly evening Support Group meetings could no longer take place. Our Service Manager immediately set up online Zoom meetings and as mentioned below the regular meetings (several each week) have been very popular and well attended by volunteers and service users. Although we have had a reduction in income in some areas, thanks to the efforts of our fundraisers and also the savings we have made by not having to hire the Salvation Army room for meetings, we ended 2020 in a strong and stable financial position.

Governance

Henrietta Phillips continues to act as Chair. The Board changed our schedule of meetings slightly and met 9 times in 2020 (remotely after March 2020) but with regular communication by email at all times. The Board is made up of volunteer Trustees and oversees the provision of the service and the finances of the Charity, the employment of our staff member and ensures that all necessary filing with Headway UK, Companies House and the Charity Commission is completed.

Board membership

We are always keen to find new Board members and in particular are keen to recruit a permanent Chair when we can. We are hoping that 1 or 2 people who have expressed an interest in becoming Board members will be elected at the AGM.

Claire Angol continues to contribute to the work of the Board and also carries out all the bookkeeping work as well as being involved in fundraising with Tracey. Claire's vital bookkeeping work includes preparing and sending out invoices and dealing with cheques, payments and financial queries.

Tracey Freeman has been a great asset to the Board since she joined in 2019. Tracey also continues to be responsible for raising hundreds if not thousands of pounds for the Charity every year. It is very useful to have someone with her experience and commitment to the Charity on the Board.

Jaymini Katira continues to contribute and assist with Board work and decisions, and is keen to assist with fundraising in particular when we are able to return to more traditional methods after the pandemic.

Siobhan Kelly continued to attend meetings when she could – she balances this with her job as a solicitor and caring for her 4 young children.

Pat Byrne is also a very important member of the Board and, like Tracey, as a volunteer at the Link and other meetings brings firsthand knowledge of the service users and meetings.

Henrietta Phillips chairs the meetings, is membership secretary and files the accounts and reports.

In addition Margaret Anthony has continued to provide her services voluntarily as treasurer. She drafts the charity's annual accounts and ensures our accounting is accurate and meets all legal requirements. We continue to be very grateful for this vital work. Margaret also attends most of our events and makes useful contributions and suggestions to the Board.

Financial management

2020 was a good year financially with more income than we could have hoped from fundraising and some reduced outgoings e.g. the room hire for meetings and we could not run any outings. Our funds continue to require careful management and monitoring - our only source of regular income is from The LINK but this income does not

cover the costs associated with employing our Service Manager and, in usual times, renting the (Salvation Army) premises so we are reliant on other forms of fundraising.

Fundraising/donations

The fundraising undertaken in 2020 included:

- The West London Harley Riders continue to support us and we received another generous donation of £1,000 from them
- One member of the Harley Riders undertook a beard shave and another a head shave and raised another £700 for us
- Dave Harman ran a quiz night in February which was as popular as ever and raised over £1,000. When the pandemic hit in March Dave immediately started running very regular online quizzes with proceedings coming to the Charity - which meant the Charity had a regular stream of income. Dave was even interviewed on BBC Radio London about HNWL and his quizzes.
- Somehow Tracey also managed to arrange a Golf Day between lockdowns – in October - which was extremely successful and raised over £1,500. We are grateful for the huge amount of work which went into it.
- Finally Lee Geohagen's mum was able to raise some funds for us through her employer for which we were very grateful
- We also continue to benefit from ad hoc or monthly donations from supporters.

We should also always thank Ian and Liz Scott, Shivani Majithia and Sue and Dave Harman for their assistance with fundraising events (Ian and Dave are regular compères!)

The Link and Harrow Support Group

Service Manager

Bakhtiar Hormoz has now been with us for 2.5 years. Bakhtiar runs or facilitates the online meetings through the week (with the assistance of the amazing volunteers), manages telephone and written enquires and referrals and offers support, signposting and advice to brain injury survivors and their families. He attends external meetings and events on behalf of the Charity.

