

Headway Wearside

(a company limited by guarantee)

Company Registration no 07504702

Charity Registration no 1140910

Financial Statements

For the period ended

31 January 2021

Headway Wearside
St Mary and St Peters Community Project
Springwell Road
Sunderland
SR3 4DY

Legal and Administrative Information

Name: Headway Wearside

Company No: 07504702

Charity No: 1140910

Directors/Trustees:

Paul M Brown – Chair Person
Jemma Morland – Treasurer
Claire Blackbourne – Secretary

Andrew Patterson – Regional Manager at JS Parker
Andrew Elkington – Carer
Anthony Lambelle – Brain Injury Survivor
Neil Kemp – Brain Injury Survivor
James Dowell – Brain Injury Survivor
Gloria Finnigan – Carer

Ian Brown – Finance Co Ordinator

Registered Address: St Mary and St Peters Community Project
Springwell Road
Sunderland
SR3 4DY

Bankers: Lloyds TSB
Grey Street Branch
PO Box 1000
BX1 1XT

Structure: Headway Wearside is a Company limited by guarantee registered on 25th January 2011 and a registered Charity from 29th March 2011.

Independent Examiner: R J Whitelaw CA
12 West Meadows Road
Sunderland
SR6 7TX

Contents

1.	Director's/Trustees Report	Pages 4-7
2.	Independent Examiner's Report	Page 7
3.	Statement of Financial Activities	Page 8
4.	Balance Sheet	Page 8
5.	Notes to the Accounts	Pages 9-11

Director's/Trustees Report

Objectives and Activities

Headway Wearside is established to promote understanding of all aspects of Acquired Brain Injury (ABI) and to provide information, support and services to survivors of brain injury, their families and carers.

As an organisation Headway Wearside strives:

- To increase awareness of brain injury and its consequences
- To initiate activities and campaigns which will reduce the incidence of brain injury
- To provide information and support for people with acquired brain injuries, their relatives and carers and concerned professional people
- To promote improved approaches to brain injury screening, acute care, assessment, rehabilitation and social re-integration
- To assist people with acquired brain injuries to return to community living, including access to appropriate accommodation, social outlets, and productive activity

Achievements and performance

Headway Wearside is run by a Volunteer Management Committee that is service user led. We hold bi monthly management meetings to ensure legal and charitable responsibilities are met. We are affiliated to Headway UK and follow Headway UK Standards. This includes organisations purpose, management of the project, involving service users, working together, equal opportunities and fairness, reviewing the project and financial management.

Activity Time

This year has seen the biggest ever changes to our activity programme due to Covid 19. There have been 3 full lockdowns and local restrictions regarding when people should meet. and how services could be delivered.

This year also meant social isolation for some of our members as they self isolated for their own health needs and to safeguard their families. Some members were also instructed under government rules to shield at home and not go out to work, shop or socialise.

Staff were also governed by these rules meaning a work from home rule was established to enable the work to continue.

The impact of Covid

Initial contacts with funders assured us that funding would still be in place and could be delegated to other areas of support.

New services including telephone ring around support, weekly Zoom interactive activity sessions, Social media activity groups have been developed. Door step drop of support and arts and crafts packs delivered to homes were also part the main focus this year.

Additional time was allocated to support members, ensuing they had all the necessities they required such as food, shopping, access to medication and to wellbeing services,

This year at a glance.

36 Zoom Activity sessions have been held
150 arts and craft packs have been delivered [each pack for two people x 3 activities]
475 phone calls from the Ring around support service
2 Emergency food parcel have been delivered
1 Fresh food parcel delivered
133 hot meals have been delivered [cooked by Mickeys place]
25 Afternoon teas were provided
25 winter warm packs given
12 Door step support/chat
25 people per day access our social media activity group

We were nominated via VCAS- Voluntary community Action Sunderland in two awards, Sports award and community Award. Individuals were then asked to vote for the organisation they thought best delivered against that category. We were runner up in the Sports award .

With funding from Sunderland council, we were able to make it a Christmas to remember, an afternoon tea, games, puzzles, zoom session with a music group singing,

Working with Mickeys place we are able to deliver food parcels and hot meals to members, during the lockdowns and for those shielding. Christmas lunch this year was socially distanced for a small group of members who had been attending the lunch club prior to lockdown.

