

Headway Wearside

(a company limited by guarantee)

Company Registration no 07504702

Charity Registration no 1140910

Financial Statements

For the period ended

31 January 2023

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
Ian Brown – Treasurer
Clair Blackbourne – Secretary

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

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

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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.

The service this year has grown with an addition of two new staff. The role of Cabis Co-ordinator was modified and became family support within the Cabis Team with a focus on carer support . A new benefits Advisor joined the team in May 2022 and is working within the CABIS Team from Monkwearmouth Hospital

The other new member of the team started working at Walkergate Park to support families from across the region as well as those from Sunderland .

CABIS – Carer Support and Benefits Advice

A dedicated role providing none clinical carer support within the Community Acquired Brain Injury Service, which is an NHS Neuro rehabilitation service. Over this period there has been 84 referrals for carer support, this is made up of 42 from Sunderland, 32 from Gateshead and 11 from South Tyneside. Support has included regular face to face sessions offering emotional support and psychological and brain injury education as well as practical support to access welfare rights, social services support and other services to improve the wellbeing of carers and their loved ones.

We have seen an increase in new patient referrals this year primarily for benefits advice, but also housing issues and basic debt advice. We have received 65 referrals for Sunderland, 32 for Gateshead and 7 for South Tyneside.

Walkergate Park Update – Julie King

My post is a new role within the Walkergate hospital, and I would like to thank all of the staff for their enthusiasm about and support for the post.

Since I began taking referrals (June 2022 to January 2023) I have worked **with 58 families** offering emotional support and practical information on a range of issues. including:

- how to support someone with a brain injury;
- rights and entitlements.
- benefits and finances;
- support in the community;
- hospital discharge,
- planning for the future.

Activity and Support Services

Activities during 2022 went through a period of Adjustment, We have come through covid and out the other side with greater enthusiasm, new courses and activities.

We have started to work with new organisations and partners so enable us to offer a greater range of activities and support.

The service was accessed times and we held about **329** hours of activity time.

Partnerships. – We have worked with several agencies to provide services and activities. Including

Mickeys Place - The lunch Club at the community Café in Washington. A two course set meal is cooked and served by volunteers. Meals are back to basics good wholesome meals made with food donated by the community and local supermarkets

WEA - Workers Education Association members signed up to free courses.

Moroccan Cooking – six weeks of learning new ways to cook using Moroccan based recipes

Art and Crafts- A range of craft sessions that are suitable for anyone to join in. including light up bottles, Christmas cards gifts and sweet treats

Deborah Doyle - Creative wellbeing, a six week programme of creative crafts linked to wellbeing, puppet making,

Misic and movement – Deb also provided dance and music and movement chair exercise sessions.

Sunderland Foundation of Light

Skills sessions with a six week cooking course at the Beacon of light, learning the basics and kitchen safety and healthy eating.

Sunderland and North Durham Society for the Blind – A joint funding bid enabled a course of exercise to be delivered for those with a neurological condition and sight loss/disturbance. Exercise was focused on movement and core strength using a range of equipment to make the session more fun.

Adventure Sunderland . Delivered an archery session for beginners

Calvert Trust Kielder – Look ahead in the North

A residential weekend with other Headway groups and branches from the North East .

Members took part in a range of activities that enabled them to learn new skills, relax in a comfortable environment, make new friends. Members choose their own activities including, boat trips, zip slides, archery, laser clay pigeon shooting, murder mystery night, quiz night, arts and craft room, relaxation therapies, talent show competition,

Sunderland University

Access to gym services – 5 week block course with an initial assessment and specific exercise plan using large gym equipment.

Asha at One – specialist disability exercise

Physio based exercise and games sessions to support moveability.

Support for members

- Continued to deliver telephone and face to face support for members as required.
- Provided food vouchers for those in need who could not access local foodbanks.
- Held warm space Wednesday drop in Sessions
- Paid for access to their own local gym for 3 months
- Provided everyone access cards for gym/swim exercise sessions.

Financial Review

Headway Wearside secured some additional funding towards the salary of our existing Community Development Worker, Kim Hunter, for 2021/2022 and 2022/2023, despite austere times and the extreme challenges charities now face in securing grant/government funding, as well as the additional challenges of the covid-19 pandemic.

Kim's aim was to continue to build the membership, increase volunteer opportunities, continue to develop activities and support the Committee in securing additional funding. Kim has again worked tirelessly to achieve this and, as a result, she has secured funding to continue in her role for a further 2 years until 2025. However, more work needs to be done by all those involved with Headway Wearside to keep building up our unrestricted funds through fundraising opportunities to carry on delivering this invaluable service to the head injury community of Sunderland.

Headway Wearside is now in its seventh year of supporting the Community Acquired Brain Injury Service [CABIS] in Sunderland. We expanded this project to include a Benefits Advisor, Suzanne Guthrie-Gower, to work with Charlotte O'Keefe, our existing Family Support Officer based at Monkwearmouth Hospital, as well as a further Family Support Officer, Julie King, based in Walkergate Park Hospital. Charlotte, Julie and Suzanne support adults with an acquired brain injury and their families and carers immediately following the injury and, where appropriate, refers individuals to Headway Wearside for community based support and activities. It is with great news that we have been able to extend the CABIS program for a further 12 months.

