

HEADWAY TYNESIDE
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST AUGUST 2021
COMPANY REGISTRATION NO. 06992206
CHARITY NUMBER 1132713

HEADWAY TYNESIDE

1

FINANCIAL STATEMENTS

YEAR ENDED 31ST AUGUST 2021

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FINANCIAL STATEMENTS

YEAR ENDED 31ST AUGUST 2021

The Trustees present their report and financial statements for the year ended 31st August 2021.

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 (Resigned 16/08/21)
Alistair McDonald (Chair)
David Robert Lee (Appointed 16/08/2021)
Helen Louise Kolster (Appointed 16/08/2021)

The following Trustees are also Members of the company:

David Keith Belk (Resigned 16/08/21)
Alistair McDonald
David Robert Lee (Appointed 16/08/2021)
Helen Louise Kolster (Appointed 16/08/2021)

ACCOUNTANTS

Westwaters
34 Frederick Street
Sunderland
SR1 1LP

BANKERS

Barclays

FINANCIAL STATEMENTS

YEAR ENDED 31ST AUGUST 2021

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st August 2021.

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 2021, 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

Our operations during the year ended 31st August 2021 were inevitably heavily impacted by the Covid-19 pandemic and the consequent imperative to limit activities that involved a human proximity element. We attempted to mitigate the negative impact of this to the greatest extent possible by the utilisation of online applications such as zoom to provide activities such as quizzes, physical exercises, relaxation and mindfulness classes.

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.

As referred to above the Covid-19 pandemic had a major impact of our activities during the year ended 31st August 2021 and prevented us from operating in a manner and to an extent that we would have had the pandemic not existed. Whilst Covid-19 is still an ongoing issue there are optimistic signs that the worst may be over and a greater degree of normality is returning. We will continue to monitor the situation whilst being aware both of our charitable mission and the paramount importance of the safety and wellbeing of all of our stakeholders.

Personal Statement of Alistair McDonald (Chair)

The previous year has been another positive, productive and challenging one for us. We have been fortunate to embark on some new projects such as vocational rehabilitation and walking football with the NUFC Foundation. We are currently recruiting another member of staff in partnership with Walkergate Park. We are starting to find our feet again and expand our range of services post pandemic.

Massive thanks to our staff, trustees and supporters who we are very grateful to for all the support we receive.

FINANCIAL STATEMENTS

YEAR ENDED 31ST AUGUST 2021

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

26 May 2022

.....
A McDonald
Chairman/Trustee

FINANCIAL STATEMENTS

YEAR ENDED 31ST AUGUST 2021

We report on the accounts of the HEADWAY TYNESIDE for the year ended 31st August 2021, 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.

.....
WESTWATERS

26 May 2022

YEAR ENDED 31ST AUGUST 2021

	Notes	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020
INCOMING RESOURCES						
Incoming resources from generated funds	2					
- Voluntary income		10646	0	0	10646	20786
- Activities for generating funds		0	0	0	0	0
- Investment income		0	0	0	0	0
Incoming resources from charitable activities	3	0	0	0	0	1458
Other Incoming resources		3669	0	18867	22536	6087
TOTAL INCOMING RESOURCES		14315	0	18867	33182	28331
RESOURCES EXPENDED						
	4					
Activities for generating funds		1925	0	0	1925	2209
Charitable activities		23782	0	8145	31927	30016
Governance costs		720	0	0	720	690
TOTAL RESOURCES EXPENDED		26427	0	8145	34572	32915
NET INCOMING/OUTGOING RESOURCES BEFORE TRANSFERS		-12112	0	10722	-1390	-4584
TRANSFER BETWEEN FUNDS		0	0	0	0	0
TOTAL FUNDS BROUGHT FORWARD		37160	0	0	37160	41744
TOTAL FUNDS CARRIED FORWARD		25048	0	10722	35770	37160

BALANCE SHEET

YEAR ENDED 31ST AUGUST 2021

		2021	2020
	Notes		
Fixed Assets			
Tangible Assets	8	0	0
Current Assets			
Cash at bank and in hand		39309	36185
Debtors		0	3072
Total Current Assets		<u>39309</u>	<u>39257</u>
Current Liabilities			
Creditors: Amounts falling due within one year	9	<u>3539</u>	<u>2097</u>
		3539	2097
Net Current Assets		35770	37160
Net Assets		<u><u>35770</u></u>	<u><u>37160</u></u>
Funds of the Charity			
Restricted funds	11	10722	0
Designated funds	11	0	0
Unrestricted funds	11	25048	37160
Total Charity Funds		<u><u>35770</u></u>	<u><u>37160</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 2021, 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 26 May 2022.

