

HEADWAY TYNESIDE
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST AUGUST 2020
COMPANY REGISTRATION NO. 06992206
CHARITY NUMBER 1132713

HEADWAY TYNESIDE

1

FINANCIAL STATEMENTS

YEAR ENDED 31ST AUGUST 2020

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FINANCIAL STATEMENTS

YEAR ENDED 31ST AUGUST 2020

The Trustees present their report and financial statements for the year ended 31st August 2020.

CONSTITUTION

Headway Tyneside is a company limited by guarantee and a registered charity.

DIRECTORS AND TRUSTEES

The Trustees of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

CHARITY NAME

Headway Tyneside

COMPANY NUMBER

6992206

CHARITY NUMBER

1132713

REGISTERED OFFICE

Irwin Mitchell LLP
Wellbar Central
36 Gallowgate
Newcastle Upon Tyne
NE1 4TD

BOARD OF TRUSTEES

David Keith Belk
Alistair McDonald (Chair)
Laura McIlduff
John Albert Davis (resigned 21/08/2019)

The following Trustees are also Members of the company:

David Keith Belk
Alistair McDonald
Laura McIlduff

ACCOUNTANTS

Westwaters
34 Frederick Street
Sunderland
SR1 1LP

BANKERS

Barclays

FINANCIAL STATEMENTS

YEAR ENDED 31ST AUGUST 2020

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st August 2020.

Objects of the charity

The objects of the association are to relieve the needs of persons who have suffered traumatic brain injuries and their families and carers in Tyneside by the provision of care, support and advice so that their conditions of life may be improved. In furtherance thereof, but not otherwise the association shall seek to:

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

Organisation and background

The charity is administered by its board of Trustees in accordance with the Articles of Association. For the year to 31st August 2020, the board was comprised of the Trustees listed at page 2.

The memorandum and articles of the charitable company were incorporated on 17th August 2009 as amended by Certificate of Incorporation on change of name dated 27th June 2017 as amended by special resolution registered at Companies House on 18th July 2018.

Achievements In Year

During the year the charity continued to provide much needed support to those affected by brain injuries. This support included various courses and events ranging from workshops aiming to give brain injury survivors and their families and carers information on how the brain works and help developing coping strategies to dance classes and many more besides.

Future Developments

The charity will continue to provide care, support and advice to those who have suffered brain injuries and their families and carers in accordance with the objects of the charity set out above. The charity will continue to do its utmost to meet the needs of those reliant on the services it provides and will continue to raise funds to enable it to do so, whilst being recognisant that the ongoing Covid-19 pandemic may make the task of fundraising and other aspects of the charity's activities more difficult, at least in the short to medium term.

Personal Statement of Alistair McDonald (Chair)

This has been a challenging time for us all in terms of the Covid-19 pandemic, that has had a severe impact on the way we deliver services to our clients. Our board of trustees took the decision to furlough our two staff members, which was a difficult decision but that we hope was the right one.

Against a challenging backdrop we have learned how to deliver some of our services digitally, and this has informed how we will work moving forward. In addition due to our increased clinical capacity we have been successful in taking on an NHS contract to provide vocational rehabilitation which is a major milestone for us and one that gives us a great platform to grow in future.

I would also like to thank Greggs Foundation for their ongoing support, as well as other grant making organisations who have supported us.

We look forward to continuing the work of Headway Tyneside.

