

# HEADWAY SOUTH STAFFORDSHIRE

England & Wales · Charity number 1122504

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [06416198](#)

**Registered** 2008-01-29

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 6 Castle Hill  
Tenterbanks  
Stafford  
ST16 2QP

**Phone** 01785257462

**Email** [trustee@headwaysouthstaffs.com](mailto:trustee@headwaysouthstaffs.com)

**Website** [www.headwaysouthstaffs.com](http://www.headwaysouthstaffs.com)

## Activities

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**Objects:** 1. TO RELIEVE PERSONS WHO ARE RESIDENT IN SOUTH STAFFORDSHIRE WHO HAVE SUFFERED A BRAIN INJURY, THEIR FAMILIES, CARERS AND OTHER RELATED PROFESSIONALS BY THE PROVISION OF SUCH INFORMATION, SERVICE AND FACILITIES.2. TO ADVANCE THE EDUCATION OF THE PUBLIC IN ALL ASPECTS RELATING TO BRAIN INJURY AND ITS PREVENTION.

**Activities:** Promote understanding of all aspects of brain injury. Provide information, support and services to adults with brain injury and their families with the initial intention of providing day care services in Stafford and Tamworth.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups

## Geography

- **Area of benefit:** SOUTH STAFFORDSHIRE
- Staffordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-11-30	£162,010	£151,221	-	-
2023-11-30	£153,909	£122,856	-	-
2022-11-30	£131,114	£95,584	-	-
2021-11-30	£79,477	£103,842	-	-
2020-11-30	£94,236	£96,598	-	-

## Trustees

Name	Role	Appointed
<b>John Charles Whitworth</b>	Chair	2023-01-01
Amanda Jane Smith Mrs		2019-12-03
Beth Elliot		2024-12-09
Neal Evans		2023-06-13

**HEADWAY SOUTH STAFFORDSHIRE**

England & Wales - Charity number 1122504

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# Accounts

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**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2024**

**FOR**

**HEADWAY SOUTH STAFFORDSHIRE**  
Registered Charity Number: 1122504  
(A Company Limited by Guarantee)  
Company Registration Number: 06416198

**Dean Statham  
Chartered Accountants  
29 King Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 1ER**

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

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**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Reference and Administrative Information**

<b>Charity number</b>	1122504
<b>Company Number</b>	06416198
<b>Registered Office</b>	6 Castle Hill Tenterbanks Stafford ST16 2QP
<b>Directors/Trustees</b>	Mr J C Whitworth Mrs A J Smith Mr L J Cairns - resigned 26 October 2024 Mrs L Wilson - resigned 21 February 2024 Mr N Evans Mrs J Street - appointed 9 December 2024 Mrs B Elliot - appointed 9 December 2024
<b>Independent Examiner</b>	Heather Tweddle FCA CTA Dean Statham Chartered Accountants 29 King Street Newcastle-under-Lyme Staffordshire ST5 1ER
<b>Bankers</b>	Lloyds TSB Bank Plc Stafford Branch PO Box 1000 Andover BX1 1LT

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2024**

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 30 November 2024. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: 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 published on 16 July 2014.

### **Structuring Governance and Management**

#### **Governing Documents**

Headway South Staffordshire is a charitable company limited by guarantee, incorporated on 2 November 2007 and registered as a charity on 22 January 2008. The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Article of Association. In the event of the Company being wound up members are required to contribute an amount not exceeding £10. Headway South Staffordshire is affiliated to Headway UK.

#### **Recruitment and Appointment of Board of Directors**

The Directors of the Company are also Charity Trustees for the purpose of Charity Law. They are appointed by ordinary resolution. Under the Articles of Association the number of members of the Board shall not be less than three or more than ten.

New Trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the Charity.

#### **Trustee Induction and Training**

When a new Trustee is appointed they are provided with a pack with contains:

- A copy of the Memorandum and Articles of Association;
- A copy of the most recent Annual Report and Accounts;
- Copy Minutes of previous Trustees' Meetings;
- A copy of the Charity Commission Guidance 'The Essential Trustee'.

#### **Risk Review**

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks. In particular protection policies are in place in respect of vulnerable adults.

#### **Objectives and Activities**

The company's objectives are:

1. To promote understanding of all aspects of brain injury;
2. To provide information, support and services to people with brain injury, their families and carers and relevant professionals;
3. To promote a co-ordinated multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community;
4. To increase public awareness and understanding of brain injury;
5. To participate in activities which will reduce the incidence of brain injury.

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2024 (Continued)**

**Public Benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

**Achievements and Performance**

Over the reporting period, Headway South Staffordshire has continued to provide high quality recovery and support for local people living with the long term effects of an acquired brain injury (ABI).

Since moving to our new premises in 2023 Headway South Staffordshire has continued to flourish. The cost of moving into the new premises was achieved at a lower cost than budgeted, thanks to the hard work and ingenuity of the Ann Marie, our centre manager, and her staff. Having three rooms available for the members we have been able to offer additional activities including music therapy, speech therapy and we are currently exploring the option to provide dance therapy. The premises have meant that the charity now has additional operational costs, however we have continued to be able to run Headway South Staffs with a small surplus. We have also spent a small amount of our reserves on refurbishing the toilets and fitting new external doors. However, the Board of Trustees does also recognise the importance of protecting the cash reserves for the immediate future, the global pandemic has demonstrated the need to maintain such reserves.

The premises are used solely by Headway South Staffordshire, and provide a secure environment for our members whilst meeting their diverse needs. Headway South Staffordshire continues to open 5 days a week and the new larger premises allow us to provide recovery and support to more people suffering an ABI.

We have seen no changes in staff during 2024. Emma from our staff has been promoted to Assistant Activity Coordinator, demonstrating our desire (where we can) to support our staff with their development and growth. Ann Marie continues to lead the centre with a superb team of staff and volunteers. Neal resigned as one of our volunteers but we are delighted that Neal will continue as one of our Trustees. We have had another strong financial year, allowing us to continue to re-invest some of the surplus into complementary services including speech and language therapy mentioned above. We forecast that the centre would need some repairs to the roof and we have completed some minor repairs during the year. We expect that in the next year or two we may need to undertake more comprehensive repairs to the roof and we are currently exploring opportunities for a grant to support the cost of those repairs.

During the year 1 December 2023 to the 30 November 2024 we said farewell to two trustees – Lavern Wilson and Liam Cairns who both found that work and/or other trustee commitments meant they didn't have capacity to continue with Headway South Staffordshire. We thank them for their support and guidance as trustees and wish them well for the future. However, we also welcomed two new trustees who both bring a wealth of experience with them: Beth Elliott and Joy Street. Neal continues as a trustee and provides his guidance to the board with his understanding of living with an ABI and together with Amanda we feel we have a strong well balanced board of trustees.

The relocation gave us the opportunity to readdress the strategic plan, which the board has now completed and approved and we're excited to progress the implementation of that plan as the next year progresses.

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2024 (Continued)**

**Acknowledgments**

The Board of Trustees would like to thank all the staff and volunteers for their continued hard work and commitment to Headway South Staffordshire over the last twelve months. The Board of Trustees would also like to thank Lavern and Liam for their contribution as trustees and Neal for his contribution as a volunteer over the past year.

As ever, we remain indebted to all those who have supported the charity, without this our Members would not be able to access the service and the support that empowers them all in their daily lives.

**Financial Review**

Free reserves at 30 November 2024 totalled £184,053. This compares with free reserves of £173,264 at 30 November 2023. Free reserves are held to finance working capital requirements and the Trustees aim to maintain free services at a level sufficient to cover six months running expenses. Actual reserves exceed this level. The additional reserves will give the Charity the opportunity to develop and expand services within a safe and measured manner.