The LINK and other remote meetings

Bakhtiar has run the online meetings with the assistance of longstanding volunteers Pat, Tracey, Bridget and Isabel and our newer volunteers: Eleanor, Camille, Caithlin, Hritika Taruna, Dov, Hugo and Natalie. In addition Tracey Green, a professional speech and language therapist has done a huge amount of work with our service users through the pandemic including one-to-one work and Helena Breslin has run guided meditation sessions. Mike Shiels ran the Support Group meetings early in the year with assistance from Frances, Tracey and our long term supporter, Gladys Janes.

As mentioned above as soon as lockdown was announced Bakhtiar set about setting up a Zoom account and ensuring that service users were able to access the meetings (including telephone instruction and even setting up and delivering iPads). The group agreed Guiding Principles for the meetings with some specifically targeted towards online meetings.

As well as the Link meetings and for volunteers, there have been groups for men, for women, for young people, to discuss football (Facilitated by one of our newer members, Greg) and also the specialist sessions run by Tracey Green and Helena Breslin.

In September The Link was recognised by Harrow Council with a Harrow Heroes award.

HSG

The attendance at the Group was dwindling prior to 2020 and there continued to be a low attendance at online events. Further, Michael Shiels who ran the Group has more demands on his time from his day job at the Regional Rehabilitation Unit. Therefore in November we reluctantly made the decision to put the Group on hold with no more meetings for the time being. However, HSG group members were invited to attend other appropriate online meetings and many regularly do so. We will of course review that as restrictions are lifted and as we consider how best to offer services.

Activities and events

There were a few 'in person' events including the quiz night in February, a socially distanced picnic in July and the golf day in October, but most events have been online including the Christmas event on 13th December which was very well attended with a wide program including quiz questions, a best Christmas jumper prize and musical contributions, and a Murder Mystery event between Christmas and New Year.

The remote AGM in July was very well attended, with some great segments including excellent profile pieces of 3 longstanding Link members.

HNWL in 2021

The Covid-19 pandemic has meant significant changes to all of our lives and has meant that many of our service users have lost their routine and their usual support networks as well as potentially being vulnerable to Covid-19.

We are fortunate that thanks to the great efforts of Bakhtiar and the volunteers we have managed to continue to provide a service to our existing service users by way of regular Zoom meetings and in addition there has been regular phone contact with service users and support offered. The board is immensely grateful to Bakhtiar and all the volunteers for acting so quickly to arrange the new services - and for ensuring that support and social interaction continues to be provided.



We are also grateful to the London Boroughs of Harrow and Brent for their continued support.

As ever we always welcome ideas from members and service users and their families and volunteers in relation to the Charity – in a locked down or 'normal' environment.

Thank you for your support.

HPhillips

Henrietta Phillips, Acting Chair



Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Unaudited Financial Statements

31 December 2020

HARDCASTLE BURTON

Chartered accountants
166 Northwood Way
Northwood
Middlesex
HA6 1RB

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2020

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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

Reference and administrative details

Registered charity name	Headway North West London (A Company Limited by Guarantee)
Charity registration number	1110088
Company registration number	05283025
Principal office and registered office	Grove House 55 Lowlands Road Harrow Middx HA1 3AP

The trustees

H Phillips
C Angol
T Freeman
J Katira
S Kelly

Accountants

Hardcastle Burton
Chartered accountants
166 Northwood Way
Northwood
Middlesex
HA6 1RB

Structure, governance and management

The Company is run and managed by its trustees.

Objectives and activities

The charity's objective is to provide relief to persons resident in North West London, and their spouses, relatives or carers, who have suffered from head injury, through the provision of information, facilities and services.

Headway North West London provides a social rehabilitation service known as THE LINK and volunteer led support groups to affected persons of brain injury in the boroughs of Hillingdon, Harrow and Brent.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

Objectives and activities *(continued)*

Activities in 2020

During the year the charity continued to provide all previously offered services despite the year long challenge of the pandemic. Additional fundraising events were held as this remains a vital aspect of the charity's survival.