..... 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 2021

(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	2021 Total	2020 Total
Donations	2146	0	2146	5336
Grants received	8500	0	8500	15450
	<u>10646</u>	<u>0</u>	<u>10646</u>	<u>20786</u>

3. Incoming Resources Charitable Activities

	Unrestricted	Restricted	2021 Total	2020 Total
Fundraising	0	0	0	1458
	<u>0</u>	<u>0</u>	<u>0</u>	<u>1458</u>

4. Resources Expended

		Voluntary Income	Activities for generating Funds	Advice and Information	Charitable Activities	Governance	2021 Total	2020 Total
Costs directly allocated to activities								
Direct costs allocated to project	Direct	0	1925	0	31007	0	32932	31619
Administrative Costs	Direct	0	0	0	920	0	920	606
Professional Fees	Direct	0	0	0	0	720	720	690
Building, General Costs	Direct	0	0	0	0	0	0	0
		<u>0</u>	<u>1925</u>	<u>0</u>	<u>31927</u>	<u>720</u>	<u>34572</u>	<u>32915</u>

5. Net Incoming Resources for the Period

This is stated after charging:-

	2021	2020
Depreciation	0	0
Accountants Fee	720	690

6. Trustee Remuneration & Related Party Transactions

No members of the M/ment Committee received any remuneration during the year ended 31st August 2021.

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 2020	0	0
Additions	0	0
Revaluations	0	0
Disposals	0	0
At 31st August 2021	<u>0</u>	<u>0</u>
<u>Depreciation</u>		
At 1st September 2020	0	0
Charge for year	0	0
Disposals	0	0
At 31st August 2021	<u>0</u>	<u>0</u>
<u>Net Book Values</u>		
At 31st August 2021	<u>0</u>	<u>0</u>
At 1st September 2020	<u>0</u>	<u>0</u>

9. Creditors: Amounts Falling Due within One Year

	2021	2020
Amounts falling due within one year:		
Deferred income	2358	0
Accruals	984	1970
PAYE and pension costs	197	127
	<u>3539</u>	<u>2097</u>

10. Analysis of Net Assets Between Funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
Current Assets	28587	0	10722	39309
Current Liabilities	-3539	0	0	-3539
Net Assets at 31st August 2020	<u>25048</u>	<u>0</u>	<u>10722</u>	<u>35770</u>

11. Movement in Funds

	At 1 September 2020	Incoming Resources	Outgoing Resources	Transfers	At 31 August 2021
Restricted Funds	0	18867	8145	0	10722
Total Restricted Funds	<u>0</u>	<u>18867</u>	<u>8145</u>	<u>0</u>	<u>10722</u>
Designated Funds					
Total Designated Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Unrestricted Funds	37160	14315	26427	0	25048
Total Unrestricted Funds	<u>37160</u>	<u>14315</u>	<u>26427</u>	<u>0</u>	<u>25048</u>

12. Restricted Funds

	At 1 September 2020	Incoming Resources	Outgoing Resources	Transfers	At 31 August 2021
CCG Service	0	18867	8145	0	10722
Total Restricted Funds	<u>0</u>	<u>18867</u>	<u>8145</u>	<u>0</u>	<u>10722</u>

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 AUGUST 2021

	2021 £	2020 £
INCOME AND EXPENDITURE		
Incoming resources		
Grants	8500	15450
Donations	2146	5336
Fundraising	0	1458
JRS Grants	3669	6087
CCG Service	18867	0
Total Incoming Resources	<u>33182</u>	<u>28331</u>
Resources Expended		
Wages and salaries	24697	23541
Pension contributions	361	944
Staff expenses	63	636
Volunteers expenses	79	156
Accountancy	720	690
Professional fees	784	60
Fundraising	1925	2209
Printing, stationery & I.T.	819	540
Activities	3682	1360
Headway LAN	-330	990
Telephone	274	231
General expenses	1397	1492
Bank Charges	101	66
	<u>34572</u>	<u>32915</u>
Net Movement in Funds	<u>-1390</u>	<u>-4584</u>