**Statement of Trustees' Responsibilities**

The trustees (who are also directors of Headway South Staffordshire for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small Company Exemptions**

This report is prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Board of Management on ..... and signed on its behalf by:

.....  
Mr J C Whitworth (Chair)

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Independent Examiner's Report to the Trustees of Headway South Staffordshire**

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 November 2024 which are set out on pages 6 to 11.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of the company law) you are responsible for the preparation of the accounts 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 your company'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 that in any material respect:

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts 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 accounts 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)].

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.

.....  
Heather Tweddle FCA CTA  
Dean Statham  
Chartered Accountants  
29 King Street  
Newcastle-Under-Lyme  
Staffordshire  
ST5 1ER

Dated .....

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Statement of Financial Activities (including Income and Expenditure Account)**  
**For the year ended 30 November 2024**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
		£	£	£	£
<b>Income from:</b>					
Grants and donations	3	8,246	-	8,246	896
Fundraising		-	-	-	-
Bank interest		3,197	-	3,197	2,446
Charitable activities		150,567	-	150,567	150,567
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		<b>162,010</b>	<b>-</b>	<b>162,010</b>	<b>153,909</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Expenditure</b>					
Charitable activities	4	149,332	-	149,332	121,176
Other	5	1,889	-	1,889	1,680
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>		<b>151,221</b>	<b>-</b>	<b>151,221</b>	<b>122,856</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Net income (expenditure)</b>		<b>10,789</b>	<b>-</b>	<b>10,789</b>	<b>31,053</b>
Funds brought forward		173,264	-	173,264	142,211
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		<b>184,053</b>	<b>-</b>	<b>184,053</b>	<b>173,264</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities.

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Balance Sheet as at 30 November 2024**

	Notes	2024		2023	
		£	£	£	£
<b>Tangible assets</b>	6		2,187		3,412
<b>Current assets</b>					
Trade debtors	- Client fees	13,169		21,844	
Prepayments		233		-	
Cash at bank and in hand		171,579		150,456	
		184,981		172,300	
<b>Creditors - Amounts falling due within one year</b>					
Trade creditors		1,381		568	
Other creditors	- Accruals	1,734		1,680	
	- Deposits	-		200	
		3,115		2,448	
<b>Net Current Assets</b>			181,866		169,852
<b>Total Assets less Current Liabilities</b>			184,053		173,264
<b>The Funds of the Charity</b>					
Restricted Income Funds			-		-
Unrestricted Income Funds			184,053		173,264
			184,053		173,264

For the year ending 30 November 2024 the company 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 accounts 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 accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board for issue on .....

.....  
Mr J C Whitworth (Chair)

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2024**

**1 Accounting Policies**

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transacting value unless otherwise stated in the accounting policy note.

The charity constitutes a public benefit entity as defined by FRS 102.

Income

Grants and donations are included in income when receivable. When donors specify that they are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included as restricted funds when receivable.

Interest receivable is included in the Statement of Financial Activities in the year when it is receivable.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

Funding Accounting

Restricted funds are to be used for specific purposes laid down by the grant making body or donor.

Unrestricted funds are incoming resources receivable for expenditure on the general objectives of the Charity.

**2 Legal Status of the Charity**

The charity is a Company Limited by Guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10.

**3 Grants and Donations**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2024</b>	<b>Total 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations	8,246	-	8,246	896
	<u>8,246</u>	<u>-</u>	<u>8,246</u>	<u>896</u>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2024 (Continued)**

<b>4 Charitable Activities</b>	<b>Notes</b>	<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
Salaries including Pension Contributions	7	79,345	73,534
Travel Expenses		2,403	3,308
Room Rental		27,321	27,845
Light and Heat		9,164	-
Telephone, Postage and Stationery		3,172	1,966
Materials, Equipment and Therapies		14,315	4,259
Bank Charges		94	92
Subscriptions		1,227	1,035
Sundry Expenses		2,107	401
Advertising		2,444	-
Training And Conferences		272	574
Social Activities		2,349	706
Professional Fees		1,197	2,055
Bad Debts Written Off		730	2,600
Insurance		1,501	567
Depreciation		2,048	2,234
(Profit)/Loss on Disposal of Fixed Assets		(357)	-
		<hr/>	<hr/>
		<b>149,332</b>	<b>121,176</b>
		<hr/> <hr/>	<hr/> <hr/>

In 2024 charitable expenditure of £149,689 was from unrestricted funds and £Nil was from restricted funds.

<b>5 Other Costs</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Independent Examiner	1,889	1,680
	<hr/>	<hr/>
	<b>1,889</b>	<b>1,680</b>
	<hr/> <hr/>	<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2024 (Continued)**

<b>6</b>	<b>Tangible assets</b>	<b>£</b>
	<b>Cost</b>	
	As at 1 December 2023	6,670
	Additions	1,915
	Disposals	(1,640)
		<hr/>
	As at 30 November 2024	<b>6,945</b>
		<hr/> <hr/>
	<b>Depreciation</b>	
	As at 1 December 2023	3,258
	Charge for the year	2,048
	Depreciation on disposals	(547)
		<hr/>
	As at 30 November 2024	<b>4,759</b>
		<hr/> <hr/>
	<b>Net Book Value</b>	
	As at 30 November 2024	<b>2,186</b>
		<hr/> <hr/>
	As at 1 December 2023	<b>3,412</b>
		<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**  
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**Notes to the Financial Statements for the year ended 30 November 2024 (Continued)**

<b>7</b>	<b>Wages and Salaries</b>	<b>2024</b>	<b>2023</b>
		£	£
	Salaries	78,038	72,784
	Defined Contribution Pension Contributions	1,307	750
		<hr/>	<hr/>
		<b>79,345</b>	<b>73,534</b>
		<hr/> <hr/>	<hr/> <hr/>

**8 Trustees Remuneration, Expenses and Related Party Transactions**

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the period to any trustee or to any person known to be connected with any of them.

No trustee expenses were paid during the year (2023 - £Nil)

**9 Taxation**

No liability to U.K Corporation Tax arose in respect of the period ended 30 November 2024 (2023 - £Nil).

**10 Assets and Liabilities**

The assets and liabilities of the charity are represented by the funds as detailed below:

	<b>Total</b>	<b>Restricted</b>	<b>Unrestricted</b>
	£	Funds	funds
	£	£	£
Tangible Assets	2,187	-	2,187
Current Assets	184,981	-	184,981
Current Liabilities	(3,115)	-	(3,115)
	<hr/>	<hr/>	<hr/>
	<b>184,053</b>	<b>-</b>	<b>184,053</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**11 Operating Leases**

The total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>2024</b>	<b>2023</b>
	£	£
Not later than 1 year	23,000	23,000
Later than 1 year and not later than 5 years	21,083	44,083
	<hr/>	<hr/>
	<b>44,083</b>	<b>67,083</b>
	<hr/> <hr/>	<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**

England & Wales - Charity number 1122504

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# Accounts

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**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2023**

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**Achievements and Performance**

Over the reporting period, Headway South Staffordshire has continued to provide high quality recovery and support for local people living with the long term effects of an acquired brain injury (ABI).

Relocation to our own premises has always been an aspiration for the organisation, and early in 2023 new premises in Stafford were identified as being suitable. The staff and Trustees spent eight months preparing the move to these new premises and in November 2023 our dream was finally realised when we took over the lease of the premises at Tenterbanks. These new premises will allow the organisation to grow and meet the needs of our ever expanding membership. Our members now have three rooms where a variety of activities can take place including a games room, art room and therapy room, as well as a large garden area. The premises are used solely by Headway South Staffordshire, and provide a secure environment for our members whilst meeting their diverse needs. Headway South Staffordshire continues to open 5 days a week and the new larger premises allow us to provide recovery and support to more people suffering an ABI.