Beach Access North East

This is a new development within Sunderland , we set up a steering group with Sunderland Parent carer forum, and individuals and liaised with the local Authority to discuss feasibility of the initial project, working alongside Beach Access North East a successful Bid was written to provide a storage container at Roker with accessible beach access chairs. [to open late summer 2021]

The Activity and Therapy Centre is a base where planned activities and learning opportunities can take place. During 20/21 the room has not been accessed as it was intended. WE have held only a handful of face to face activites due to the size of the room

Financial Review

Headway Wearside has secured additional funding towards the salary of a Business and Community Development Worker for 2019 - 2021 from the Health Trust.for a 17 month programme The aim of which will be to continue to build the membership, increase volunteer opportunities, continue to develop activities and support the Committee in securing additional funding.

Headway Wearside secured funding for another year for the Headway CABIS role within the Community Acquired Brain Injury Service [CABIS] Sunderland. Funding for the post comes from the Sunderland Clinical Commissioning Group via Cumbria Northumberland Tyne and Wear Trust who are the lead agent. This role is primarily based at Monk Wearmouth Hospital and involves supporting adults with an acquired brain injury and their families.

This Service now interlocks with our core development services.

Funders

Headway Wearside would like to thank Sunderland Clinical commissioning group for its financial assistance and their support during 2020/21. Funding has also been received from a number of sources for specific activities and projects for service users and their families.

Risk Management

The Directors have examined the major risks, which the company faces in relation to external factors, governance and management, internal operations and business. An Assessing Risk Contingency Planning document has been developed and is included in their Business Plan. They have considered the likelihood and the impact of risks and have reviewed what systems should be in place to control and reduce those risks. The systems are being designed to provide reasonable, but not absolute, assurance against material loss or misstatement of loss.

Reserves Policy

It is the policy of the company to try to build up unrestricted funds, which are free reserves of the company, to a level that equates to approximately 3 months unrestricted expenditure. This will provide sufficient funds to cover management and administration support costs and any emergencies that may arise from time to time.

The Directors/Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the company and which enable them to comply with applicable law. The Directors/Trustees 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.

Plans for the Future

Headway Wearside shall continue to relieve persons who are resident in Wearside who have suffered a brain injury, their families, carers and other related professionals by the provision of information, service and facilities and advance the education of the public in all aspects relating to brain injury and its prevention.

The Directors/Trustees have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

Directors'/Trustees' Responsibilities:

For the year ending 31st January 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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/trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the members and signed on their behalf:

Name:.....Jemma Morland ...Signature:.....



Name:.....Paul Brown ...Signature:.....



Date 14/6/21 .

Headway Wearside
(a company limited by guarantee)

Independent Examiners Report

Report to the trustees/members of Headway Wearside on Accounts for the year ended 31st January 2021.

Respective responsibilities of the Trustees and Examiner

The charity's 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
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

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 the 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 agree with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name R J Whitelaw C A

Signed



Date 7 June 2021

Headway Wearside
(a company limited by guarantee)

		2020-2021			2019-2020
	Note	Unrestricted	Restricted	Total	Total
Incoming Resources					
Incoming resources from generated funds					
Voluntary income		0	0	0	0
Activities for generating funds	4	5,923	68,941	74,864	41,380
Investment income	3	0	0	0	0
Incoming resources from charitable activities		0	0	0	0
Total incoming resources		5,923	68,941	74,864	41,380
Resources Expended					
Cost of generating funds		0	0	0	0
Cost of generating voluntary income		0	0	0	0
Fundraising Trading Costs		0	0	0	0
Investment Management Costs		0	0	0	0
Charitable activities	4	1,509	47,603	49,112	56,417
Governance Costs		0	0	0	0
Total resources expended		1,509	47,603	49,112	56,417
Net incoming/outgoing resources		4,414	21,337	25,752	-15,037
Total funds brought forward		5,899	14,214	20,113	35,150
Total funds carried forward		10,313	35,551	45,864	20,113

