

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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HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Reference and Administrative Information

Charity number	1122504
Company Number	06416198
Registered Office	Barbanell Conference Centre Cooperative Street Stafford ST16 3DA
Directors/Trustees	<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</p> <p>- 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>
Independent Examiner	<p>Heather Tweddle FCA CTA</p> <p>Dean Statham</p> <p>Chartered Accountants</p> <p>29 King Street</p> <p>Newcastle-under-Lyme</p> <p>Staffordshire</p> <p>ST5 1ER</p>
Bankers	<p>Lloyds TSB Bank Plc</p> <p>Stafford Branch</p> <p>PO Box 1000</p> <p>Andover</p> <p>BX1 1LT</p>

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 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 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:-

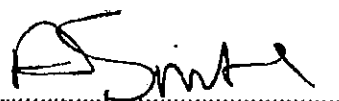
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures 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
		£	£	£	£
Income from:					
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		-	-	-	-
Total income		121,912	9,202	131,114	79,477
Expenditure					
Charitable activities	4	83,200	10,824	94,024	102,282
Other	5	1,560	-	1,560	1,560
Total expenditure		84,760	10,824	95,584	103,842
Net income (expenditure)		37,152	(1,622)	35,530	(24,365)
Funds brought forward		105,059	1,622	106,681	131,046
Total funds carried forward		142,211	-	142,211	106,681

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
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Balance Sheet as at 30 November 2022

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

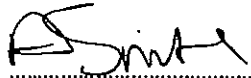
For the year ending 30 November 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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
CIRS Grants	-	-	-	1,249
Stafford District Arts Council Grant	-	380	380	-
Staffordshire County Council Grants	-	8,822	8,822	5,500
	2,258	9,202	11,460	7,457

HEADWAY SOUTH STAFFORDSHIRE
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Notes to the Financial Statements for the year ended 30 November 2022 (Continued)

4 Charitable Activities	2022	2021
	£	£
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
	94,024	102,282

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

5 Other Costs	2022	2021
	£	£
Independent Examiner	1,560	1,560
	1,560	1,560

HEADWAY SOUTH STAFFORDSHIRE
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Notes to the Financial Statements for the year ended 30 November 2022 (Continued)

6 Tangible assets

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

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

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

7	Wages and Salaries	2022	2021
		£	£
	Salaries	60,253	72,398
	Defined Contribution Pension Contributions	656	1,015
		<hr/>	<hr/>
		60,909	73,413
		<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/>
	1,622	9,202	10,824	-
	<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)
	<hr/>	<hr/>	<hr/>
	142,211	-	142,211
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>