We have seen no changes in staff during 2023. Ann Marie leads the centre with a superb team of staff and volunteers. We have had another strong financial year, allowing us to continue to re-invest some of the surplus into complementary services, and we continue to provide speech and language therapy sessions to our existing members whilst additional services are being discussed. Much of the surplus is being held for improving the new premises. The Board of Trustees does also recognise the importance of protecting the cash reserves for the immediate future, the global pandemic has demonstrated the need to maintain such reserves.

During the year 1 December 2022 to the 30 November 2023 three new Trustees were welcomed: Liam bringing a wealth of knowledge on HR matters whilst Lavern provided the much needed safeguarding lead for the Board of trustees: Neal joined as both a Trustee and a volunteer, bringing a sense of understanding on living with an ABI. The Board of Trustees continued to work with a voluntary consultant to assist on devising a five year strategic plan. However the relocation meant we needed to readdress the strategic plan and this has become an important agenda item for 2024. We did see two Trustees stepping down from their role immediately following the AGM in 2022.

**Acknowledgments**

The Board of Trustees would like to thank all the staff and volunteers for their continued hard work and commitment to Headway South Staffordshire over the last twelve months. The Board of Trustees would also like to thank both Sarah Hackett and Will Evans for their contribution over the past two years. Both resignations were due to increased work commitments.

As ever we remain indebted to all those who have supported the charity, without this our Members would not be able to access the service and the support that empowers them all in their daily lives.

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2023 (Continued)**

**Financial Review**

Free reserves at 30 November 2023 totalled £173,264. This compares with free reserves of £142,211 at 30 November 2022. Free reserves are held to finance working capital requirements and the Trustees aim to maintain free services at a level sufficient to cover six months running expenses. Actual reserves exceed this level. The additional reserves will give the Charity the opportunity to develop and expand services within a safe and measured manner.

**Statement of Trustees' Responsibilities**

The trustees (who are also directors of Headway South Staffordshire for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small Company Exemptions**

This report is prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Board of Management on ..... and signed on its behalf by:

.....  
Mrs A J Smith (Director)

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Independent Examiner's Report to the Trustees of Headway South Staffordshire**

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 November 2023 which are set out on pages 6 to 11.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of the company law) you are responsible for the preparation of the accounts 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 your company'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 that in any material respect:

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts 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 accounts 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)].

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.

.....  
Heather Tweddle FCA CTA  
Dean Statham  
Chartered Accountants  
29 King Street  
Newcastle-Under-Lyme  
Staffordshire  
ST5 1ER

Dated .....

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Statement of Financial Activities (including Income and Expenditure Account)**  
**For the year ended 30 November 2023**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
		£	£	£	£
<b>Income from:</b>					
Grants and donations	3	896	-	896	11,460
Fundraising		-	-	-	822
Bank interest		2,446	-	2,446	708
Charitable activities		150,567	-	150,567	118,124
Other income		-	-	-	-
<b>Total income</b>		<b>153,909</b>	<b>-</b>	<b>153,909</b>	<b>131,114</b>
<b>Expenditure</b>					
Charitable activities	4	121,176	-	121,176	94,024
Other	5	1,680	-	1,680	1,560
<b>Total expenditure</b>		<b>122,856</b>	<b>-</b>	<b>122,856</b>	<b>95,584</b>
<b>Net income (expenditure)</b>		<b>31,053</b>	<b>-</b>	<b>31,053</b>	<b>35,530</b>
Funds brought forward		142,211	-	142,211	106,681
<b>Total funds carried forward</b>		<b>173,264</b>	<b>-</b>	<b>173,264</b>	<b>142,211</b>

The statement of financial activities includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities.

**HEADWAY SOUTH STAFFORDSHIRE**  
(A Company Limited by Guarantee)

**Balance Sheet as at 30 November 2023**

	Notes	2023		2022	
		£	£	£	£
<b>Tangible assets</b>	6		3,412		1,277
<b>Current assets</b>					
Trade debtors	- Client fees	21,844		17,308	
Cash at bank and in hand		150,456		130,387	
		172,300		147,695	
<b>Creditors - Amounts falling due within one year</b>					
Trade creditors		568		5,185	
Other creditors	- Accruals	1,680		1,561	
	- Deposits	200		-	
	- Pension	-		15	
		2,448		6,761	
<b>Net Current Assets</b>			169,852		140,934
<b>Total Assets less Current Liabilities</b>			173,264		142,211
<b>The Funds of the Charity</b>					
Restricted Income Funds			-		-
Unrestricted Income Funds			173,264		142,211
			173,264		142,211

For the year ending 30 November 2023 the company 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 accounts 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 accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board for issue on .....

.....  
Mrs A J Smith (Director)

Charity Registration Number 1122504  
Company Number 06416198

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2023**

**1 Accounting Policies**

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transacting value unless otherwise stated in the accounting policy note.

The charity constitutes a public benefit entity as defined by FRS 102.

Income

Grants and donations are included in income when receivable. When donors specify that they are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included as restricted funds when receivable.

Interest receivable is included in the Statement of Financial Activities in the year when it is receivable.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

Funding Accounting

Restricted funds are to be used for specific purposes laid down by the grant making body or donor.

Unrestricted funds are incoming resources receivable for expenditure on the general objectives of the Charity.

**2 Legal Status of the Charity**

The charity is a Company Limited by Guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10.

**3 Grants and Donations**

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Donations	896	-	896	2,258
Stafford District Arts Council Grant	-	-	-	380
Staffordshire County Council Grants	-	-	-	8,822
	<b>896</b>	<b>-</b>	<b>896</b>	<b>11,460</b>
	<b>896</b>	<b>-</b>	<b>896</b>	<b>11,460</b>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2023 (Continued)**

<b>4 Charitable Activities</b>	<b>Notes</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
Salaries including Pension Contributions	7	73,534	60,909
Travel Expenses		3,308	1,819
Room Rental		27,845	22,859
Telephone, Postage and Stationery		1,966	1,579
Materials, Equipment and Therapies		4,259	2,296
Bank Charges		92	111
Subscriptions		1,035	777
Sundry Expenses		401	257
Affiliation Fee: Headway UK		-	155
Training And Conferences		574	410
Social Activities		706	938
Professional Fees		2,055	202
Bad Debts Written Off		2,600	-
Insurance		567	953
Depreciation		2,234	759
		<hr/>	<hr/>
		<b>121,176</b>	<b>94,024</b>
		<hr/> <hr/>	<hr/> <hr/>

In 2022 charitable expenditure of £83,200 was from unrestricted funds and £10,824 was from restricted funds.

<b>5 Other Costs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Independent Examiner	1,680	1,560
	<hr/>	<hr/>
	<b>1,680</b>	<b>1,560</b>
	<hr/> <hr/>	<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2023 (Continued)**

<b>6</b>	<b>Tangible assets</b>	<b>£</b>
	<b>Cost</b>	
	As at 1 December 2022	2,301
	Additions	4,369
	Disposals	-
		<hr/>
	As at 30 November 2023	<b>6,670</b>
		<hr/> <hr/>
	<b>Depreciation</b>	
	As at 1 December 2022	1,024
	Charge for the year	2,234
	Depreciation on disposals	-
		<hr/>
	As at 30 November 2023	<b>3,258</b>
		<hr/> <hr/>
	<b>Net Book Value</b>	
	As at 30 November 2023	<b>3,412</b>
		<hr/> <hr/>
	As at 1 December 2022	<b>1,277</b>
		<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2023 (Continued)**

<b>7</b>	<b>Wages and Salaries</b>	<b>2023</b>	<b>2022</b>
		£	£
	Salaries	72,784	60,253
	Defined Contribution Pension Contributions	750	656
		<b>73,534</b>	<b>60,909</b>
		<b>73,534</b>	<b>60,909</b>

**8 Trustees Remuneration, Expenses and Related Party Transactions**

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the period to any trustee or to any person known to be connected with any of them.

No trustee expenses were paid during the year (2022 - £Nil)

**9 Taxation**

No liability to U.K Corporation Tax arose in respect of the period ended 30 November 2023 (2022 - £Nil).