Trustees Responsibilities

Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for that period. In preparing those accounts, the trustees are required to:

- * select suitable accounting policies and apply them consistently;
- * observe the methods and principles in the Charities SORP (FRS 102);
- * make judgements and estimates that are reasonable and prudent;
- * prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

By order of the Board



A McDonald
Chairman/Trustee

12th May 2021

FINANCIAL STATEMENTS

YEAR ENDED 31ST AUGUST 2020

We report on the accounts of the HEADWAY TYNESIDE for the year ended 31st August 2020, which are set on pages 6 to 11. These accounts have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), under the historical cost convention and accounting policies set out on pages 8 and 9.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's Trustees of the Company (who are also the directors of the company for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act")

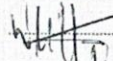
Being satisfied that the accounts of the Company are not required to be audited this year under Part 16 of the 2006 Act and are eligible for independent examination, we report in respect of our examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, we have followed the directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent examiner's statement

We have completed our examination, and confirm that no material matters have come to our attention which gives us cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with the relevant accounting requirement under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102)

We 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.


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WESTWATERS

12th May 2021

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE)

YEAR ENDED 31ST AUGUST 2020

	Notes	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019
INCOMING RESOURCES						
Incoming resources from generated funds	2	8786	0	12000	20786	24253
- Voluntary income		0	0	0	0	0
- Activities for generating funds		0	0	0	0	0
- Investment income		0	0	0	0	0
Incoming resources from charitable activities	3	1458	0	0	1458	1869
Other Incoming resources		6087	0	0	6087	0
TOTAL INCOMING RESOURCES		16331	0	12000	28331	26122
RESOURCES EXPENDED						
Activities for generating funds	4	2209	0	0	2209	2275
Charitable activities		10416	0	19600	30016	21500
Governance costs		690	0	0	690	660
TOTAL RESOURCES EXPENDED		13315	0	19600	32915	24435
NET INCOMING/OUTGOING RESOURCES BEFORE TRANSFERS		3016	0	-7600	-4584	1687
TRANSFER BETWEEN FUNDS		0	0	0	0	0
TOTAL FUNDS BROUGHT FORWARD		34144	0	7600	41744	40057
TOTAL FUNDS CARRIED FORWARD		37160	0	0	37160	41744

BALANCE SHEET

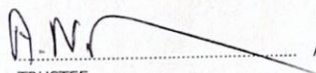
YEAR ENDED 31ST AUGUST 2020

		2020	2019
	Notes		
Fixed Assets			
Tangible Assets	8	0	0
Current Assets			
Cash at bank and in hand		36185	47069
Debtors		3072	3072
Total Current Assets		<u>39257</u>	<u>50141</u>
Current Liabilities			
Creditors: Amounts falling due within one year	9	<u>2097</u>	<u>8397</u>
		2097	8397
Net Current Assets		37160	41744
Net Assets		<u><u>37160</u></u>	<u><u>41744</u></u>
Funds of the Charity			
Restricted funds	11	0	7600
Designated funds	11	0	0
Unrestricted funds	11	37160	34144
Total Charity Funds		<u><u>37160</u></u>	<u><u>41744</u></u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and in accordance with the 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)

For the financial year ended 31st August 2020, the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts were approved by the board on 12th May 2021

 A McDonald
TRUSTEE

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

(b) Fund Accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

(c) Incoming Resources

All incoming resources are included in statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- Voluntary income is received by way of subscriptions, donations and gifts and is included in full in the Statement of Financial Activities when receivable.

(d) Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis i.e. floor areas, per capital or estimated usage as set out in Note 4.

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST AUGUST 2020

(e) Fixed Assets

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office equipment - 25% reducing balance

2. Incoming Resources from Generated Funds

Voluntary Income

	Unrestricted	Restricted	2020 Total	2019 Total
Donations	5336	0	5336	195
Grants received	3450	12000	15450	24058
	<u>8786</u>	<u>12000</u>	<u>20786</u>	<u>24253</u>

3. Incoming Resources Charitable Activities

	Unrestricted	Restricted	2020 Total	2019 Total
Fundraising	1458	0	1458	1869
	<u>1458</u>	<u>0</u>	<u>1458</u>	<u>1869</u>

