

HEADWAY WEST LONDON

England & Wales - Charity number 1160899

Details

Other names HWL

Status Registered

Legal form Charitable company

Company number [09349513](#)

Registered 2015-03-13

Register [View on the Charity Commission register](#)

Contact

Address Leigh Day
Panagram
27 Goswell Road
London

Phone 02037800427

Email info@headwaywestlondon.org.uk

Website <http://www.headwaywestlondon.org.uk/>

Activities

Objects: TO PROMOTE THE REHABILITATION OF PERSONS WHO HAVE SUFFERED HEAD INJURIES AND RESIDE IN WEST LONDON; A) TO PROVIDE INFORMATION, SUPPORT AND SERVICES TO PEOPLE WITH BRAIN INJURY, THEIR FAMILIES AND CARERS AND RELEVANT PROFESSIONALS; B)TO PROMOTE A CO-ORDINATED MULTIDISCIPLINARY APPROACH TO BRAIN INJURY SCREENING, ACUTE CARE, ASSESSMENTS, REHABILITATION AND RETURN TO THE COMMUNITY; C)TO INCREASE PUBLIC AWARENESS AND UNDERSTANDING OF BRAIN INJURY; D) TO PARTICIPATE IN ACTIVITIES, WHICH WILL REDUCE THE INCIDENCE OF BRAIN INJURY.

Activities: We run a monthly support group with additional social activities, a regular newsletter, a support helpline and website and a twice weekly drop in support service at St Mary's Hospital, Paddington. The charity's specialist two part time link workers attend St Mary's weekly, as well as neurology and neurosurgery outpatient clinics, trauma ward, occupational therapists and physiotherapists.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** People With Disabilities, Other Defined Groups

Geography

- City Of Westminster
- Ealing
- Hammersmith And Fulham
- Hillingdon

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£29,246	£51,636	-	-
2023-12-31	£54,325	£47,370	-	-
2022-12-31	£36,061	£49,815	-	-
2021-12-31	£41,283	£44,318	-	-
2020-12-31	£76,080	£26,881	-	-

Trustees

Name	Role	Appointed
Cerys Boulger	Chair	2025-10-09
Charlotte Louise Beazley		2024-02-07
ED LASSMAN		2014-06-10
Katherine Wilkinson		2021-11-11
Lucia Li		2016-09-08

HEADWAY WEST LONDON

England & Wales - Charity number 1160899

Accounts

Charity registration number 1160899 (England and Wales)

Company registration number 09349513

HEADWAY WEST LONDON LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

HEADWAY WEST LONDON LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr EH Lassman Ms LM Li Miss LJ Murphy KS Wilkinson Miss C Beazley
Charity number (England and Wales)	1160899
Company number	09349513
Registered office	Panagram 27 Goswell Road London EC1M 7AJ
Independent examiner	Jervis & Partners 30 Harborough Road Kingsthorpe Northampton NN2 7AZ

HEADWAY WEST LONDON LIMITED

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HEADWAY WEST LONDON LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees present their annual report and financial statements for the year ended 31 December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)".

Objectives and activities

We work with adult traumatic brain survivors (18 and over), their families and carers in West London as they leave hospital and begin their rehabilitation process & ensure vulnerable, isolated brain injured survivors do not fall through the net.

Our aim is to help them achieve their full potential by providing support, expert advice and signposting them to relevant services and also offer our own targeted training to enable them to improve their resilience, health and well-being.

We hold a monthly support group which is being run by our two part time link workers and volunteers.

We have organized regular online training and information and education sessions and interactive social and group activities for our beneficiaries including their carers.

We run a targeted health and wellbeing project in addition to other keep fit and social activities. We run a monthly art group which all encourages our beneficiaries to reconnect with their communities.

Our help has been particularly crucial to survivors and carers during the vital initial stages of recovery and rehabilitation, including helping them overcome the challenges in coping with their complex health, social and economic problems and in combatting the isolation and vulnerability that is usually experienced. If we cannot help, our link workers signpost to other organisations who can.

We provide information via our website, newsletters, Facebook, instagram and our support groups.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

HEADWAY WEST LONDON LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2024*

Structure, governance and management

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr EH Lassman
Ms LM Li
Miss LJ Murphy
KS Wilkinson
Miss C Beazley

The trustees' report was approved by the Board of Trustees.

Miss LJ Murphy

Trustee

Dated: 12 August 2025

HEADWAY WEST LONDON LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY WEST LONDON LIMITED

I report to the trustees on my examination of the financial statements of Headway West London Limited (the charity) for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I 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 financial statements to be reached.

