

Headway Salisbury And South Wiltshire Limited
(A company limited by guarantee)

Report of the Trustees and Financial Statements

for the Year Ended 31 December 2021

Charity No: 1137281
Company No: 07295941

Headway Salisbury And South Wiltshire Limited
(A company limited by guarantee)

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For the year ended 31 December 2021

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Headway Salisbury And South Wiltshire Limited

Legal and Administrative Details

For the year ended 31 December 2021

TRUSTEES OF THE CHARITY

Thomas Patrick Guy Hartigan

Patricia Alton

Hannah Louise Carr

- resigned on 1 September 2022

Renaud Laurent Clarke

Neil David Elliott

- resigned on 13 April 2022

Richard John Elliott

Catherine Frances Flloyd

Frances Ruth Paula Gillett

- appointed on 21 September 2021

Nicholas Darren Jones

COMPANY NUMBER: 07295941

REGISTERED CHARITY NUMBER: 1137281

OPERATIONAL ADDRESS AND REGISTERED OFFICE

Fisherton House

Fountain Way

Wilton Road

Salisbury

SP2 7FD

INDEPENDENT EXAMINER

Emma Hayes

Strawberry Haze Bookkeeping

Elmcot, The Green, Laverstock, Salisbury, SP1 1QS

Report of the Trustees

For the year ended 31 December 2021

The Trustees (who are also directors of the company for the purposes of company law) present their report together with the financial statements for the year ended 31 December 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The charity is incorporated and registered with the Charity Commission. It was established on 11 June 2010 under a Memorandum of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The Appointment of Trustees

The Trustees are as shown on page 1.

The company may vary the number of members by way of ordinary resolution and may also determine in what rotation members are required to retire from office. Existing directors undertake a selection process to ensure the broad mix of skills provided by the directors is maintained.

OBJECTIVES AND ACTIVITIES

The principal activity of the Trust aims to promote understanding and awareness of all aspects of brain injury; and to provide information, support and services to people with a brain injury, their family and friends.

Risk

The charity regularly reviews and assesses the risks it faces in all areas of its work and plans for the management of those risks.

Public benefit

When planning their charity's activities, the charity trustees have regarded the Charity Commission's guidance on public benefit.

Activities achieving objectives

In line with the charity's articles of association, good steps have been made to assist and relieve persons who have suffered from a brain injury and to help their families, carers and other related professionals by offering regular meetings and assistance.

ACHIEVEMENTS AND PERFORMANCE

The charity has faced challenges during the year with its delivery of services for its users due to COVID-19 restrictions. However services returned to some normality with the group meeting face to face and external providers restarting their services to enrich the group's activities.

FINANCIAL REVIEW

The charity's total incoming resources for the year amounted to £34,278 from which £36,311 was expended to leave a deficit of £2,033.

The charity remains reliant upon grants, sponsorships, donations and fundraising events. The trustees recognise the need to maintain a good level of reserves to support the continuation of services for our users. They also recognise the need to maintain close monitoring of the charity's financial circumstances and the essential requirement to respond promptly to any significant financial changes or funding alteration which may impact upon key services. Further fundraising remains a fundamental objective throughout the next financial year to ensure the continuity of services.

Headway Salisbury And South Wiltshire Limited

Report of the Trustees

For the year ended 31 December 2021

FINANCIAL REVIEW

The charity's total incoming resources for the year amounted to £34,278 from which £36,311 was expended to leave a deficit of £2,033.

Reserves Policy

The trustees continue to have strive to generate free reserves to support the continuation of services for our users and the employment of a service manager. At the 31 December 2021 the charity held free reserves of £11,160.

PLANS FOR FUTURE PERIODS

The charity will continue with its services and maintain its objective to develop future income streams.

RESPONSIBILITIES OF THE TRUSTEES

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year.

In preparing those financial statements;

- the Trustees are required to select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity 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 Charity and to enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 31 October 2022 and signed on its behalf by:

Nicholas Darren Jones
Trustee

Independent Examiner's Report to the Trustees of
Headway Salisbury And South Wiltshire Limited
For the year ended 31 December 2021

I report on the accounts of the charity for the period ended 31 December 2021 which are set out on pages 5 to 10.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Emma Hayes
Strawberry Haze Bookkeeping
Elmcot, The Green, Laverstock, Salisbury, SP1 1QS