**10 Assets and Liabilities**

The assets and liabilities of the charity are represented by the funds as detailed below:

	Total	Restricted Funds	Unrestricted funds
	£	£	£
Tangible Assets	3,412	-	3,412
Current Assets	172,300	-	172,300
Current Liabilities	(2,448)	-	(2,448)
	<b>173,264</b>	-	<b>173,264</b>
	<b>173,264</b>	-	<b>173,264</b>

**11 Operating Leases**

The total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>2023</b>	<b>2022</b>
	£	£
Not later than 1 year	23,000	27,368
Later than 1 year and not later than 5 years	44,083	-
	<b>67,083</b>	<b>27,368</b>
	<b>67,083</b>	<b>27,368</b>

**HEADWAY SOUTH STAFFORDSHIRE**

England & Wales - Charity number 1122504

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# Accounts

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**DRAFT REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 NOVEMBER 2022**

**FOR**

**HEADWAY SOUTH STAFFORDSHIRE**

**Registered Charity Number: 1122504**

**(A Company Limited by Guarantee)**

**Company Registration Number: 06416198**

**Dean Statham  
Chartered Accountants  
29 King Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 1ER**

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

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Notes to the Financial Statements	8-12

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Reference and Administrative Information**

<b>Charity number</b>	1122504
<b>Company Number</b>	06416198
<b>Registered Office</b>	Barbanell Conference Centre Cooperative Street Stafford ST16 3DA
<b>Directors/Trustees</b>	<p>Mrs A J Smith</p> <p>Mrs S L Hackett - resigned 1 January 2023</p> <p>Mr W M Evans - resigned 1 January 2023</p> <p>Mrs L Hill - resigned 9 August 2022</p> <p>Mr J Forrester - resigned 4 April 2022</p> <p>Mr A N Chell - resigned 22 June 2022</p> <p>Mr J S Woods - appointed 9 August 2022 - resigned 7 September 2022</p> <p>Mr J C Whitworth - appointed 1 January 2023</p> <p>Mr L J Cairns - appointed 1 May 2023</p> <p>Mrs L Wilson - appointed 1 June 2023</p> <p>Mr N Evans - appointed 13 June 2023</p>
<b>Independent Examiner</b>	Heather Tweddle FCA CTA Dean Statham Chartered Accountants 29 King Street Newcastle-under-Lyme Staffordshire ST5 1ER
<b>Bankers</b>	Lloyds TSB Bank Plc Stafford Branch PO Box 1000 Andover BX1 1LT

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2022**

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 30 November 2022. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: 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 published on 16 July 2014.

### **Structuring Governance and Management**

#### **Governing Documents**

Headway South Staffordshire is a charitable company limited by guarantee, incorporated on 2 November 2007 and registered as a charity on 22 January 2008. The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Article of Association. In the event of the Company being wound up members are required to contribute an amount not exceeding £10. Headway South Staffordshire is affiliated to Headway UK.

#### **Recruitment and Appointment of Board of Directors**

The Directors of the Company are also Charity Trustees for the purpose of Charity Law. They are appointed by ordinary resolution. Under the Articles of Association the number of members of the Board shall not be less than three or more than ten.

New Trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the Charity.

#### **Trustee Induction and Training**

When a new Trustee is appointed they are provided with a pack which contains:

- A copy of the Memorandum and Articles of Association;
- A copy of the most recent Annual Report and Accounts;
- Copy Minutes of previous Trustees' Meetings;
- A copy of the Charity Commission Guidance 'The Essential Trustee'.

#### **Risk Review**

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks. In particular protection policies are in place in respect of vulnerable adults.

#### **Objectives and Activities**

The company's objectives are:

1. To promote understanding of all aspects of brain injury;
2. To provide information, support and services to people with brain injury, their families and carers and relevant professionals;
3. To promote a co-ordinated multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community;
4. To increase public awareness and understanding of brain injury;
5. To participate in activities which will reduce the incidence of brain injury.

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2022 (Continued)**

**Public Benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

**Achievements and Performance**

Over the reporting period, Headway South Staffordshire has continued to provide high quality recovery and support for local people living with the long term effects of an acquired brain injury (ABI).

After the difficulties of the previous two years, 2022 saw Headway South Staffordshire increase the sessions available and welcomed new members to our day centre. We went from opening 4 days a week to 5 days, allowing us to provide recovery and support to more people suffering an ABI.

Towards the end of 2022, the CEO Jane Urmson made the decision to step down from her role at Headway South Staffordshire. The board are grateful to Jane for her work as CEO and for putting in the foundations for the development of the Strategic Plan. The board held a review of the requirements for managerial positions and it was agreed by the board to promote Ann Marie Baker to the role of Centre Manager. Ann Marie had previously been acting CEO and demonstrated she had the necessary skills and attributes to manage the centre and lead a team of staff, as well as reporting to the board of trustees. Two new members of staff joined the team towards the end of 2022: Emma Dillon and Jo Lambert have been welcomed by the trustees, staff and members and continue to support the centre on a day to day basis.

Relocation does remain an aspiration for the organisation, this has become a priority during the year along with the development of the Strategic Plan to cover the next three years. We have had a strong financial year, allowing us to re-invest some of the surplus into complementary services, and we now provide speech and language sessions to our existing members; additional services are being discussed. Much of the surplus is being held for relocation as the additional sessions and increased members it is clear we require a larger and more flexible space to meet the varied needs of our members. The Board does also recognise the importance of protecting the cash reserves for the immediate future, the global pandemic has demonstrated the need to maintain such reserves.

During the year three trustees resigned: Andrew Chell stepped down as Chair in June and Amanda Smith became acting Chair until a new chair could be elected at the AGM. Lisa Hill and Jonathan Forrester also stepped down as trustees during the year. Immediately following the December 2022 AGM two further trustees stepped down: Sarah Hackett and Will Evans. The board would like to extend its thanks to all trustees, their contribution over the last few years has been pivotal in setting foundations for a strong charity. All resignations were due to work commitments. However during the current year the board continues to strengthen with the appointment of four new trustees bringing a wealth of experience and skills from HR and Strategic Planning to Finance, Safeguarding as well as first-hand experience of living with an ABI. The appointment of a voluntary consultant to work with the trustees and centre manager has further strengthened and developed the board.

**Acknowledgments**

The Board of Trustees would like to thank all the staff and volunteers for their continued hard work and commitment to Headway South Staffordshire over the last twelve months. The Board of Trustees would also like to thank Andrew Chell, Jonathan Forrester and Lisa Hill for their hard work as Trustees and Andrew Chell for his role as Chair of Trustees.

As ever we remain indebted to all those who have supported the charity, without this our Members would not be able to access the service and support that empowers them all in their daily lives.

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2022 (Continued)**

**Financial Review**

Free reserves at 30 November 2022 totalled £142,211. This compares with free reserves of £105,059 at 30 November 2021. Free reserves are held to finance working capital requirements and the Trustees aim to maintain free services at a level sufficient to cover six months running expenses. Actual reserves exceed this level. The additional reserves will give the Charity the opportunity to develop and expand services within a safe and measured manner.

**Statement of Trustees' Responsibilities**

The trustees (who are also directors of Headway South Staffordshire for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:-

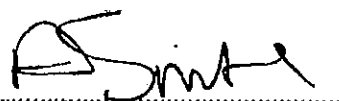
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small Company Exemptions**

This report is prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Board of Management on 29 Aug 2023 and signed on its behalf by:



Mrs A J Smith (Director)

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Independent Examiner's Report to the Trustees of Headway South Staffordshire**

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 November 2022 which are set out on pages 6 to 12.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of the company law) you are responsible for the preparation of the accounts 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 your company'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 that in any material respect:

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts 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 accounts 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)].

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.