Jervis & Partners

30 Harborough Road

Kingsthorpe

Northampton

NN2 7AZ

12 August 2025

HEADWAY WEST LONDON LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Donations and legacies	3	4,579	23,230	27,809	6,420	47,000	53,420
Charitable activities	4	-	-	-	52	-	52
Investments	5	1,437	-	1,437	853	-	853
Total income		<u>6,016</u>	<u>23,230</u>	<u>29,246</u>	<u>7,325</u>	<u>47,000</u>	<u>54,325</u>
Expenditure on:							
Raising funds	6	660	-	660	660	-	660
Charitable activities	7	10,267	40,709	50,976	11,788	34,922	46,710
Total expenditure		<u>10,927</u>	<u>40,709</u>	<u>51,636</u>	<u>12,448</u>	<u>34,922</u>	<u>47,370</u>
Net income/(expenditure)		(4,911)	(17,479)	(22,390)	(5,123)	12,078	6,955
Transfers between funds		(8,001)	8,001	-	8,686	(8,686)	-
Net movement in funds		(12,912)	(9,478)	(22,390)	3,563	3,392	6,955
Reconciliation of funds:							
Fund balances at 1 January 2024		48,048	28,458	76,506	44,485	25,066	69,551
Fund balances at 31 December 2024		<u>35,136</u>	<u>18,980</u>	<u>54,116</u>	<u>48,048</u>	<u>28,458</u>	<u>76,506</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

HEADWAY WEST LONDON LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2024

	Notes	2024 £	£	2023 £	£
Current assets					
Debtors	12	3,210		-	
Cash at bank and in hand		53,132		77,843	
		<u>56,342</u>		<u>77,843</u>	
Creditors: amounts falling due within one year	13	(2,226)		(1,337)	
Net current assets			54,116		76,506
			<u>54,116</u>		<u>76,506</u>
The funds of the charity					
Restricted income funds	15		18,980		28,458
Unrestricted funds	16		35,136		48,048
			<u>54,116</u>		<u>76,506</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 12 August 2025

Miss LJ Murphy
Trustee

Company registration number 09349513 (England and Wales)

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

Charity information

Headway West London Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Panagram, 27 Goswell Road, London, EC1M 7AJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.6 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies (Continued)

1.7 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.8 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	2,079	-	2,079	2,037	-	2,037
Grants	2,500	23,230	25,730	4,383	47,000	51,383
	<u>4,579</u>	<u>23,230</u>	<u>27,809</u>	<u>6,420</u>	<u>47,000</u>	<u>53,420</u>

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other activities		
Sale of goods	-	52
	<u>-</u>	<u>52</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	1,437	853

6 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Trading costs		
Support costs	660	660

7 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
Direct costs		
Staff costs	40,709	34,922
Computer costs	1,899	1,460
Secreteriat	-	65
Sundry expenses	99	-
Mobile phone	150	311
Collection costs	216	216
Fees	537	546
Training	200	132
Insurance	1,057	424
Reactivate fees	2,403	3,686
Events and room hire	204	277
Other charitable expenditure	3,502	4,671
	<u>50,976</u>	<u>46,710</u>
Analysis by fund		
Unrestricted funds	10,267	11,788
Restricted funds	40,709	34,922
	<u>50,976</u>	<u>46,710</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

8 Support costs allocated to activities

	2024 £	2023 £
Governance costs	660	660
Analysed between:		
Fundraising	660	660

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

10 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	3	3
Employment costs	2024 £	2023 £
Wages and salaries	39,791	33,345
Other pension costs	918	1,577
	40,709	34,922

There were no employees whose annual remuneration was more than £60,000.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Prepayments and accrued income	3,210	-

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

13 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	345	116
Trade creditors	1,221	561
Accruals and deferred income	660	660
	<u>2,226</u>	<u>1,337</u>

14 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	918	1,577
	<u>918</u>	<u>1,577</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

15 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 December 2024 £
	28,458	23,230	(40,709)	8,001	18,980
	<u>28,458</u>	<u>23,230</u>	<u>(40,709)</u>	<u>8,001</u>	<u>18,980</u>
Previous year:					
	At 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 December 2023 £
	25,066	47,000	(34,922)	(8,686)	28,458
	<u>25,066</u>	<u>47,000</u>	<u>(34,922)</u>	<u>(8,686)</u>	<u>28,458</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

16 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2024	Incoming resources	Resources expended	Transfers	At 31 December 2024
	£	£	£	£	£
General funds	48,048	6,016	(10,927)	(8,001)	35,136
	<u>48,048</u>	<u>6,016</u>	<u>(10,927)</u>	<u>(8,001)</u>	<u>35,136</u>
Previous year:	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
General funds	44,485	7,325	(12,448)	8,686	48,048
	<u>44,485</u>	<u>7,325</u>	<u>(12,448)</u>	<u>8,686</u>	<u>48,048</u>

17 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 31 December 2024:			
Current assets/(liabilities)	35,136	18,980	54,116
	<u>35,136</u>	<u>18,980</u>	<u>54,116</u>
	<u>35,136</u>	<u>18,980</u>	<u>54,116</u>
	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£
At 31 December 2023:			
Current assets/(liabilities)	48,048	28,458	76,506
	<u>48,048</u>	<u>28,458</u>	<u>76,506</u>
	<u>48,048</u>	<u>28,458</u>	<u>76,506</u>

18 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

HEADWAY WEST LONDON

England & Wales - Charity number 1160899

Accounts

Charity registration number 1160899

Company registration number 09349513 (England and Wales)

HEADWAY WEST LONDON LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

HEADWAY WEST LONDON LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr EH Lassman Ms LM Li Miss LJ Murphy KS Wilkinson Miss C Beazley	(Appointed 1 January 2023)
Charity number	1160899	
Company number	09349513	
Registered office	Panagram 27 Goswell Road London EC1M 7AJ	
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HEADWAY WEST LONDON LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees present their annual report and financial statements for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "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)" (effective 1 January 2019).

