

## **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

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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 2021.

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

<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 2021**

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#### **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)***

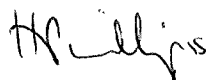
**Year ended 31 December 2021**

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#### **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**

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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 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**

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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 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 £
<b>Income and endowments</b>				
Donations and legacies	5	34,178	34,178	29,527
<b>Total income</b>		<u>34,178</u>	<u>34,178</u>	<u>29,527</u>
<b>Expenditure</b>				
Expenditure on charitable activities	6,7	24,065	24,065	21,688
<b>Total expenditure</b>		<u>24,065</u>	<u>24,065</u>	<u>21,688</u>
<b>Net income and net movement in funds</b>		<u>10,113</u>	<u>10,113</u>	<u>7,839</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		27,362	27,362	19,523
<b>Total funds carried forward</b>		<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 £
<b>Current assets</b>			
Cash at bank and in hand		37,475	27,515
<b>Creditors: amounts falling due within one year</b>	<b>10</b>	—	153
<b>Net current assets</b>		<u>37,475</u>	<u>27,362</u>
<b>Total assets less current liabilities</b>		<u>37,475</u>	<u>27,362</u>
<b>Funds of the charity</b>			
Unrestricted funds		37,475	27,362
<b>Total charity funds</b>	<b>11</b>	<u>37,475</u>	<u>27,362</u>

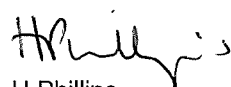
For the year ending 31 December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

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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 2021

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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.

##### 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 £
<b>Donations</b>				
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

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#### 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

### 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

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

<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 2021**

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#### **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)***

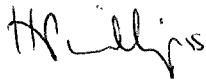
**Year ended 31 December 2021**

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



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### Statement of Financial Position

31 December 2021

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

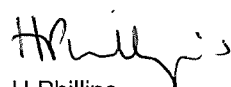
For the year ending 31 December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

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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 2021

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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.

##### 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 £	<b>Total Funds 2021 £</b>	Unrestricted Funds £	Total Funds 2020 £
<b>Donations</b>				
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 £	<b>Total Funds 2021 £</b>	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 £	<b>Total funds 2021 £</b>	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

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#### 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>