4. Resources Expended

		Voluntary Income	Activities for generating Funds	Advice and Information	Charitable Activities	Governance	2020 Total	2019 Total
Costs directly allocated to activities								
Direct costs allocated to project	Direct	0	2209	0	29410	0	31619	23476
Administrative Costs	Direct	0	0	0	606	0	606	299
Professional Fees	Direct	0	0	0	0	690	690	660
Building, General Costs	Direct	0	0	0	0	0	0	0
		<u>0</u>	<u>2209</u>	<u>0</u>	<u>30016</u>	<u>690</u>	<u>32915</u>	<u>24435</u>

5. Net Incoming Resources for the Period

This is stated after charging:-

	2020	2019
Depreciation	0	0
Accountants Fee	690	660

6. Trustee Remuneration & Related Party Transactions

No members of the M/ment Committee received any remuneration during the year ended 31st August 2020.

No Trustee or other person related to the charity had any personal interests in any contract or transaction entered into by the charity during the year.

7. Taxation

As a charity Headway Tyneside is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to it's charitable objects. No tax charges have arisen in the Charity.

8. Tangible Fixed Assets

	Office equip.	Total
<u>Cost or Valuation</u>		
At 1st September 2019	0	0
Additions	0	0
Revaluations	0	0
Disposals	0	0
At 31st August 2020	<u>0</u>	<u>0</u>
<u>Depreciation</u>		
At 1st September 2019	0	0
Charge for year	0	0
Disposals	0	0
At 31st August 2020	<u>0</u>	<u>0</u>
<u>Net Book Values</u>		
At 31st August 2020	<u>0</u>	<u>0</u>
At 1st September 2019	<u>0</u>	<u>0</u>

9. Creditors: Amounts Falling Due within One Year

	2020	2019
Amounts falling due within one year:		
Deferred income	0	7000
Accruals	1970	970
PAYE and pension costs	127	427
	<u>2097</u>	<u>8397</u>

10. Analysis of Net Assets Between Funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
Current Assets	39257	0	0	39257
Current Liabilities	-2097	0	0	-2097
Net Assets at 31st August 2020	<u>37160</u>	<u>0</u>	<u>0</u>	<u>37160</u>

11. Movement in Funds

	At 1 September 2019	Incoming Resources	Outgoing Resources	Transfers	At 31 August 2020
Restricted Funds	7600	12000	-19600		0
Total Restricted Funds	<u>7600</u>	<u>12000</u>	<u>-19600</u>	<u>0</u>	<u>0</u>
Designated Funds					
Total Designated Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Unrestricted Funds	34144	16331	-13315	0	37160
Total Unrestricted Funds	<u>34144</u>	<u>16331</u>	<u>-13315</u>	<u>0</u>	<u>37160</u>

12. Restricted Funds

	At 1 September 2019	Incoming Resources	Outgoing Resources	Transfers	At 31 August 2020
Barbour Trust	4600		4600		0
Didymus	3000		3000		0
Greggs Foundation		12000	12000		0
Total Restricted Funds	<u>7600</u>	<u>12000</u>	<u>19600</u>	<u>0</u>	<u>0</u>

HEADWAY TYNESIDE

APPENDIX

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 AUGUST 2020

	2020 £	2019 £
INCOME AND EXPENDITURE		
Incoming resources		
Grants	15450	24058
Donations	5335	195
Fundraising	1458	1869
JRS Grants	6087	0
Total Incoming Resources	<u>28330</u>	<u>26122</u>
Resources Expended		
Wages and salaries	23541	12296
Pension contributions	944	695
Heat, light and power	0	126
Staff expenses	636	1841
Volunteers expenses	156	181
Accountancy	690	660
Professional fees	60	160
Fundraising	2209	2275
Printing, stationery & I.T.	540	299
Activities	1360	809
Headway LAN	990	2000
Telephone	231	190
Therapy costs	0	1863
General expenses	1491	1040
Bank Charges	66	0
	<u>32914</u>	<u>24435</u>
Net Movement in Funds	<u>-4584</u>	<u>1687</u>