

## **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 13<sup>th</sup> 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

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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

<b>Registered charity name</b>	Headway North West London (A Company Limited by Guarantee)
<b>Charity registration number</b>	1110088
<b>Company registration number</b>	05283025
<b>Principal office and registered office</b>	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**

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#### **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**

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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**

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

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

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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

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#### 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

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#### 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

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

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

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#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
<b>Donations</b>				
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 £
<b>Cost</b>	
At 1 January 2020	761
Disposals	(761)
<b>At 31 December 2020</b>	<u>–</u>
<b>Depreciation</b>	
At 1 January 2020	761
Disposals	(761)
<b>At 31 December 2020</b>	<u>–</u>
<b>Carrying amount</b>	
<b>At 31 December 2020</b>	<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

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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

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

#### The trustees

H Phillips  
C Angol  
T Freeman  
J Katira  
S Kelly

<b>Independent examiner</b>	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**

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#### **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**

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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**

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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**

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

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

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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**

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#### **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

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#### 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

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

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

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#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
<b>Donations</b>				
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 £
<b>Cost</b>	
At 1 January 2020	761
Disposals	(761)
<b>At 31 December 2020</b>	<u>–</u>
<b>Depreciation</b>	
At 1 January 2020	761
Disposals	(761)
<b>At 31 December 2020</b>	<u>–</u>
<b>Carrying amount</b>	
<b>At 31 December 2020</b>	<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	0	29,527	(21,688)	27,362
	<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	9	26,381	(27,524)	19,523
	<u>£ 20,666</u>	<u>£ 26,381</u>	<u>£ (27,524)</u>	<u>£ 19,523</u>