Statement of Financial Activities 2020-21

Balance sheet as at 31st January 2021

		2020-2021			2019-2020
	Note	Unrestricted	Restricted	Total	Total
Fixed Assets					
Debtors	5	0	0	0	0
Cash at bank and in hand		10,313	35,551	45,864	20,113
Total Current Assets		10,313	35,551	45,864	20,113
Creditors falling due within one year	6	0	0	0	0
Net Current Assets		10,313	35,551	45,864	20,113
Total assets less current liabilities		10,313	35,551	45,864	20,113
Net Assets		10,313	35,551	45,864	20,113
Funds of the charity					
Unrestricted funds		10,313		10,313	5,899
Restricted income funds			35,551	35,551	14,214
Total Funds		10,313	35,551	45,864	20,113

For the year ending 31 January 2021 the company was entitled to exemption from audit under section 477 of the companies act 2006 relating to small companies.

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 accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the members and signed on their behalf

Name Jemma Morland

Signature



Notes to the Financial Statements **For the year ended 31 January 2021**

1 Accounting Policies

Basis of Preparation

These Financial Statements have been prepared on the basis of historic cost in accordance with:

- Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 (c.27);
- The Financial Reporting Standard for Small Entities (effective from January 2007) of the Companies Act 2006;
- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- Accounting Standards; and with the Charities Act 2011

The Directors/Trustees have taken advantage of the exemption in financial reporting standard no 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Resources Expended and Liabilities

Resources expended have been analysed using a natural classification.

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources

Governance costs include the cost of trustee travel expenses and telephone calls and any costs relating to the governance of the charity.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

2 Funds

The Charity has 2 funds, an unrestricted general fund and a restricted fund used for purchasing items of a specific nature funded by one funder: hence all movements on each fund are disclosed.

There are no designated funds at this time.

Restricted Funds	Bal. BF	Income	Expenditure	Balance
Tesco Groundwork	0	500	500	0
WDTC salary	0	1,000	225	775
CABIS	6,235	26,544	22,231	10,548
Winter Covid [Christmas]	0	850	781	69
Community Fund	1,043	0	1,043	0
Wash Big	4,557	0	2,494	2,064
Co op	0	3,402	401	3,001
Covid Sunderland Council	0	2,000	2,000	0
Peoples Health Trust	0	13,040	12,479	561
NHS CCG 18 - 20	2,379	0	2,379	0
NHS CCG 2020 - 21	0	21,604	3,070	18,533
	14,214	68,941	47,603	35,551

3 Investment Income

There is no investment income at this time

4 Income & Expenditure 2020-21			2021 Total	2020 Total
Income	Unrestricted	Restricted		
Tesco Groundwork		500	500	
WDTC Salary		1,000	1,000	
CABIS		26,544	26,544	24,500
Winter Covid		850	850	
Donations -General	5,923		5,923	6,368
NHS CCG 20 - 21		21,604	21,604	
Covid Sunderland Council		2,000	2,000	
Co-op		3,402	3,402	0
Community Fund		0	0	1,600
Peoples Health Trust		13,040	13,040	4,222
NHS CCH 18 - 20		0	0	0
Wash Big		0	0	4,690
Total Income	5,923	68,941	74,864	41,380
Expenditure				
Tesco Groundwork		500	500	
WDTC Salary		225	225	
CABIS		22,231	22,231	27,003
Winter Covid [christmas]		781	781	
Covid Sunderland Council		2,000	2,000	
Peoples Heath Trust		12,479	12,479	12,440
NHS CCG 18 - 20		2,379	2,379	12,015
Community Fund		1,043	1,043	557
Washington Big Group - Area funding		2,494	2,494	133
Co-op		401	401	0

Headway Wearside
(a company limited by guarantee)

NHS CCG 20 - 21		3,070	3,070	
Operational/Business/Community	1,509		1,509	4,269
Independent Examination of accounts	0	0	0	0
Total Expenditure	1,509	47,603	49,112	56,417
Income Less Expenditure	,4,414	21,338	25,752	-15,037
Balance Brought Forward	5,899	14,214	20,113	35,150
Balance Carried forward	10,313	35,551	45,864	20,113

5 Debtors

There are no debtors

6 Creditors: due within 1 year

Independent Examination fee of £0.00

Approved by the members and signed on their behalf:

Jemma Morland

Name Signature



Paul Brown

Name Signature