Objectives and activities

We work with adult traumatic brain survivors (18 and over), their families and carers in West London as they leave hospital and begin their rehabilitation process & ensure vulnerable, isolated brain injured survivors do not fall through the net.

Our aim is to help them achieve their full potential by providing support, expert advice and signposting them to relevant services and also offer our own targeted training to enable them to improve their resilience, health and well-being.

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We provide information via our website, newsletters, Facebook, instagram and our support groups.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

HEADWAY WEST LONDON LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2023*

Structure, governance and management

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr EH Lassman	
Mrs CM Cahill	(Resigned 1 January 2023)
Mrs CE Leech	(Resigned 1 January 2023)
Ms LM Li	
Miss LJ Murphy	
KS Wilkinson	
Miss C Beazley	(Appointed 1 January 2023)

The trustees' report was approved by the Board of Trustees.

Miss LJ Murphy

Trustee

Dated: 19 September 2024

HEADWAY WEST LONDON LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY WEST LONDON LIMITED

I report to the trustees on my examination of the financial statements of Headway West London Limited (the charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I 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 financial statements to be reached.

Jervis & Partners

30 Harborough Road
Kingsthorpe
Northampton
NN2 7AZ

Dated: 19 September 2024

HEADWAY WEST LONDON LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
Income from:							
Donations and legacies	3	6,420	47,000	53,420	10,009	26,000	36,009
Charitable activities	4	52	-	52	20	-	20
Investments	5	853	-	853	32	-	32
Total income		<u>7,325</u>	<u>47,000</u>	<u>54,325</u>	<u>10,061</u>	<u>26,000</u>	<u>36,061</u>
Expenditure on:							
Raising funds	6	660	-	660	660	-	660
Charitable activities	7	11,788	34,922	46,710	10,271	38,884	49,155
Total expenditure		<u>12,448</u>	<u>34,922</u>	<u>47,370</u>	<u>10,931</u>	<u>38,884</u>	<u>49,815</u>
Net income/(expenditure)		(5,123)	12,078	6,955	(870)	(12,884)	(13,754)
Transfers between funds		8,686	(8,686)	-	687	(687)	-
Net movement in funds		3,563	3,392	6,955	(183)	(13,571)	(13,754)
Reconciliation of funds:							
Fund balances at 1 January 2023		44,485	25,066	69,551	44,668	38,637	83,305
Fund balances at 31 December 2023		<u>48,048</u>	<u>28,458</u>	<u>76,506</u>	<u>44,485</u>	<u>25,066</u>	<u>69,551</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

HEADWAY WEST LONDON LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023 £	£	2022 £	£
Current assets					
Cash at bank and in hand		77,843		72,256	
Creditors: amounts falling due within one year	12	<u>(1,337)</u>		<u>(2,705)</u>	
Net current assets			<u>76,506</u>		<u>69,551</u>
The funds of the charity					
Restricted income funds	14		28,458		25,066
Unrestricted funds	15		<u>48,048</u>		<u>44,485</u>
			<u>76,506</u>		<u>69,551</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 19 September 2024

Miss LJ Murphy
Trustee

Company registration number 09349513 (England and Wales)

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

Charity information

Headway West London Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Panagram, 27 Goswell Road, London, EC1M 7AJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.6 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.7 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Donations and gifts	2,037	-	2,037	8,009	-	8,009
Grants	4,383	47,000	51,383	2,000	26,000	28,000
	<u>6,420</u>	<u>47,000</u>	<u>53,420</u>	<u>10,009</u>	<u>26,000</u>	<u>36,009</u>

4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Heading #ac989		
Sale of goods	52	20
	<u>52</u>	<u>20</u>

5 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	853	32
	<u>853</u>	<u>32</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

6 Expenditure on raising funds

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Trading costs		
Support costs	660	660
	<u>660</u>	<u>660</u>

7 Expenditure on charitable activities

	Heading #ac982 2023 £	Heading #ac982 2022 £
Direct costs		
Staff costs	34,922	38,884
Enter ac906 in database	1,460	3,783
Enter ac907 in database	65	35
Enter ac909 in database	311	290
Enter ac911 in database	216	216
Enter ac912 in database	546	503
Enter ac913 in database	-	100
Enter ac914 in database	132	654
Enter ac915 in database	424	400
Enter ac916 in database	3,686	2,276
Enter ac918 in database	277	1,796
Enter ac919 in database	-	190
Other charitable expenditure	4,671	28
	<u>46,710</u>	<u>49,155</u>
Analysis by fund		
Unrestricted funds	11,788	10,271
Restricted funds	34,922	38,884
	<u>46,710</u>	<u>49,155</u>

8 Support costs allocated to activities

	2023 £	2022 £
Governance costs	660	660
	<u>660</u>	<u>660</u>
Analysed between:		
Fundraising	660	660
	<u>660</u>	<u>660</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