This Service now interlocks with our core development services.

Funders

Funding has been received from a number of sources for specific activities and projects for service users and their families and these are as follows:

- CABIS (funder CNTW)
- CCG – Sunderland Clinical Commissioning group
- Kickstart (Government funded)
- West Area Committee (Sunderland City funded)
- Arnold Clark
- Delaware Foundation

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 2023 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:.....Ian Brown ...Signature:.....

Name:.....Signature:.....

Date

Independent Examiners Report

Report to the trustees/members of Headway Wearside on Accounts for the year ended 31st January 2023

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 Robert Whitelaw

Date

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		2022-2023			2022-2023
	Note	Unrestricted	Restricted	Total	Total
Incoming Resources					
Incoming resources from generated funds					
Voluntary income		0	0	0	0
Activities for generating funds	4	8374	129322	137696	72435
Investment income	3	0	0	0	0
Incoming resources from charitable activities		0	0	0	0
Total incoming resources		8374	129322	137696	72435
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	4226	90943	95169	62226
Governance Costs		0	0	0	0
Total resources expended		4226	90943	95169	62226
Net incoming/outgoing resources		4,148	38,379	42,527	10,209
Total funds brought forward		19,601	36,472	56,073	45,864
Total funds carried forward		23,749	74,851	98,600	56,073

Statement of Financial Activities 2022-23
Balance sheet as at 31st January 2023

		2022-2022			2020-2023
	Note	Unrestricted	Restricted	Total	Total
Fixed Assets					
Debtors		0	0	0	0
Cash at bank and in hand		23,749	74,851	98,600	56,073
Total Current Assets		23,749	74,851	98,600	56,073
Creditors falling due within one year		0	0	0	0
Net Current Assets		23,749	74,851	98,600	56,073
Funds of the charity					
Unrestricted funds		23,749		23,749	19,601
Restricted income funds			74,851	74851	36472
Total Funds		23,749	74,851	98,600	56,073

For the year ending 31 January 2023 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

Signature

Ian Brown, Treasurer



Notes to the Financial Statements **For the year ended 31 January 2023**

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
DIAG Chance / extended	209	500	709	0
Cabis CNTW Foundation Trust	12,479	0	5,112	7,3670
Winter Covid Christmas + 2021, Sunderland Local Authority	815	0	815	0
Police	6,741	0	6,540	201
Thee Club	464	1,946	2,410	0
Goga, Sunderland foundation of light	1,515	1,045	2,560	0
NHS ccg2021	14,249	0	11,854	2,395
Kick start, Government funding		7,766	7,766	0
NHSCCG 2022-2025		32,406	0	32,406
West area Jubilee		1,005	1,005	0
Arnold Clark		750	365	385
Delaware foundation Trust		1,364	150	1,214
CABIS STAFF – CNTW foundation Trust		82,540	51,662	30,878
What matters to you – Sunderland council	0	0	0	0
	36,472	129,322	90,948	74,846
Unrestricted fund	19,601	8,374	4,226	23,749

3 Investment Income

There is no investment income at this time

4 Income & Expenditure 2022-23			2022-23 Total	2021-22 Total
Income	Unrestricted	Restricted		
DIAG Chance / extended		500	500	9,215
Cabis CNTW Foundation Trust		0	0	26,546
Winter Covid Christmas + 2021, Sunderland Local Authority		0	0	1,500
Police		0	0	10,000
Thee Club		1,946	1,946	2,000
Goga, Sunderland foundation of light		1,045	1,045	4,180
NHS ccg2021		0	0	8,692
Kick start, Government funding		7,766	7,766	0
NHSCCG 2022-2025		32,406	32,406	0
West area Jubilee		1005	1005	0
Arnold Clark		750	750	0
Delaware foundation Trust		1,364	1,364	0
CABIS STAFF – CNTW foundation Trust		82,540	82,540	0
Donations General	8374	0	0	10,302
Total Income	8,374	129,322	137,696	72,435

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Expenditure	unrestricted	restricted	2022	2021
DIAG Chance / extended		709	709	9,006
WTDC Salary		0	0	775
Cabis CNTW Foundation Trust		5,112	5,112	24,615
Winter Covid Christmas + 2021, Sunderland Local Authority		815	815	754
Police		6,540	6,540	3,258
Thee Club		2,410	2,410	1,536
Goga, Sunderland foundation of light		2,560	2,560	2,665
Peoples Health Trust		0	0	9,253
Washington BIG Group		0	0	2,604
Co op		0	0	3,002
NHS ccg2021		11,854	11,854	4,284
Kick start, Government funding		7,766	7,766	0
NHSCCG 2022-2025		0	0	0
West area Jubilee		1,005	1,005	0
Arnold Clark		365	365	0
Delaware foundation Trust		150	150	0
CABIS STAFF – CNTW foundation Trust		51,657	51,657	0
Donations General	4,226	0	4,226	1,014
Total Expenditure	4,226	90,943	95,169	62,226
Income Less Expenditure	4,1148	38,379	42,527	10,209
Balance Brought Forward	19,601	36,472	56,073	45,864
Balance Carried forward	23,749	74,851	98,600	56,073


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:

Name ...Ian Brown, Treasurer..... Signature 

Name Signature