

HEADWAY TYNESIDE
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST AUGUST 2022
COMPANY REGISTRATION NO. 06992206
CHARITY NUMBER 1132713

HEADWAY TYNESIDE

1

FINANCIAL STATEMENTS

YEAR ENDED 31ST AUGUST 2022

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HEADWAY TYNESIDE

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31ST AUGUST 2022

The Trustees present their report and financial statements for the year ended 31st August 2022.

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

Rachel Lees (Appointed 26/07/2022)
Sophie Moore (Appointed 11/07/2022)
Alistair McDonald (Resigned 21/07/2022)
David Robert Lee
Helen Louise Kolster (Acting Chair)
Jessica Louise Meadows
Danielle Laura Trubridge
Lee Simpson

ACCOUNTANTS

Westwaters
34 Frederick Street
Sunderland
SR1 1LP

BANKERS

Barclays

HEADWAY TYNESIDE

TRUSTEES REPORT

YEAR ENDED 31ST AUGUST 2022

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st August 2022.

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 2022, 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

Throughout the financial year ending 31st August 2022, Headway Tyneside has successfully revised the service delivery model of our Headway2Work programme and launched this, working in collaboration with the NHS.

We have re-established many of our pre-covid offerings with a focus on our key themes of 'staying well and feeling connected', 'knowing where to find help' and 'your next steps' programme.

Future Developments

The charity will continue to provide support and advice to those who have suffered a brain injury and their families and/or carers in accordance with the objects of the charity which are set out above. The charity will continue to raise funds to ensure continuity of services.

Personal Statement of Helen Kolster (Acting Chair)

The last year has been incredibly positive for Headway Tyneside. We have seen record numbers of members attending our activities and events throughout the year, highlighting the importance of the support that we provide.

We have been able to re-establish our weekly social evening at Walkergate Park, deliver an incredibly popular walking football programme in collaboration with the Newcastle United Foundation and develop and subsequently launch a revised Headway2Work service delivery model which we are contracted by the NHS to provide.

We have recruited new staff members and Trustees who bring new skills and expertise to the team, and it is anticipated this will have a positive impact over the coming year.

We are incredibly thankful that our staff show such commitment, and to our trustees who continue to volunteer their time. We are incredibly humbled to have so many members utilising our services and we thank you for your support.

TRUSTEES REPORT (Continued)

YEAR ENDED 31ST AUGUST 2022

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



Helen Kolster
Acting Chair/Trustee

23 May 2023

HEADWAY TYNESIDE

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31ST AUGUST 2022

We report on the accounts of the HEADWAY TYNESIDE for the year ended 31st August 2022, 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

23 May 2023

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE)

YEAR ENDED 31ST AUGUST 2022

	Notes	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	TOTAL FUNDS 2022 £	TOTAL FUNDS 2021
INCOMING RESOURCES						
Incoming resources from generated funds	2	45100	0	0	45100	10646
- 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	0	0	51715	51715	22536
Other Incoming resources		0	0			
TOTAL INCOMING RESOURCES		45100	0	51715	96815	33182
RESOURCES EXPENDED						
	4					
Activities for generating funds		2280	0	0	2280	1925
Charitable activities		45790	0	7181	52971	31927
Governance costs		755	0	0	755	720
TOTAL RESOURCES EXPENDED		48825	0	7181	56006	34572
NET INCOMING/OUTGOING RESOURCES BEFORE TRANSFERS		-3725	0	44534	40809	-1390
TRANSFER BETWEEN FUNDS		0	0	0	0	0
TOTAL FUNDS BROUGHT FORWARD		25048	0	10722	35770	37160
TOTAL FUNDS CARRIED FORWARD		21323	0	55256	76579	35770

HEADWAY TYNESIDE

BALANCE SHEET

YEAR ENDED 31ST AUGUST 2022

		2022	2021
	Notes		
Fixed Assets			
Tangible Assets	8	0	0
Current Assets			
Cash at bank and in hand		80022	39309
Debtors		44	0
Total Current Assets		<u>80066</u>	<u>39309</u>
Current Liabilities			
Creditors: Amounts falling due within one year	9	<u>3487</u>	<u>3539</u>
		3487	3539
Net Current Assets		76579	35770
Net Assets		<u><u>76579</u></u>	<u><u>35770</u></u>
Funds of the Charity			
Restricted funds	11	55256	10722
Designated funds	11	0	0
Unrestricted funds	11	21323	25048
Total Charity Funds		<u><u>76579</u></u>	<u><u>35770</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 2022, 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 23 May 2023