10 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	3	3
	<u>3</u>	<u>3</u>
Employment costs	2023	2022
	£	£
Wages and salaries	33,345	37,100
Other pension costs	1,577	1,784
	<u>34,922</u>	<u>38,884</u>

There were no employees whose annual remuneration was more than £60,000.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	116	824
Trade creditors	561	1,221
Accruals and deferred income	660	660
	<u>1,337</u>	<u>2,705</u>

13 Retirement benefit schemes

	2023 £	2022 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	1,577	1,784
	<u>1,577</u>	<u>1,784</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

14 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
	25,066	47,000	(34,922)	(8,686)	28,458
	<u>25,066</u>	<u>47,000</u>	<u>(34,922)</u>	<u>(8,686)</u>	<u>28,458</u>
Previous year:	At 1 January 2022	Incoming resources	Resources expended	Transfers	At 31 December 2022
	£	£	£	£	£
	38,637	26,000	(38,884)	(687)	25,066
	<u>38,637</u>	<u>26,000</u>	<u>(38,884)</u>	<u>(687)</u>	<u>25,066</u>

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
General funds	44,485	7,325	(12,448)	8,686	48,048
	<u>44,485</u>	<u>7,325</u>	<u>(12,448)</u>	<u>8,686</u>	<u>48,048</u>
Previous year:	At 1 January 2022	Incoming resources	Resources expended	Transfers	At 31 December 2022
	£	£	£	£	£
General funds	44,668	10,061	(10,931)	687	44,485
	<u>44,668</u>	<u>10,061</u>	<u>(10,931)</u>	<u>687</u>	<u>44,485</u>

16 Analysis of net assets between funds

	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£
At 31 December 2023:			
Current assets/(liabilities)	48,048	28,458	76,506
	<u>48,048</u>	<u>28,458</u>	<u>76,506</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

16 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
At 31 December 2022:			
Current assets/(liabilities)	44,485	25,066	69,551
	<u>44,485</u>	<u>25,066</u>	<u>69,551</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

HEADWAY WEST LONDON

England & Wales - Charity number 1160899

Accounts

Charity registration number 1160899

Company registration number 09349513 (England and Wales)

HEADWAY WEST LONDON LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

HEADWAY WEST LONDON LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr EH Lassman Mrs CM Cahill Mrs CE Leech Ms LM Li Miss LJ Murphy KS Wilkinson
Charity number	1160899
Company number	09349513
Principal address	Panagram 27 Goswell Road London EC1M 7AJ
Registered office	Panagram 27 Goswell Road London EC1M 7AJ
Independent examiner	Jervis & Partners 30 Harborough Road Kingsthorpe Northampton NN2 7AZ

HEADWAY WEST LONDON LIMITED

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HEADWAY WEST LONDON LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees present their annual report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "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)" (effective 1 January 2019).

Objectives and activities

We work with adult traumatic brain survivors (18 and over), their families and carers in West London as they leave hospital and begin their rehabilitation process & ensure vulnerable, isolated brain injured survivors do not fall through the net.

Our aim is to help them achieve their full potential by providing support, expert advice and signposting them to relevant services and also offer our own targeted training to enable them to improve their resilience, health and well-being and we also offer return to work sessions.

Throughout the pandemic, we continued our service at the St Mary's and Charing Cross hospitals. Over the past two years, as the impact of the coronavirus pandemic has increased, our working methods changed completely to virtual ones initially and now a mixture of online and in person. We have been providing vital virtual support via the phone, What's App, Zoom, newsletters, emails, social media and from our website. We have also continued to plan new training and health and well-being pathways so that we can continue our work post COVID 19.

Our help has been particularly crucial to survivors and carers during the vital initial stages of recovery and rehabilitation, including helping them overcome the challenges in coping with their complex health, social and economic problems and in combatting the isolation and vulnerability that is usually experienced.

We have further expanded our day support group service which is being run by our two link workers and volunteers.

We have organized regular online training and information sessions and interactive social and group activities for our beneficiaries including their carers. This year, as a result of increased demand, we recruited a second support worker to support our outreach work in the community and we are running targeted health and wellbeing projects and also more keep fit and art and craft activities to encourage our beneficiaries to reconnect with their communities.

We have now moved to a blended approach with far more activities in person as well as supporting beneficiaries who are still concerned about face to face

We provide information via our website, newsletters, Facebook, twitter and our support groups.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

HEADWAY WEST LONDON LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2022*

Structure, governance and management

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr EH Lassman
Mrs CM Cahill
Mrs CE Leech
Ms LM Li
Miss LJ Murphy
KS Wilkinson

The trustees' report was approved by the Board of Trustees.

Miss LJ Murphy

Trustee

Dated: 29 September 2023

HEADWAY WEST LONDON LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY WEST LONDON LIMITED

I report to the trustees on my examination of the financial statements of Headway West London Limited (the charity) for the year ended 31 December 2022.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I 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 financial statements to be reached.