Heather Tweddle FCA CTA  
Dean Statham  
Chartered Accountants  
29 King Street  
Newcastle-Under-Lyme  
Staffordshire  
ST5 1ER

Dated 30.05.2023

**HEADWAY SOUTH STAFFORDSHIRE**  
(A Company Limited by Guarantee)

**Statement of Financial Activities (including Income and Expenditure Account)**  
**For the year ended 30 November 2022**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
		£	£	£	£
<b>Income from:</b>					
Grants and donations	3	2,258	9,202	11,460	7,457
Fundraising		822	-	822	-
Bank interest		708	-	708	9
Charitable activities		118,124	-	118,124	72,011
Other income		-	-	-	-
<b>Total income</b>		<b>121,912</b>	<b>9,202</b>	<b>131,114</b>	<b>79,477</b>
<b>Expenditure</b>					
Charitable activities	4	83,200	10,824	94,024	102,282
Other	5	1,560	-	1,560	1,560
<b>Total expenditure</b>		<b>84,760</b>	<b>10,824</b>	<b>95,584</b>	<b>103,842</b>
<b>Net income (expenditure)</b>		<b>37,152</b>	<b>(1,622)</b>	<b>35,530</b>	<b>(24,365)</b>
Funds brought forward		105,059	1,622	106,681	131,046
<b>Total funds carried forward</b>		<b>142,211</b>	<b>-</b>	<b>142,211</b>	<b>106,681</b>

The statement of financial activities includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities.

**HEADWAY SOUTH STAFFORDSHIRE**  
(A Company Limited by Guarantee)

**Balance Sheet as at 30 November 2022**

	Notes	2022		2021	
		£	£	£	£
<b>Tangible assets</b>	6		1,277		538
<b>Current assets</b>					
Trade debtors	- Client fees	17,308		12,747	
Other debtors	- Prepayments	-		546	
Cash at bank and in hand		<u>130,387</u>		<u>98,105</u>	
		147,695		111,398	
<b>Creditors - Amounts falling due within one year</b>					
Trade creditors		5,185		3,695	
Other creditors	- Accruals	1,561		1,560	
	- Pension	15		-	
		<u>6,761</u>		<u>5,255</u>	
<b>Net Current Assets</b>			140,934		106,143
<b>Total Assets less Current Liabilities</b>			<u>142,211</u>		<u>106,681</u>
<b>The Funds of the Charity</b>					
Restricted Income Funds	10		-		1,622
Unrestricted Income Funds			142,211		105,059
			<u>142,211</u>		<u>106,681</u>

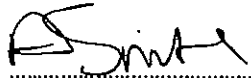
For the year ending 30 November 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities**

- The members have not required the company to obtain an audit of its accounts 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 accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board for issue on 29 Aug 2023



Mrs A J Smith (Director)

Charity Registration Number 1122504  
Company Number 06416198

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2022**

**1 Accounting Policies**

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transacting value unless otherwise stated in the accounting policy note.

The charity constitutes a public benefit entity as defined by FRS 102.

Income

Grants and donations are included in income when receivable. When donors specify that they are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included as restricted funds when receivable.

Interest receivable is included in the Statement of Financial Activities in the year when it is receivable.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

Funding Accounting

Restricted funds are to be used for specific purposes laid down by the grant making body or donor

Unrestricted funds are incoming resources receivable for expenditure on the general objectives of the Charity.

**2 Legal Status of the Charity**

The charity is a Company Limited by Guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10.

**3 Grants and Donations**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Donations	2,258	-	2,258	708
CJRS Grants	-	-	-	1,249
Stafford District Arts Council Grant	-	380	380	-
Staffordshire County Council Grants	-	8,822	8,822	5,500
	<b>2,258</b>	<b>9,202</b>	<b>11,460</b>	<b>7,457</b>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2022 (Continued)**

<b>4 Charitable Activities</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Salaries including Pension Contributions	60,909	73,413
Travel Expenses	1,819	1,046
Room Rental	22,859	16,754
Telephone, Postage and Stationery	1,579	1,210
Materials, Equipment and Therapies	2,296	514
Advertising	-	360
Bank Charges	111	107
Subscriptions	777	562
Sundry Expenses	257	445
Affiliation Fee: Headway UK	155	155
Training And Conferences	410	-
Social Activities	938	208
Professional Fees	202	2,387
Bad Debts Written Off	-	3,862
Insurance	953	993
Depreciation	759	265
	<hr/>	<hr/>
	<b>94,024</b>	<b>102,282</b>
	<hr/> <hr/>	<hr/> <hr/>

In 2021 charitable expenditure of £93,725 was from unrestricted funds and £8,557 was from restricted funds.

<b>5 Other Costs</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Independent Examiner	1,560	1,560
	<hr/>	<hr/>
	<b>1,560</b>	<b>1,560</b>
	<hr/> <hr/>	<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2022 (Continued)**

<b>6</b>	<b>Tangible assets</b>	<b>£</b>
	<b>Cost</b>	
	As at 1 December 2021	803
	Additions	1,498
	Disposals	-
		<hr/>
	As at 30 November 2022	<b>2,301</b>
		<hr/> <hr/>
	<b>Depreciation</b>	
	As at 1 December 2021	265
	Charge for the year	759
	Depreciation on disposals	-
		<hr/>
	As at 30 November 2022	<b>1,024</b>
		<hr/> <hr/>
	<b>Net Book Value</b>	
	As at 30 November 2022	<b>1,277</b>
		<hr/> <hr/>
	As at 1 December 2021	<b>538</b>
		<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2022 (Continued)**

<b>7</b>	<b>Wages and Salaries</b>	<b>2022</b>	<b>2021</b>
		£	£
	Salaries	60,253	72,398
	Defined Contribution Pension Contributions	656	1,015
		<hr/>	<hr/>
		<b>60,909</b>	<b>73,413</b>
		<hr/> <hr/>	<hr/> <hr/>

**8 Trustees Remuneration, Expenses and Related Party Transactions**

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the period to any trustee or to any person known to be connected with any of them.

No trustee expenses were paid during the year (2021 - £Nil)

**9 Taxation**

No liability to U.K Corporation Tax arose in respect of the period ended 30 November 2022 (2021 - £Nil).

**10 Restricted Funds**

	Balances b/fwd £	Incoming Resources £	Resources Expended £	Balances c/fwd £
Groundworks Tesco	1,622	-	1,622	-
Stafford District Arts Council	-	380	380	-
Staffordshire County Council Grants	-	8,822	8,822	-
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>1,622</b>	<b>9,202</b>	<b>10,824</b>	<b>-</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The Groundworks Tesco Grant and Stafford District Arts Grant were for art therapy.

Staffordshire County Council Grants were for infection control, retention and recruitment and Omicron to cover PPE and outreach work.

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2022 (Continued)**

**11 Assets and Liabilities**

The assets and liabilities of the charity are represented by the funds as detailed below:

	Total	Restricted Funds	Unrestricted funds
	£	£	£
Tangible Assets	1,277	-	1,277
Current Assets	147,695	-	147,695
Current Liabilities	(6,761)	-	(6,761)
	<u>142,211</u>	<u>-</u>	<u>142,211</u>

**HEADWAY SOUTH STAFFORDSHIRE**

England & Wales - Charity number 1122504

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# Accounts

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**DRAFT REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 NOVEMBER 2021**

**FOR**

**HEADWAY SOUTH STAFFORDSHIRE**

**Registered Charity Number: 1122504**

**(A Company Limited by Guarantee)**

**Company Registration Number: 06416198**

**Dean Statham  
Chartered Accountants  
29 King Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 1ER**

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

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Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8-12

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Reference and Administrative Information**

<b>Charity number</b>	1122504
<b>Company Number</b>	06416198
<b>Registered Office</b>	Barbanell Conference Centre Cooperative Street Stafford ST16 3DA
<b>Directors/Trustees</b>	Mrs A J Smith Mrs S L Hackett Mr D D Rollo - resigned 1 December 2020 Mr W M Evans - appointed 1 December 2020 Mrs L Hill - appointed 20 May 2021 Mr J Forrester - appointed 1 March 2021 - resigned 4 April 2022 Mr A N Chell - resigned 22 June 2022
<b>Independent Examiner</b>	Heather Tweddle FCA CTA Dean Statham Chartered Accountants 29 King Street Newcastle-under-Lyme Staffordshire ST5 1ER
<b>Bankers</b>	Lloyds TSB Bank Plc Stafford Branch PO Box 1000 Andover BX1 1LT

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2021**

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 30 November 2021. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: 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 published on 16 July 2014.