Supporters

The West London Harley Riders again provided a cheque for £1,000 and the charity has a number of individual supporters who provide monthly donations as well as donations made, for example, in commemoration of special birthdays. Thompson Solicitors have provided us with office space free of charge. Funds are also raised through annual membership fees. Volunteers and Trustees organised an increased number of successful fundraising events in 2020 including one actual and numerous virtual fundraising quizzes, a Harley Riders head/beard shave, a Golf Day, bingo and the annual virtual Christmas party raised funds via online donations.

Achievements and performance

The Link

Mr B Hormoz has managed to maintain a full service throughout the current pandemic with use of the latest communications technologies and has managed to pass these skills on to many of the members.

Communication

The service manager prepares and distributes the newsletter regularly detailing recent and future events and providing other relevant information to the membership and other supporters. They also continue to manage and update the charity's Facebook page, which is regularly viewed. The charity has developed local links with local hospitals and statutory services. The monthly Support group continues on a virtual basis although attendance has been variable. This group is run by volunteers and is not currently charged for.

Financial review

The charity's main funding source, The Link attendance fees, reduced through 2020 due to the pressures brought on by the pandemic. There was a donation from the West London Harley Riders of £1,000 and the enhanced efforts at fundraising lead to a surplus for the year of £7,839. Adequate reserves have been maintained throughout the year and the charity is in a good position to maintain its charitable activities in 2021. Reserves stand at £27,362, (2019:£19,523). The charity's reserves policy is to maintain enough reserves to cover six months of operational expenses.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

The trustees' annual report was approved on 18 January 2021 and signed on behalf of the board of trustees by:

HPhillips

H Phillips
Trustee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Chartered Accountant's Report to the Board of Trustees on the Preparation of the Unaudited Statutory Financial Statements of Headway North West London (A Company Limited by Guarantee)

Year ended 31 December 2020

As described on the statement of financial position, the trustees of the charity are responsible for the preparation of the financial statements for the year ended 31 December 2020, which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

You consider that the charity is exempt from an audit under the Companies Act 2006.

In accordance with your instructions we have compiled these financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and from information and explanations supplied to us.

HARDCASTLE BURTON
Chartered accountants

166 Northwood Way
Northwood
Middlesex
HA6 1RB

18 January 2021

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2020

		2020		2019
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	29,527	29,527	26,381
Total income		<u>29,527</u>	<u>29,527</u>	<u>26,381</u>
Expenditure				
Expenditure on charitable activities	6,7	21,688	21,688	27,524
Total expenditure		<u>21,688</u>	<u>21,688</u>	<u>27,524</u>
Net income/(expenditure) and net movement in funds		<u>7,839</u>	<u>7,839</u>	<u>(1,143)</u>
Reconciliation of funds				
Total funds brought forward		19,523	19,523	20,666
Total funds carried forward		<u>27,362</u>	<u>27,362</u>	<u>19,523</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 10 form part of these financial statements.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Position

31 December 2020

	Note	2020 £	2019 £
Current assets			
Cash at bank and in hand		27,515	19,769
Creditors: amounts falling due within one year	11	<u>153</u>	<u>246</u>
Net current assets		<u>27,362</u>	<u>19,523</u>
Total assets less current liabilities		<u>27,362</u>	<u>19,523</u>
 Funds of the charity			
Unrestricted funds		<u>27,362</u>	<u>19,523</u>
Total charity funds	12	<u>27,362</u>	<u>19,523</u>

For the year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 18 January 2021, and are signed on behalf of the board by:

HPhillips

H Phillips
Trustee

The notes on pages 7 to 10 form part of these financial statements.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Grove House, 55 Lowlands Road, Harrow, Middx, HA1 3AP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

Going concern

There are no material uncertainties about the charity's ability to continue.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

Resources expended *(continued)*

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 33% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