Jervis & Partners

30 Harborough Road
Kingsthorpe
Northampton
NN2 7AZ

Dated: 29 September 2023

HEADWAY WEST LONDON LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<u>Income from:</u>							
Donations and legacies	3	10,009	26,000	36,009	7,527	33,750	41,277
Charitable activities	4	20	-	20	-	-	-
Investments	5	32	-	32	6	-	6
Total income		<u>10,061</u>	<u>26,000</u>	<u>36,061</u>	<u>7,533</u>	<u>33,750</u>	<u>41,283</u>
<u>Expenditure on:</u>							
Raising funds	6	660	-	660	660	-	660
Charitable activities	7	10,271	38,884	49,155	5,722	37,936	43,658
Total expenditure		<u>10,931</u>	<u>38,884</u>	<u>49,815</u>	<u>6,382</u>	<u>37,936</u>	<u>44,318</u>
Net outgoing resources before transfers		(870)	(12,884)	(13,754)	1,151	(4,186)	(3,035)
Gross transfers between funds		687	(687)	-	1,327	(1,327)	-
Net expenditure for the year/ Net movement in funds		(183)	(13,571)	(13,754)	2,478	(5,513)	(3,035)
Fund balances at 1 January 2022		<u>44,668</u>	<u>38,637</u>	<u>83,305</u>	<u>42,190</u>	<u>44,150</u>	<u>86,340</u>
Fund balances at 31 December 2022		<u><u>44,485</u></u>	<u><u>25,066</u></u>	<u><u>69,551</u></u>	<u><u>44,668</u></u>	<u><u>38,637</u></u>	<u><u>83,305</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY WEST LONDON LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Cash at bank and in hand		72,256		85,610	
Creditors: amounts falling due within one year					
	12	<u>(2,705)</u>		<u>(2,305)</u>	
Net current assets			<u>69,551</u>		<u>83,305</u>
Income funds					
Restricted funds			25,066		38,637
Unrestricted funds			<u>44,485</u>		<u>44,668</u>
			<u>69,551</u>		<u>83,305</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 29 September 2023

Miss LJ Murphy
Trustee

Company registration number 09349513

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

Charity information

Headway West London Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Panagram, 27 Goswell Road, London, EC1M 7AJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.6 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.7 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	8,009	-	8,009	5,027	-	5,027
Grants received	2,000	26,000	28,000	2,500	33,750	36,250
	<u>10,009</u>	<u>26,000</u>	<u>36,009</u>	<u>7,527</u>	<u>33,750</u>	<u>41,277</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

4 Charitable activities

	Charitable Income Heading 1 2022 £	2021 £
Sales within charitable activities	20	-

5 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Interest receivable	32	6

6 Raising funds

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
<u>Trading costs</u>		
Support costs	660	660
	660	660

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

7 Charitable activities

	Charitable Expenditure	
	2022	2021
	£	£
Staff costs	38,884	37,936
Newsletters	-	39
Computer costs	3,783	557
Secretariat	35	30
Sundry expenses	-	143
Mobile phone	290	258
Collection costs	216	249
Fees	503	475
Printing, postage and stationery	100	534
Training	654	224
Insurance	400	709
Reactivate fees	2,276	1,334
Staff hiring fees	-	575
Events and room hire	1,796	440
Membership	190	155
Other charitable expenditure	28	-
	<u>49,155</u>	<u>43,658</u>
	<u>49,155</u>	<u>43,658</u>
Analysis by fund		
Unrestricted funds	10,271	5,722
Restricted funds	38,884	37,936
	<u>49,155</u>	<u>43,658</u>

8 Support costs

	Support costs	Governance costs	2022	2021
	£	£	£	£
Legal and professional	-	660	660	660
	<u>-</u>	<u>660</u>	<u>660</u>	<u>660</u>
Analysed between				
Trading	-	660	660	660
	<u>-</u>	<u>660</u>	<u>660</u>	<u>660</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

10 Employees

The average monthly number of employees during the year was:

	2022	2021
	Number	Number
	3	3
	<u>3</u>	<u>3</u>
Employment costs	2022	2021
	£	£
Wages and salaries	37,100	36,255
Other pension costs	1,784	1,681
	<u>38,884</u>	<u>37,936</u>
	<u>38,884</u>	<u>37,936</u>

There were no employees whose annual remuneration was more than £60,000.

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	824	824
Trade creditors	1,221	161
Accruals and deferred income	660	1,320
	<u>2,705</u>	<u>2,305</u>
	<u>2,705</u>	<u>2,305</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

13 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 December 2022 are represented by:						
Current assets/(liabilities)	43,798	25,753	69,551	44,668	38,637	83,305
	<u>43,798</u>	<u>25,753</u>	<u>69,551</u>	<u>44,668</u>	<u>38,637</u>	<u>83,305</u>

14 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

HEADWAY WEST LONDON

England & Wales - Charity number 1160899

Accounts

Charity registration number 1160899

Company registration number 09349513 (England and Wales)

HEADWAY WEST LONDON LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

HEADWAY WEST LONDON LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr EH Lassman Mrs CM Cahill Mrs CE Leech Ms LM Li Miss LJ Murphy KS Wilkinson	(Appointed 11 November 2021)
Charity number	1160899	
Company number	09349513	
Principal address	Panagram 27 Goswell Road London EC1M 7AJ	
Registered office	Panagram 27 Goswell Road London EC1M 7AJ	
Independent examiner	Jervis & Partners 30 Harborough Road Kingsthorpe Northampton NN2 7AZ	

HEADWAY WEST LONDON LIMITED

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HEADWAY WEST LONDON LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees present their annual report and financial statements for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "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)" (effective 1 January 2019).