Dated: 31 October 2022

Headway Salisbury And South Wiltshire Limited

Statement of Financial Activities

For the year ended 31 December 2021

	Note	Unrestricted £	Restricted £	Year to 31.12.21 £	Year to 31.12.20 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income					
Grants	2	300	19,683	19,983	27,756
Donations		3,340	-	3,340	2,094
Sponsorship		2,500	-	2,500	-
		<u>6,140</u>	<u>19,683</u>	<u>25,823</u>	<u>29,850</u>
Activities for generating funds					
Fundraising events		2,658	-	2,658	2,258
Charitable activities		5,795	-	5,795	3,758
Investment income		2	-	2	-
TOTAL INCOMING RESOURCES		<u>14,595</u>	<u>19,683</u>	<u>34,278</u>	<u>35,866</u>
RESOURCES EXPENDED					
Costs of generating funds:					
Costs of generating voluntary income		602	-	602	552
Cost of charitable activities	3	34,609	-	34,609	29,984
Governance costs					
Payroll fees		407	-	407	332
Professional and legal fees		200	-	200	496
Insurance		493	-	493	319
TOTAL RESOURCES EXPENDED		<u>36,311</u>	<u>-</u>	<u>36,311</u>	<u>31,683</u>
Net Incoming/(Outgoing) Resources		(21,716)	19,683	(2,033)	4,183
Transfers between funds		18,137	(18,137)	-	-
Net Incoming/(Outgoing) Resources before other recognised gains and losses		<u>(3,579)</u>	<u>1,546</u>	<u>(2,033)</u>	<u>4,183</u>
Net movement in funds for the year		<u>(3,579)</u>	<u>1,546</u>	<u>(2,033)</u>	<u>4,183</u>
Total funds at 1 January 2021		14,826	13,440	28,266	24,083
Total funds at 31 December 2021		<u>11,247</u>	<u>14,986</u>	<u>26,233</u>	<u>28,266</u>

There were no recognised gains and losses other than those shown in the above Statement of Financial Activities.

Headway Salisbury And South Wiltshire Limited
(Company number: 07295941)

Balance sheet

As at 31 December 2021

	Notes	2021		2020	
		£	£	£	£
Tangible fixed assets					
Fixtures and fittings	6		87		116
			87		116
Current assets					
Debtors	7	1,000		-	
Cash at bank & in hand		26,132		29,228	
		27,132		29,228	
Creditors: amounts falling due within one year	8	(986)		(1,078)	
Net current assets			26,146		28,150
Net assets			26,233		28,266
The Funds of the Charity					
Unrestricted Funds:					
General Fund	9		11,247		14,826
Restricted Funds	9		14,986		13,440
Total Funds	10		26,233		28,266

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges his responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Trustees on 31 October 2022 and signed on their behalf by:

Nicholas Darren Jones
Trustee

1. Accounting policies

(a) The accounts 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 (FRS102) and in accordance with the Companies Act 2006.

Reconciliation with previous Generally Accepted Accounting Practice:

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. The policies applied under the charity's previous accounting framework are not materially different to FRS 102 and have not impacted on the charity's funds. Consequently, no restatement has been required.

(b) **Incoming resources** are received by way of grants, donations and gifts. The value of services provided by volunteers has not been included. All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed.

(c) **Incoming resources from grants** are recognised in line with predetermined schedules of expenditure.

(d) **Resources expended** are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered. Donations are made only when they meet the objects of the charity. Support costs are deemed to be attributable to Charitable Expenditure only.

(e) Fund accounting

Funds held by the charity are:

Unrestricted funds - These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - These are funds to be used for specific purposes at the request of the donor.

(f) Depreciation

Individual fixed assets are capitalised at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and Fittings	- 25% on reducing balance
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(g) Stocks

Stock is included at the lower of cost or net realisable value.

(h) Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

(i) Pension costs

The charity operates a defined contribution pension scheme. Contributions payable to the scheme are charged to the Statement of Financial Activities in the period to which they relate.

(j) Cash flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1: Cash Flow Statements.

Headway Salisbury And South Wiltshire Limited

Notes to the Financial Statements

For the year ended 31 December 2021

2. Grants

	Unrestricted	Restricted	Year to 31.12.21	Year to 31.12.20
	£	£	£	£
The Albert Hunt Trust	-	1,000	1,000	-
Community Foundation Wiltshire	-	-	-	5,000
TNL Community Fund	-	1,000	1,000	-
Groundwork UK	-	-	-	500
Henry Foundation	-	-	-	1,800
The Dan Maskell Trust	-	400	400	-
Arnold Clark Community Fund	-	1,000	1,000	-
National Lottery Awards For All	-	1,848	1,848	7,946
Percy Bilton Trust	-	-	-	150
Peter Harrison Foundation	-	-	-	750
Sylvia Waddilove Foundation UK	-	1,000	1,000	-
Boost	-	600	600	-
Salisbury City Council	-	-	-	1,630
The Saddlers	300	-	300	-
The Edward Gostling Foundation	-	-	-	1,500
The Queen's Club Foundation	-	-	-	480
Wiltshire Coucil - COVID-19 support grants	-	11,835	11,835	8,000
The Walter Guinness Charitable Trust	-	1,000	1,000	-
	<u>300</u>	<u>19,683</u>	<u>19,983</u>	<u>27,756</u>