4. Limited by guarantee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Donations	16,258	16,258	8,444	8,444
The Link	13,269	13,269	17,937	17,937
	<u>29,527</u>	<u>29,527</u>	<u>26,381</u>	<u>26,381</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Headway activities	<u>21,688</u>	<u>21,688</u>	<u>27,524</u>	<u>27,524</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2020 £	Total fund 2019 £
Headway activities	<u>21,688</u>	<u>21,688</u>	<u>27,524</u>

8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	<u>18,354</u>	<u>18,200</u>

The average head count of employees during the year was 1 (2019: 1).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

9. Trustee remuneration and expenses

No remuneration was paid to trustees during the year. Expenses totalling £89 were paid to one trustee.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

10. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 January 2020	761
Disposals	(761)
At 31 December 2020	<u>–</u>
Depreciation	
At 1 January 2020	761
Disposals	(761)
At 31 December 2020	<u>–</u>
Carrying amount	
At 31 December 2020	<u>–</u>
At 31 December 2019	<u>–</u>

11. Creditors: amounts falling due within one year

	2020 £	2019 £
Social security and other taxes	<u>153</u>	<u>246</u>

12. Analysis of charitable funds

Unrestricted funds

	At 1 January 2020 £	Income £	Expenditure £	At 31 December 2020 £
General funds	<u>19,523</u>	<u>29,527</u>	<u>(21,688)</u>	<u>27,362</u>

	At 1 January 2019 £	Income £	Expenditure £	At 31 December 2019 £
General funds	<u>20,666</u>	<u>26,381</u>	<u>(27,524)</u>	<u>19,523</u>

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Unaudited Financial Statements

31 December 2020

HARDCASTLE BURTON

Chartered accountants
36 Dene Road
Northwood
Middlesex
HA6 2DA

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2020

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Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

Reference and administrative details

Registered charity name	Headway North West London (A Company Limited by Guarantee)
Charity registration number	1110088
Company registration number	05283025
Principal office and registered office	Grove House 55 Lowlands Road Harrow Middx HA1 3AP

The trustees

H Phillips
C Angol
T Freeman
J Katira
S Kelly

Independent examiner	Mr C J Hayfield FCA, DChA Hardcastle Burton 36 Dene Road Northwood Middlesex HA6 2DA
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Structure, governance and management

The Company is run and managed by its trustees.

Objectives and activities

The charity's objective is to provide relief to persons resident in North West London, and their spouses, relatives or carers, who have suffered from head injury, through the provision of information, facilities and services.

Headway North West London, provides a social rehabilitation service known as THE LINK and volunteer led support groups to affected persons of brain injury in the boroughs of Hillingdon, Harrow and Brent.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

Objectives and activities *(continued)*

Activities in 2020

During the year the charity continued to provide all previously offered services despite the year long challenge of the pandemic. Additional fundraising events were held as this remains a vital aspect of the charity's survival.

Supporters

The West London Harley Riders again provided a cheque for £1,000 and the charity has a number of individual supporters who provide monthly donations as well as donations made, for example, in commemoration of special birthdays. Thompson Solicitors have provided us with office space free of charge. Funds are also raised through annual membership fees. Volunteers and Trustees organised an increased number of successful fundraising events in 2020 including one actual and numerous virtual fundraising quizzes, a Harley Riders head/beard shave, a Golf Day, bingo and the annual virtual Christmas party raised funds via online donations.

Achievements and performance

The Link

Mr B Hormoz has managed to maintain a full service throughout the current pandemic with use of the latest communications technologies and has managed to pass these skills on to many of the members.

Communication

The service manager sends out e mails regularly detailing recent and future events and providing other relevant information to the membership and other supporters. The charity also continues to manage and update the charity's Facebook page, which is regularly viewed. The charity has developed local links with local hospitals and statutory services.