Objectives and activities

We work with adult traumatic brain survivors (18 and over), their families and carers in West London as they leave hospital and begin their rehabilitation process & ensure vulnerable, isolated brain injured survivors do not fall through the net. Our aim is to help them achieve their full potential by providing support, expert advice and signposting them to and also offer our own targeted training to enable them to improve their resilience, health and well-being and we also offer return to work sessions. Throughout the pandemic, we have continued our service at the St Mary's and Charing Cross hospitals. Over the past two years, as the impact of the coronavirus pandemic has increased, our working methods have had to change completely into virtual ones. We have been providing vital virtual support via the phone, What's App, Zoom, newsletters, emails, social media and from our website. We have also continued to plan new training and health and well-being pathways so that we can continue our work post COVID 19. Our help has been particularly crucial to survivors and carers during the vital initial stages of recovery and rehabilitation, including helping them overcome the challenges in coping with their complex health, social and economic problems and in combatting the isolation and vulnerability that is usually experienced. We have further expanded our day support group service which is being run by our two link workers and volunteers. We have organized regular online training and information sessions and interactive social and group activities for our beneficiaries including their carers. This year, as a result of increased demand, we recruited a second support worker to support our outreach work in the community and we are running targeted health and wellbeing projects and also more keep fit and art and craft activities to encourage our beneficiaries to reconnect with their communities. We have now moved to a blended approach with far more activities in person as well as supporting beneficiaries who are still concerned about face to face. We provide information via our website, newsletters, Facebook, twitter and our support groups.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

HEADWAY WEST LONDON LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2021*

Structure, governance and management

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr EH Lassman

Ms SC Moore

(Resigned 9 September 2021)

Mrs CM Cahill

Mrs CE Leech

Ms LM Li

Miss LJ Murphy

KS Wilkinson

(Appointed 11 November 2021)

The trustees' report was approved by the Board of Trustees.

Miss LJ Murphy

Trustee

Dated: 3 May 2022

HEADWAY WEST LONDON LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY WEST LONDON LIMITED

I report to the trustees on my examination of the financial statements of Headway West London Limited (the charity) for the year ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I 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 financial statements to be reached.

Jervis & Partners

30 Harborough Road
Kingsthorpe
Northampton
NN2 7AZ

Dated: 3 May 2022

HEADWAY WEST LONDON LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total Unrestricted funds 2021 £	Restricted funds 2020 £	Total 2020 £
	Notes					
Income from:						
Donations and legacies	3	7,527	33,750	41,277	18,155	76,041
Charitable activities	4	-	-	-	30	30
Investments	5	6	-	6	9	9
Total income		<u>7,533</u>	<u>33,750</u>	<u>41,283</u>	<u>18,194</u>	<u>76,080</u>
Expenditure on:						
Raising funds	6	660	-	660	1,416	1,416
Charitable activities	7	5,722	37,936	43,658	22,987	25,465
Total expenditure		<u>6,382</u>	<u>37,936</u>	<u>44,318</u>	<u>22,987</u>	<u>26,881</u>
Net incoming/(outgoing) resources before transfers		1,151	(4,186)	(3,035)	34,899	49,199
Gross transfers between funds		1,327	(1,327)	-	1,001	-
Net income/(expenditure) for the year/ Net movement in funds		2,478	(5,513)	(3,035)	35,900	49,199
Fund balances at 1 January 2021		42,190	44,150	86,340	8,250	37,141
Fund balances at 31 December 2021		<u><u>44,668</u></u>	<u><u>38,637</u></u>	<u><u>83,305</u></u>	<u><u>44,150</u></u>	<u><u>86,340</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY WEST LONDON LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Cash at bank and in hand		85,610		87,161	
Creditors: amounts falling due within one year					
	11	(2,305)		(821)	
Net current assets		<u>83,305</u>	83,305	<u>86,340</u>	86,340
Income funds					
Restricted funds		38,637		44,150	
Unrestricted funds		44,668		42,190	
		<u>83,305</u>	83,305	<u>86,340</u>	86,340

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 3 May 2022

Miss LJ Murphy
Trustee

Company registration number 09349513

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

Charity information

Headway West London Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Panagram, 27 Goswell Road, London, EC1M 7AJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.6 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.7 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Donations and gifts	5,027	-	5,027	7,655	1,400	9,055
Grants received	2,500	33,750	36,250	10,500	56,486	66,986
	<u>7,527</u>	<u>33,750</u>	<u>41,277</u>	<u>18,155</u>	<u>57,886</u>	<u>76,041</u>

4 Charitable activities

	Charitable Income Heading 1 2020
	£
	Charitable Income Heading 1 2020
	£
Sales within charitable activities	30

5 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	<u>6</u>	<u>9</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

6 Raising funds

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
<u>Fundraising and publicity</u>		
Seeking donations, grants and legacies	-	281
	<hr/>	<hr/>
<u>Trading costs</u>		
Support costs	660	1,135
	<hr/>	<hr/>
	660	1,416
	<hr/> <hr/>	<hr/> <hr/>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