Helen Kolster
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 2022

(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	2022 Total	2021 Total
Donations	18360	0	18360	2146
Grants received	26740	0	26740	8500
	<u>45100</u>	<u>0</u>	<u>45100</u>	<u>10646</u>

3. Incoming Resources Charitable Activities

	Unrestricted	Restricted	2022 Total	2021 Total
Fundraising	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

4. Resources Expended

		Voluntary Income	Activities for generating Funds	Advice and Information	Charitable Activities	Governance	2022 Total	2021 Total
Costs directly allocated to activities								
Direct costs allocated to project	Direct	0	2280	0	49910	0	52190	32932
Administrative Costs	Direct	0	0	0	3061	0	3061	920
Professional Fees	Direct	0	0	0	0	755	755	720
Building, General Costs	Direct	0	0	0	0	0	0	0
		<u>0</u>	<u>2280</u>	<u>0</u>	<u>52971</u>	<u>755</u>	<u>56006</u>	<u>34572</u>

5. Net Incoming Resources for the Period

This is stated after charging;-

	2022	2021
Depreciation	0	0
Accountants Fee	755	720

6. Trustee Remuneration & Related Party Transactions

No members of the M/ment Committee received any remuneration during the year ended 31st August 2022.

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 2021	0	0
Additions	0	0
Revaluations	0	0
Disposals	0	0
At 31st August 2022	<u>0</u>	<u>0</u>
<u>Depreciation</u>		
At 1st September 2021	0	0
Charge for year	0	0
Disposals	0	0
At 31st August 2022	<u>0</u>	<u>0</u>
<u>Net Book Values</u>		
At 31st August 2022	<u>0</u>	<u>0</u>
At 1st September 2021	<u>0</u>	<u>0</u>

9. Creditors: Amounts Falling Due within One Year

	2022	2021
Amounts falling due within one year:		
Deferred income	2358	2358
Accruals	1026	984
PAYE and pension costs	103	197
	<u>3487</u>	<u>3539</u>

10. Analysis of Net Assets Between Funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
Current Assets	24810	0	55256	80066
Current Liabilities	-3487	0	0	-3487
Net Assets at 31st August 2022	<u>21323</u>	<u>0</u>	<u>55256</u>	<u>76579</u>

11. Movement in Funds

	At 1 September 2021	Incoming Resources	Outgoing Resources	Transfers	At 31 August 2022
Restricted Funds	10722	51715	7181	0	55256
Total Restricted Funds	<u>10722</u>	<u>51715</u>	<u>7181</u>	<u>0</u>	<u>55256</u>
Designated Funds	0	0	0	0	0
Total Designated Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Unrestricted Funds	25048	45100	48825	0	21323
Total Unrestricted Funds	<u>25048</u>	<u>45100</u>	<u>48825</u>	<u>0</u>	<u>21323</u>

12. Restricted Funds

	At 1 September 2021	Incoming Resources	Outgoing Resources	Transfers	At 31 August 2022
CCG Service	10722	51715	7181	0	55256
Total Restricted Funds	<u>10722</u>	<u>51715</u>	<u>7181</u>	<u>0</u>	<u>55256</u>

HEADWAY TYNESIDE

APPENDIX

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31ST AUGUST 2022

	2022 £	2021 £
INCOME AND EXPENDITURE		
Incoming resources		
Grants	26740	8500
Donations	18360	2146
Fundraising	0	0
JRS Grants	0	3669
CCG Service	51715	18867
Total Incoming Resources	<u>96815</u>	<u>33182</u>
Resources Expended		
Wages and salaries	30252	24697
Pension contributions	339	361
Staff expenses	2387	63
Volunteers expenses	0	79
Accountancy	755	720
Professional fees	260	784
Fundraising	2280	1925
Printing, stationery & I.T.	3047	819
Activities	14489	3682
Headway LAN	0	-330
Telephone	327	274
General expenses	1706	1397
Bank Charges	164	101
	<u>56006</u>	<u>34572</u>
Net Movement in Funds	<u>40809</u>	<u>-1390</u>