### **Structuring Governance and Management**

#### **Governing Documents**

Headway South Staffordshire is a charitable company limited by guarantee, incorporated on 2 November 2007 and registered as a charity on 22 January 2008. The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Article of Association. In the event of the Company being wound up members are required to contribute an amount not exceeding £10. Headway South Staffordshire is affiliated to Headway UK.

#### **Recruitment and Appointment of Board of Directors**

The Directors of the Company are also Charity Trustees for the purpose of Charity Law. They are appointed by ordinary resolution. Under the Articles of Association the number of members of the Board shall not be less than three or more than ten.

New Trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the Charity.

#### **Trustee Induction and Training**

When a new Trustee is appointed they are provided with a pack with contains:

- A copy of the Memorandum and Articles of Association;
- A copy of the most recent Annual Report and Accounts;
- Copy Minutes of previous Trustees' Meetings;
- A copy of the Charity Commission Guidance 'The Essential Trustee'.

#### **Risk Review**

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks. In particular protection policies are in place in respect of vulnerable adults.

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2021 (Continued)**

**Objectives and Activities**

The company's objectives are:

1. To promote understanding of all aspects of brain injury;
2. To provide information, support and services to people with brain injury, their families and carers and relevant professionals;
3. To promote a co-ordinated multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community;
4. To increase public awareness and understanding of brain injury;
5. To participate in activities which will reduce the incidence of brain injury.

**Public Benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

**Achievements and Performance**

Over the reporting period, Headway South Staffordshire has continued to provide high quality support and re-enablement for local people living with the long term effects of brain injury.

The challenge of maintaining referral numbers and promotion of the service remains a priority. The continued downward pressure on finances has impacted, especially in respect of social care funding. 2021 also saw the effects of the global COVID pandemic, which again has had an effect on numbers allowed within the premises, adversely affecting funding.

After a long period of compassionate leave, our CEO Jo Barrow made the decision in August to step away from her role. The board are grateful to Jo for her many years of service as the CEO, and recognise the work she has done for Headway South Staffordshire during her years as it's CEO. During the time where a CEO was not present, the Board are once again grateful to Annmarie Baker who stepped up to the role as Deputy Manager for the interim period. The board started a recruitment campaign and in October appointed Jane Urmson as the CEO. In April we also saw two further members of staff step away from their positions at Headway, and the board would like to thank Ben Lloyd and Jo Wilkins for their support of Headway South Staffordshire during their employment.

Although relocation remains an aspiration for the organisation, this has not been the main priority during the year. Our focus has been to develop a Strategic Plan to cover the next three years, this is ongoing and the board hope to adopt the plan towards the end of the next financial year. The Board does recognise the importance of protecting the cash reserves for the immediate future, the global pandemic has demonstrated the need to maintain such reserves.

Since the year end two Trustees, Andrew Chell and Jonathan Forrester have resigned. Both resignations were due to work commitments. A recruitment campaign is in place to attract new trustees.

**Acknowledgments**

The Board of Trustees would like to thank all the staff and volunteers for their continued hard work and commitment to Headway South Staffordshire over the last twelve months. The Board of Trustees would also like to thank Andrew Chell and Jonathan Forrester for their hard work as Trustees and Andrew Chell for his role as Chair of Trustees.

As ever we remain indebted to all those who have supported the charity, without this our Members would not be able to access the service and support that empowers them all in their daily lives.

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2021 (Continued)**

**Financial Review**

Free reserves at 30 November 2021 totalled £105,059. This compares with free reserves of £127,616 at 30 November 2020. Free reserves are held to finance working capital requirements and the Trustees aim to maintain free services at a level sufficient to cover six months running expenses. Actual reserves exceed this level. The additional reserves will give the Charity the opportunity to develop and expand services within a safe and measured manner.

**Statement of Trustees' Responsibilities**

The trustees (who are also directors of Headway South Staffordshire for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small Company Exemptions**

This report is prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Board of Management on ..... and signed on its behalf by:

.....  
 Mrs A J Smith (Director)

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Independent Examiner's Report to the Trustees of Headway South Staffordshire**

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 November 2021 which are set out on pages 6 to 12.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of the company law) you are responsible for the preparation of the accounts 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 your company'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 that in any material respect:

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts 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 accounts 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)].

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.

.....  
 Heather Tweddle FCA CTA  
 Dean Statham  
 Chartered Accountants  
 29 King Street  
 Newcastle-Under-Lyme  
 Staffordshire  
 ST5 1ER

Dated .....

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Statement of Financial Activities (including Income and Expenditure Account)**  
**For the year ended 30 November 2021**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£
<b>Income from:</b>					
Grants and donations	3	708	6,749	7,457	9,451
Fundraising		-	-	-	1,188
Bank interest		9	-	9	318
Charitable activities		72,011	-	72,011	83,243
Other income		-	-	-	37
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		<b>72,728</b>	<b>6,749</b>	<b>79,477</b>	<b>94,236</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Expenditure</b>					
Charitable activities	4	93,725	8,557	102,282	95,158
Other	5	1,560	-	1,560	1,440
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>		<b>95,285</b>	<b>8,557</b>	<b>103,842</b>	<b>96,598</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Net income (expenditure)</b>		<b>(22,557)</b>	<b>(1,808)</b>	<b>(24,365)</b>	<b>(2,362)</b>
Funds brought forward		127,616	3,430	131,046	133,408
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		<b>105,059</b>	<b>1,622</b>	<b>106,681</b>	<b>131,046</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities.

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Balance Sheet as at 30 November 2021**

		2021		2020	
	Notes	£	£	£	£
<b>Tangible assets</b>	6		538		-
<b>Current assets</b>					
Trade debtors	- Client fees	12,747		14,017	
Other debtors	- Prepayments	546		-	
Cash at bank and in hand		98,105		119,814	
		111,398		133,831	
<b>Creditors - Amounts falling due within one year</b>					
Trade creditors		3,695		85	
Other creditors	- Accruals	1,560		2,700	
		5,255		2,785	
<b>Net Current Assets</b>			106,143		131,046
<b>Total Assets less Current Liabilities</b>			106,681		131,046
<b>The Funds of the Charity</b>					
Restricted Income Funds	11		1,622		3,430
Unrestricted Income Funds	11		105,059		127,616
			106,681		131,046

For the year ending 30 November 2021 the company 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 accounts 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 accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board for issue on .....

.....  
Mrs A J Smith (Director)

Charity Registration Number 1122504  
Company Number 06416198

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2021**

**1 Accounting Policies**

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transacting value unless otherwise stated in the accounting policy note.

The charity constitutes a public benefit entity as defined by FRS 102.

Income

Grants and donations are included in income when receivable. When donors specify that they are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included as restricted funds when receivable.

Interest receivable is included in the Statement of Financial Activities in the year when it is receivable.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

Funding Accounting

Restricted funds are to be used for specific purposes laid down by the grant making body or donor.

Unrestricted funds are incoming resources receivable for expenditure on the general objectives of the Charity.

**2 Legal Status of the Charity**

The charity is a Company Limited by Guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10.