7 Charitable activities

	Charitable Expenditure 2021 £	Charitable Expenditure 2020 £
Staff costs	37,936	22,987
Newsletters	39	39
Computer costs	557	263
Secretariat	30	35
Sundry expenses	143	147
Mobile phone	258	594
Donations	-	1,400
Collection costs	249	-
Fees	475	-
Printing, postage and stationery	534	-
Training	224	-
Insurance	709	-
Reactivate fees	1,334	-
Staff hiring fees	575	-
Events and room hire	440	-
Membership	155	-
	<u>43,658</u>	<u>25,465</u>
	<u>43,658</u>	<u>25,465</u>
Analysis by fund		
Unrestricted funds	5,722	2,478
Restricted funds	37,936	22,987
	<u>43,658</u>	<u>25,465</u>

8 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Legal and professional	-	660	660	-	1,135	1,135
	<u>-</u>	<u>660</u>	<u>660</u>	<u>-</u>	<u>1,135</u>	<u>1,135</u>
Analysed between	<u>-</u>	<u>660</u>	<u>660</u>	<u>-</u>	<u>1,135</u>	<u>1,135</u>
Trading	<u>-</u>	<u>660</u>	<u>660</u>	<u>-</u>	<u>1,135</u>	<u>1,135</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

10 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	3	2
	<u>3</u>	<u>2</u>
Employment costs	2021	2020
	£	£
Wages and salaries	36,255	22,142
Other pension costs	1,681	845
	<u>37,936</u>	<u>22,987</u>
	<u>37,936</u>	<u>22,987</u>

There were no employees whose annual remuneration was more than £60,000.

11 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	824	-
Trade creditors	161	161
Accruals and deferred income	1,320	660
	<u>2,305</u>	<u>821</u>
	<u>2,305</u>	<u>821</u>

12 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £1,681 (2020 - £845).

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

13 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 December 2021 are represented by:						
Current assets/ (liabilities)	44,668	38,637	83,305	42,190	44,150	86,340
	<u>44,668</u>	<u>38,637</u>	<u>83,305</u>	<u>42,190</u>	<u>44,150</u>	<u>86,340</u>
	<u><u>44,668</u></u>	<u><u>38,637</u></u>	<u><u>83,305</u></u>	<u><u>42,190</u></u>	<u><u>44,150</u></u>	<u><u>86,340</u></u>

14 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

HEADWAY WEST LONDON

England & Wales - Charity number 1160899

Accounts

Charity Registration No. 1160899

Company Registration No. 09349513 (England and Wales)

HEADWAY WEST LONDON LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020
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HEADWAY WEST LONDON LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr EH Lassman Ms SC Moore Mrs CM Cahill Mrs CE Leech Ms LM Li Miss LJ Murphy
Secretary	Miss LJ Murphy
Charity number	1160899
Company number	09349513
Principal address	Priory House St. John's Lane London EC1M 4LB
Registered office	Priory House St. John's Lane London EC1M 4LB
Independent examiner	Jervis & Partners 30 Harborough Road Kingsthorpe Northampton NN2 7AZ

HEADWAY WEST LONDON LIMITED

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HEADWAY WEST LONDON LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "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) (effective 1 January 2019)".

Objectives and activities

We work with adult traumatic brain survivors (18 and over), their families and carers in West London as they leave hospital and begin their rehabilitation process & ensure vulnerable, isolated brain injured survivors do not fall through the net. Our aim is to help them achieve their full potential by providing support, expert advice and signposting them to and also offer our own targeted training to enable them to improve their resilience, health and well-being and we also offer return to work sessions. Throughout the pandemic, we have continued our service at the St Mary's and Charing Cross hospitals. Over the past year and a half, as the impact of the coronavirus pandemic has increased, our working methods have had to change completely into virtual ones. We are providing vital virtual support via the phone, What's App, Zoom, newsletters, emails, social media and from our website. We also continue to plan new training and health and well-being pathways so that we can continue our work post COVID 19. Our help has been particularly crucial to survivors and carers during the vital initial stages of recovery and rehabilitation, including helping them overcome the challenges in coping with their complex health, social and economic problems and in combatting the isolation and vulnerability that is usually experienced. We have further expanded our day support group service which is being run by our two part-time link workers and volunteers. We have organized regular online training and information sessions and interactive social and group activities for our beneficiaries including their carers. We recruited a second support worker to support our outreach work in the community and we are now running targeted health and wellbeing projects. We provide information via our website, newsletters, Facebook, twitter and our support groups.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

HEADWAY WEST LONDON LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2020*

Structure, governance and management

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr EH Lassman

Ms SC Moore

Mrs CM Cahill

Mrs CE Leech

Ms LM Li

Miss LJ Murphy

The trustees' report was approved by the Board of Trustees.

Ms SC Moore

Trustee

Dated: 21 June 2021

HEADWAY WEST LONDON LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY WEST LONDON LIMITED

I report to the trustees on my examination of the financial statements of Headway West London Limited (the charity) for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I 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 financial statements to be reached.