3. Charitable activities expenditure

	Unrestricted	Restricted	Year to 31.12.21	Year to 31.12.20
	£	£	£	£
IT and website costs	1,101	-	1,101	101
Staff training	692	-	692	300
Miscellaneous	-	-	-	4
Print, Post & Stationery	163	-	163	261
Telephone	642	-	642	610
Travel Costs	964	-	964	1,025
Subscriptions	155	-	155	40
Rent, room hire and storage	2,095	-	2,095	3,210
Wages and salaries	25,399	-	25,399	21,722
Group activities equipment and consumables	504	-	504	772
Outsourced activities	2,865	-	2,865	1,901
Depreciation	29	-	29	38
	<u>34,609</u>	<u>-</u>	<u>34,609</u>	<u>29,984</u>

Headway Salisbury And South Wiltshire Limited

Notes to the Financial Statements

For the year ended 31 December 2021

4. Net incoming resources for the period

	Year to 31.12.21	Year to 31.12.20
	£	£
This is stated after charging:		
Accountancy fee	175	175
Depreciation	38	38
	<u>213</u>	<u>213</u>

Trustees did not receive any remuneration, benefits in kind nor expenses for 2021 or 2020.

5. Taxation

The charity is exempt from tax on its charitable activities per sections 521 to 536 of ITA 2007. Because of its current activities Headway Salisbury And South Wiltshire Limited is not registered for VAT and therefore cannot recover VAT on its expenses.

6. Tangible assets

	Fixtures & fittings £	Total £
Cost:		
At 1 January 2021	1,000	1,000
Additions	-	-
At 31 December 2021	<u>1,000</u>	<u>1,000</u>
Depreciation:		
At 1 January 2021	884	884
Charge for year	29	29
On disposals	-	-
At 31 December 2021	<u>913</u>	<u>913</u>
Net book values:		
At 31 December 2021	<u>87</u>	<u>87</u>
At 31 December 2020	<u>116</u>	<u>116</u>

7. Debtors

	Unrestricted £	Restricted £	Year to 31.12.21 £	Year to 31.12.20 £
Accrued incoming resources	1,000	-	1,000	-
	<u>1,000</u>	<u>-</u>	<u>1,000</u>	<u>-</u>

Headway Salisbury And South Wiltshire Limited

Notes to the Financial Statements

For the year ended 31 December 2021

8. Creditors: amounts falling due within one year

	Unrestricted	Restricted	Year to 31.12.21	Year to 31.12.20
	£	£	£	£
PAYE & NIC's	286	-	286	259
Other creditors	500	-	500	500
Accruals	200	-	200	319
	<u>986</u>	<u>-</u>	<u>986</u>	<u>1,078</u>

9. Movement in Funds

<u>Unrestricted funds</u>	At 1.01.2021	Incoming Resources & Transfers	Outgoing Expenditure & Transfers	At 31.12.2021
	£	£	£	£
General Fund	14,826	14,595	(18,174)	11,247
Total unrestricted funds	<u>14,826</u>	<u>14,595</u>	<u>(18,174)</u>	<u>11,247</u>
<u>Restricted funds</u>	At 1.01.2021	Incoming Resources & Transfers	Outgoing Expenditure & Transfers	At 31.12.2021
	£	£	£	£
Service manager and core cost fund	10,826	16,683	(13,650)	13,859
Music project	177	-	(177)	-
Headsmart Sponsorship	840	1,000	(1,840)	-
Headsmart Group - sports	570	-	(570)	-
Walking Tennis project	495	1,000	(900)	595
Online service delivery project	-	1,000	(1,000)	-
Young Adults Support Group project	532	-	-	532
Total restricted funds	<u>13,440</u>	<u>19,683</u>	<u>(18,137)</u>	<u>14,986</u>

Grants have been received with specific purposes attached to them and they have been allocated above according to the project or activity they are intended for use.

10. Analysis of net assets between funds

	Fixed assets	Net current assets	Total
	£	£	£
Restricted funds	-	14,986	14,986
Unrestricted funds	87	11,160	11,247
Net assets at the end of the year	<u>87</u>	<u>26,146</u>	<u>26,233</u>

11. Related parties

During the year, no Trustees (2020: none) received any expenses (2020: none). Neither the Trustees nor persons connected with them received any remuneration from the charity for their services as Trustees.