**3 Grants and Donations**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations	708	-	708	731
CJRS Grants	-	1,249	1,249	6,121
Community Fund Covid Grant	-	-	-	999
Staffordshire County Council Grants	-	5,500	5,500	1,600
	<b>708</b>	<b>6,749</b>	<b>7,457</b>	<b>9,451</b>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2021 (Continued)**

<b>4 Charitable Activities</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Salaries including Pension Contributions	73,413	70,248
Allotment Project Salaries	-	43
Travel Expenses	1,046	845
Room Rental	16,754	14,895
Telephone, Postage and Stationery	1,210	1,346
Materials, Equipment and Therapies	514	3,515
Advertising	360	250
Bank Charges	107	119
Subscriptions	562	449
Sundry Expenses	445	331
Affiliation Fee: Headway UK	155	565
Social Activities	208	178
Professional Fees	2,387	540
Bad Debts Written Off	3,862	1,915
Insurance	993	(80)
Depreciation	265	-
	<hr/>	<hr/>
	<b>102,282</b>	<b>95,158</b>
	<hr/> <hr/>	<hr/> <hr/>

In 2020 charitable expenditure of £87,378 was from unrestricted funds and £7,780 was from restricted funds.

<b>5 Other Costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Independent Examiner	1,560	1,440
	<hr/>	<hr/>
	<b>1,560</b>	<b>1,440</b>
	<hr/> <hr/>	<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2021 (Continued)**

<b>6</b>	<b>Tangible assets</b>	<b>£</b>
	<b>Cost</b>	
	As at 1 December 2020	-
	Additions	803
	Disposals	-
		<hr/>
	As at 30 November 2021	<b>803</b>
		<hr/> <hr/>
	<b>Depreciation</b>	
	As at 1 December 2020	-
	Charge for the year	265
	Depreciation on disposals	-
		<hr/>
	As at 30 November 2021	<b>265</b>
		<hr/> <hr/>
	<b>Net Book Value</b>	
	As at 30 November 2021	<b>538</b>
		<hr/> <hr/>
	As at 1 December 2020	-
		<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2021 (Continued)**

<b>7</b>	<b>Wages and Salaries</b>	<b>2021</b>	<b>2020</b>
		£	£
	Salaries	72,398	68,676
	Defined Contribution Pension Contributions	1,015	1,572
		<b>73,413</b>	<b>70,248</b>
		<b>73,413</b>	<b>70,248</b>

**8 Trustees Remuneration, Expenses and Related Party Transactions**

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the period to any trustee or to any person known to be connected with any of them.

No trustee expenses were paid during the year (2020 - £Nil)

Dawn Wright is an employee of Headway UK.

**9 Taxation**

No liability to U.K Corporation Tax arose in respect of the period ended 30 November 2021 (2020 - £Nil).

**10 Restricted Funds**

	Balances b/fwd £	Incoming Resources £	Resources Expended £	Balances c/fwd £
Groundworks Tesco	2,000	-	378	1,622
Other	490	-	490	-
CJRS Grants	-	1,249	1,249	-
Staffordshire County Council Grants	940	5,500	6,440	-
	<b>3,430</b>	<b>6,749</b>	<b>8,557</b>	<b>1,622</b>
	<b>3,430</b>	<b>6,749</b>	<b>8,557</b>	<b>1,622</b>

The Groundworks Tesco grant was for art therapy.

The other donation was to fund outings.

CJRS grants were to cover the wages of furloughed workers.

The Community Fund Covid Grant was to cover PPE.

Staffordshire County Council Grants were for infection control, to cover PPE and outreach work.

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2021 (Continued)**

**11 Assets and Liabilities**

The assets and liabilities of the charity are represented by the funds as detailed below:

	<b>Total</b>	<b>Restricted</b>	<b>Unrestricted</b>
	<b>£</b>	<b>Funds</b>	<b>funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible Assets	538	-	538
Current Assets	111,398	1,622	109,776
Current Liabilities	(5,255)	-	(5,255)
	<hr/>	<hr/>	<hr/>
	<b>106,681</b>	<b>1,622</b>	<b>105,059</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**

England & Wales - Charity number 1122504

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# Accounts

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**DRAFT REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 NOVEMBER 2020**

**FOR**

**HEADWAY SOUTH STAFFORDSHIRE**

**Registered Charity Number: 1122504**

**(A Company Limited by Guarantee)**

**Company Registration Number: 06416198**

**Dean Statham  
Chartered Accountants  
29 King Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 1ER**

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

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**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Reference and Administrative Information**

<b>Charity number</b>	1122504
<b>Company Number</b>	06416198
<b>Registered Office</b>	Barbanell Conference Centre Cooperative Street Stafford ST16 3DA
<b>Directors/Trustees</b>	Mrs A J Smith Mrs D J Wright - resigned 24 February 2020 Mrs A Ellement - resigned 10 October 2020 Mr D D Rollo - resigned 1 December 2020 Mr A R Chell - appointed 4 March 2020 Ms S L Hackett - appointed 20 April 2020 Mr W M Evans - appointed 1 December 2020 Mrs L Hill - appointed 20 December 2020 Mr J Forrester - appointed 1 March 2021 Mrs L Hill - appointed 20 May 2021
<b>Independent Examiner</b>	Heather Tweddle FCA CTA Dean Statham Chartered Accountants 29 King Street Newcastle-under-Lyme Staffordshire ST5 1ER
<b>Bankers</b>	Lloyds TSB Bank Plc Stafford Branch PO Box 1000 Andover BX1 1LT

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Trustees' Report for the year ended 30 November 2020**

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 30 November 2020. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: 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 published on 16 July 2014.

### **Structuring Governance and Management**

#### **Governing Documents**

Headway South Staffordshire is a charitable company limited by guarantee, incorporated on 2 November 2007 and registered as a charity on 22 January 2008. The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Article of Association. In the event of the Company being wound up members are required to contribute an amount not exceeding £10. Headway South Staffordshire is affiliated to Headway UK.

#### **Recruitment and Appointment of Board of Directors**

The Directors of the Company are also Charity Trustees for the purpose of Charity Law. They are appointed by ordinary resolution. Under the Articles of Association the number of members of the Board shall not be less than three or more than ten.

New Trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the Charity.

#### **Trustee Induction and Training**

When a new Trustee is appointed they are provided with a pack with contains:

- A copy of the Memorandum and Articles of Association;
- A copy of the most recent Annual Report and Accounts;
- Copy Minutes of previous Trustees' Meetings;
- A copy of the Charity Commission Guidance 'The Essential Trustee'.

#### **Risk Review**

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks. In particular protection policies are in place in respect of vulnerable adults.

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2020 (Continued)**

**Objectives and Activities**

The company's objectives are:

1. To promote understanding of all aspects of brain injury;
2. To provide information, support and services to people with brain injury, their families and carers and relevant professionals;
3. To promote a co-ordinated multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community;
4. To increase public awareness and understanding of brain injury;
5. To participate in activities which will reduce the incidence of brain injury.

**Public Benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

**Achievements and Performance**

Over the reporting period, Headway South Staffordshire has continued to provide high quality support and re-enablement for local people living with the long term effects of brain injury.

The challenge of maintaining referral numbers and promotion of the service remains a priority. The continued downward pressure on finances has impacted, especially in respect of social care funding. 2020 also saw the effects of the global COVID pandemic, which had an effect on numbers allowed within the premises, adversely affecting funding.

Our CEO Jo Barrow was away from the business on compassionate leave for a large amount of the financial year. The Board are grateful to Annmarie Baker, who stepped up to the role as Deputy Manager for the Interim period. The Board have been supportive of the personal situation of Jo but recognise the detrimental effect it has had on operational costs.

Relocation remains an aspiration for the organisation and the global pandemic has made this more of a priority. However the Board recognise the importance of protecting the cash reserves for the immediate future.

