

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
PAGES FOR FILING WITH REGISTRAR

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

CONTENTS

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the financial statements	6 - 11

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		18,194	57,886	76,080	20,345	11,250	31,595
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		3,894	22,987	26,881	5,452	27,772	33,224
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		42,190	44,150	86,340	28,891	8,250	37,141

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			86,340		37,141
Income funds					
Restricted funds			44,150		8,250
Unrestricted funds			42,190		28,891
			<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 2020 £	Charitable Income Heading 1 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
	<hr/>	<hr/>
<u>Trading costs</u>		
Support costs	1,135	3,270
	<hr/>	<hr/>
	1,416	3,882
	<hr/>	<hr/>

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	-
	<hr/>	<hr/>
	25,465	29,342
	<hr/>	<hr/>
	25,465	29,342
	<hr/>	<hr/>
Analysis by fund		
Unrestricted funds	2,478	1,570
Restricted funds	22,987	27,772
	<hr/>	<hr/>
	25,465	29,342
	<hr/>	<hr/>

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
	-	1,135	1,135	-	3,270	3,270
Analysed between						
Trading	-	1,135	1,135	-	3,270	3,270

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
Employment costs	2020 £	2019 £
Wages and salaries	22,142	26,855
Other pension costs	845	917
	22,987	27,772

12 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	161	161
Accruals and deferred income	660	-
	821	161

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>

15 Related party transactions

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