Financial review

The charity's main funding source, The Link attendance fees, reduced through 2020 due to the pressures brought on by the pandemic. There was a donation from the West London Harley Riders of £1,000 and the enhanced efforts at fundraising lead to a surplus for the year of £7,839. Adequate reserves have been maintained throughout the year and the charity is in a good position to maintain its charitable activities in 2021. Reserves stand at £27,362, (2019:£19,523). The charity's reserves policy is to maintain enough reserves to cover six months of operational expenses.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

The trustees' annual report was approved on 3 November 2021 and signed on behalf of the board of trustees by:

H Phillips
Trustee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee)

Year ended 31 December 2020

I report to the trustees on my examination of the financial statements of Headway North West London (A Company Limited by Guarantee) ('the charity') for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway North West London (A Company Limited by Guarantee) *(continued)*

Year ended 31 December 2020

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr C J Hayfield FCA, DChA
Hardcastle Burton
Independent Examiner

36 Dene Road
Northwood
Middlesex
HA6 2DA

3 November 2021

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2020

		2020		2019
		Unrestricted	Total funds	Total funds
	Note	funds	£	£
		£	£	£
Income and endowments				
Donations and legacies	5	29,527	29,527	26,381
Total income		29,527	29,527	26,381
Expenditure				
Expenditure on charitable activities	6,7	21,688	21,688	27,524
Total expenditure		21,688	21,688	27,524
Net income/(expenditure) and net movement in funds		7,839	7,839	(1,143)
Reconciliation of funds				
Total funds brought forward		19,523	19,523	20,666
Total funds carried forward		27,362	27,362	19,523

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 8 to 11 form part of these financial statements.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Statement of Financial Position

31 December 2020

	Note	2020 £	2019 £
Current assets			
Cash at bank and in hand		27,515	19,769
Creditors: amounts falling due within one year	11	<u>153</u>	<u>246</u>
Net current assets		<u>27,362</u>	<u>19,523</u>
Total assets less current liabilities		<u>27,362</u>	<u>19,523</u>
 Funds of the charity			
Unrestricted funds		<u>27,362</u>	<u>19,523</u>
Total charity funds	12	<u>27,362</u>	<u>19,523</u>

For the year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 3 November 2021, and are signed on behalf of the board by:

H Phillips
Trustee

The notes on pages 8 to 11 form part of these financial statements.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Grove House, 55 Lowlands Road, Harrow, Middx, HA1 3AP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

Going concern

There are no material uncertainties about the charity's ability to continue.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

Resources expended *(continued)*

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 33% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

4. Limited by guarantee

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Donations	16,258	16,258	8,444	8,444
The Link	13,269	13,269	17,937	17,937
	<u>29,527</u>	<u>29,527</u>	<u>26,381</u>	<u>26,381</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Headway activities	<u>21,688</u>	<u>21,688</u>	<u>27,524</u>	<u>27,524</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2020 £	Total fund 2019 £
Headway activities	<u>21,688</u>	<u>21,688</u>	<u>27,524</u>

8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	<u>18,354</u>	<u>18,200</u>

The average head count of employees during the year was 1 (2019: 1).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

9. Trustee remuneration and expenses

No remuneration was paid to trustees during the year. Expenses totalling £89 were paid to one trustee.

Headway North West London (A Company Limited by Guarantee)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

10. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 January 2020	761
Disposals	(761)
At 31 December 2020	<u>–</u>
Depreciation	
At 1 January 2020	761
Disposals	(761)
At 31 December 2020	<u>–</u>
Carrying amount	
At 31 December 2020	<u>–</u>
At 31 December 2019	<u>–</u>

11. Creditors: amounts falling due within one year

	2020 £	2019 £
Social security and other taxes	<u>153</u>	<u>246</u>

12. Analysis of charitable funds

Unrestricted funds

	At 1 January 2020 £	Income £	Expenditure £	At 31 December 2020 £
General funds	<u>19,523</u>	<u>29,527</u>	<u>(21,688)</u>	<u>27,362</u>

	At 1 January 2019 £	Income £	Expenditure £	At 31 December 2019 £
General funds	<u>20,666</u>	<u>26,381</u>	<u>(27,524)</u>	<u>19,523</u>