Jervis & Partners

30 Harborough Road
Kingsthorpe
Northampton
NN2 7AZ

Dated: 21 June 2021

HEADWAY WEST LONDON LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes						
Income from:							
Donations and legacies	3	18,155	57,886	76,041	5,150	11,250	16,400
Charitable activities	4	30	-	30	13,100	-	13,100
Other trading activities	5	-	-	-	2,080	-	2,080
Investments	6	9	-	9	15	-	15
Total income		<u>18,194</u>	<u>57,886</u>	<u>76,080</u>	<u>20,345</u>	<u>11,250</u>	<u>31,595</u>
Expenditure on:							
Raising funds	7	1,416	-	1,416	3,882	-	3,882
Charitable activities	8	2,478	22,987	25,465	1,570	27,772	29,342
Total resources expended		<u>3,894</u>	<u>22,987</u>	<u>26,881</u>	<u>5,452</u>	<u>27,772</u>	<u>33,224</u>
Net incoming/ (outgoing) resources before transfers		14,300	34,899	49,199	14,893	(16,522)	(1,629)
Gross transfers between funds		(1,001)	1,001	-	(26,666)	26,666	-
Net income/(expenditure) for the year/ Net movement in funds		13,299	35,900	49,199	(11,773)	10,144	(1,629)
Fund balances at 1 January 2020		28,891	8,250	37,141	40,664	(1,894)	38,770
Fund balances at 31 December 2020		<u>42,190</u>	<u>44,150</u>	<u>86,340</u>	<u>28,891</u>	<u>8,250</u>	<u>37,141</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY WEST LONDON LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Current assets					
Cash at bank and in hand		87,161		37,302	
Creditors: amounts falling due within one year	12	<u>(821)</u>		<u>(161)</u>	
Net current assets			<u>86,340</u>		<u>37,141</u>
Income funds					
Restricted funds			44,150		8,250
Unrestricted funds			<u>42,190</u>		<u>28,891</u>
			<u>86,340</u>		<u>37,141</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 21 June 2021

Ms SC Moore
Trustee

Company Registration No. 09349513

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Charity information

Headway West London Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Priory House, St. John's Lane, London, EC1M 4LB.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "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) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.6 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.7 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Donations and gifts	7,655	1,400	9,055	-	-	-
Grants received	10,500	56,486	66,986	5,150	11,250	16,400
	<u>18,155</u>	<u>57,886</u>	<u>76,041</u>	<u>5,150</u>	<u>11,250</u>	<u>16,400</u>

4 Charitable activities

	Charitable Income Heading 1	Charitable Income Heading 1
	2020	2019
	£	£
Sales within charitable activities	<u>30</u>	<u>13,100</u>

5 Other trading activities

	Total	Unrestricted funds
	2020	2019
	£	£
Fundraising events	<u>-</u>	<u>2,080</u>

6 Investments

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Interest receivable	<u>9</u>	<u>15</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

7 Raising funds

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
<u>Fundraising and publicity</u>		
Seeking donations, grants and legacies	281	612
	<u> </u>	<u> </u>
<u>Trading costs</u>		
Support costs	1,135	3,270
	<u> </u>	<u> </u>
	<u>1,416</u>	<u>3,882</u>

8 Charitable activities

	Charitable Expenditure	Charitable Expenditure
	2020	2019
	£	£
Staff costs	22,987	27,772
Newsletters	39	728
Computer costs	263	-
Secretariat	35	-
Sundry expenses	147	842
Mobile phone	594	-
Donations	1,400	-
	<u> </u>	<u> </u>
	25,465	29,342
	<u> </u>	<u> </u>
	<u>25,465</u>	<u>29,342</u>
Analysis by fund		
Unrestricted funds	2,478	1,570
Restricted funds	22,987	27,772
	<u> </u>	<u> </u>
	<u>25,465</u>	<u>29,342</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

9 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Legal and professional	-	1,135	1,135	-	-	-
Governance costs heading 1	-	-	-	-	3,270	3,270
	<u>-</u>	<u>1,135</u>	<u>1,135</u>	<u>-</u>	<u>3,270</u>	<u>3,270</u>
Analysed between Trading	-	1,135	1,135	-	3,270	3,270
	<u>-</u>	<u>1,135</u>	<u>1,135</u>	<u>-</u>	<u>3,270</u>	<u>3,270</u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

11 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	2	2
	<u>2</u>	<u>2</u>

Employment costs

	2020 £	2019 £
Wages and salaries	22,142	26,855
Other pension costs	845	917
	<u>22,987</u>	<u>27,772</u>

12 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	161	161
Accruals and deferred income	660	-
	<u>821</u>	<u>161</u>

HEADWAY WEST LONDON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

13 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £845 (2019 - £917).

14 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 December 2020 are represented by:						
Current assets/ (liabilities)	42,190	44,150	86,340	28,891	8,250	37,141
	<u>42,190</u>	<u>44,150</u>	<u>86,340</u>	<u>28,891</u>	<u>8,250</u>	<u>37,141</u>
	<u><u>42,190</u></u>	<u><u>44,150</u></u>	<u><u>86,340</u></u>	<u><u>28,891</u></u>	<u><u>8,250</u></u>	<u><u>37,141</u></u>

15 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).