The Board employed the services of a Funding Advisor to produce a report to the Board to identify potential sources of grants and funding opportunities. This is in line with aspirations to procure our own premises.

The current year saw the resignation of three Trustees, Dawn Wright, Alison Ellement and Duncan Rollo. All resignations were due to work commitments. However the board itself has been strengthened with six new trustees interviewed and appointed. These new trustees further enhance our skill base and bring a greater diversity to the board.

**Acknowledgments**

The Board of Trustees would like to thank all the staff and volunteers for their continued hard work and commitment to Headway South Staffordshire over the last twelve months. The Board of Trustees would also like to thank Dawn Wright and Alison Ellement for their hard work as Trustees and Duncan Rollo for his role as Chair of Trustees.

As ever we remain indebted to all those who have supported the charity, without this our Members would not be able to access the service and support that empowers them all in their daily lives.

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Report of the Trustees' for the year ended 30 November 2020 (Continued)**

**Financial Review**

Free reserves at 30 November 2020 totalled £127,616. This compares with free reserves of £130,918 at 30 November 2019. Free reserves are held to finance working capital requirements and the Trustees aim to maintain free services at a level sufficient to cover six months running expenses. Actual reserves exceed this level. The additional reserves will give the Charity the opportunity to develop and expand services within a safe and measured manner.

**Statement of Trustees' Responsibilities**

The trustees (who are also directors of Headway South Staffordshire for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small Company Exemptions**

This report is prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Board of Management on ..... and signed on its behalf by:

.....  
 Mr A R Chell (Director)

**HEADWAY SOUTH STAFFORDSHIRE  
(A Company Limited by Guarantee)**

**Independent Examiner's Report to the Trustees of Headway South Staffordshire**

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 November 2020 which are set out on pages 6 to 10.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of the company law) you are responsible for the preparation of the accounts 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 your company'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 that in any material respect:

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts 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 accounts 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)].

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.

.....  
Heather Tweddle FCA CTA  
Dean Statham  
Chartered Accountants  
29 King Street  
Newcastle-Under-Lyme  
Staffordshire  
ST5 1ER

Dated .....

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Statement of Financial Activities (including Income and Expenditure Account)**  
**For the year ended 30 November 2020**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
		£	£	£	£
<b>Income from:</b>					
Grants and donations	3	731	8,720	9,451	2,221
Fundraising		1,188	-	1,188	2,702
Bank interest		318	-	318	333
Charitable activities		83,243	-	83,243	88,981
Other income		37	-	37	381
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		<b>85,516</b>	<b>8,720</b>	<b>94,236</b>	<b>94,618</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Expenditure</b>					
Charitable activities	4	87,378	7,780	95,158	99,153
Other	5	1,440	-	1,440	1,740
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>		<b>88,818</b>	<b>7,780</b>	<b>96,598</b>	<b>100,893</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Net income (expenditure)</b>		<b>(3,302)</b>	<b>940</b>	<b>(2,362)</b>	<b>(6,274)</b>
Funds brought forward		130,918	2,490	133,408	139,682
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		<b>127,616</b>	<b>3,430</b>	<b>131,046</b>	<b>133,408</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities.

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Balance Sheet as at 30 November 2020**

		2020		2019	
Notes	£	£	£	£	£
<b>Current assets</b>					
Trade debtors	- Client fees	14,017		12,736	
Other debtors	- Wages control	-		170	
Cash at bank and in hand		119,814		124,963	
		133,831		137,869	
<b>Creditors</b>					
Amounts falling due within one year		2,785		4,461	
<b>Net Current Assets</b>			131,046		133,408
<b>Total Assets less Current Liabilities</b>			131,046		133,408
<b>The Funds of the Charity</b>					
Restricted Income Funds	10		3,430		2,490
Unrestricted Income Funds	10		127,616		130,918
			131,046		133,408

For the year ending 30 November 2020 the company 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 accounts 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 accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board for issue on .....

.....  
Mr A R Chell (Director)

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2020**

**1 Accounting Policies**

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transacting value unless otherwise stated in the accounting policy note.

The charity constitutes a public benefit entity as defined by FRS 102.

Income

Grants and donations are included in income when receivable. When donors specify that they are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included as restricted funds when receivable.

Interest receivable is included in the Statement of Financial Activities in the year when it is receivable.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

Funding Accounting

Restricted funds are to be used for specific purposes laid down by the grant making body or donor.

Unrestricted funds are incoming resources receivable for expenditure on the general objectives of the Charity.

**2 Legal Status of the Charity**

The charity is a Company Limited by Guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10.

**3 Grants and Donations**

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Donations	731	-	731	2,221
CJRS Grants	-	6,121	6,121	-
Community Fund Covid Grant	-	999	999	-
Staffordshire County Council Grants		1,600	1,600	-
	<u>731</u>	<u>8,720</u>	<u>9,451</u>	<u>2,221</u>

**HEADWAY SOUTH STAFFORDSHIRE**  
(A Company Limited by Guarantee)

**Notes to the Financial Statements for the year ended 30 November 2020 (Continued)**

<b>4 Charitable Activities</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Salaries including Pension Contributions	70,248	69,861
Allotment Project Salaries	43	-
Travel Expenses	845	1,539
Room Rental	14,895	15,900
Telephone, Postage and Stationery	1,346	2,311
Materials, Equipment and Therapies	3,515	4,326
Advertising	250	230
Bank Charges	119	203
Subscriptions	449	386
Sundry Expenses	331	342
Affiliation Fee: Headway UK	565	155
Social Activities	178	1,234
Training and Conferences	-	964
Professional Fees	540	-
Bad Debts Written Off	1,915	1,269
Insurance	(80)	432
	<hr/>	<hr/>
	<b>95,158</b>	<b>99,153</b>
	<hr/> <hr/>	<hr/> <hr/>

In 2019 charitable expenditure of £99,055 was from unrestricted funds and £98 was from restricted funds.

<b>5 Other Costs</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Independent Examiner	1,440	1,740
	<hr/>	<hr/>
	<b>1,440</b>	<b>1,740</b>
	<hr/> <hr/>	<hr/> <hr/>

<b>6 Wages and Salaries</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Salaries	68,676	68,557
Defined Contribution Pension Contributions	1,572	1,304
	<hr/>	<hr/>
	<b>70,248</b>	<b>69,861</b>
	<hr/> <hr/>	<hr/> <hr/>

**HEADWAY SOUTH STAFFORDSHIRE**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements for the year ended 30 November 2020 (Continued)**

**7 Trustees Remuneration, Expenses and Related Party Transactions**

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the period to any trustee or to any person known to be connected with any of them.

No trustee expenses were paid during the year (2019 - £Nil)

Dawn Wright is an employee of Headway UK.

**8 Taxation**

No liability to U.K Corporation Tax arose in respect of the period ended 30 November 2020 (2019 - £Nil).

**9 Restricted Funds**

	Balances b/fwd £	Incoming Resources £	Resources Expended £	Balances c/fwd £
Groundworks Tesco	2,000	-	-	2,000
Other	490	-		490
CJRS Grants	-	6,121	6,121	-
Community Fund Covid Grant		999	999	-
Staffordshire County Council Grants	-	1,600	660	940
	<u>2,490</u>	<u>8,720</u>	<u>7,780</u>	<u>3,430</u>

The Groundworks Tesco grant was for art therapy.

The other donation was to fund outings.

CJRS grants were to cover the wages of furloughed workers.

The Community Fund Covid Grant was to cover PPE.

Staffordshire County Council Grants were for infection control, to cover PPE and outreach work.

**10 Assets and Liabilities**

The assets and liabilities of the charity are represented by the funds as detailed below:

	Total £	Restricted Funds £	Unrestricted funds £
Current Assets	133,831	3,430	130,401
Current Liabilities	(2,785)	-	(2,785)
	<u>131,046</u>	<u>3,430</u>	<u>127,616</u>