

HEADWAY COTSWOLD TRUST LIMITED

England & Wales · Charity number 299805

Details

Status	Registered
Legal form	Charitable company
Company number	02274966
Registered	1988-07-26
Register	View on the Charity Commission register

Contact

Address	Headway Headway House Great Western Road Gloucester GL1 3EP
Phone	01452312713
Email	admin@headwaygloucestershire.org.uk
Website	http://headwaygloucestershire.org.uk/

Activities

Objects: TO RELIEVE PERSONS WHO HAVE SUFFERED HEAD INJURY OR BRAIN DAMAGE THROUGH ILLNESS OR ACCIDENT THEIR FAMILIES INCLUDING CO-HABITEES AND DEPENDANTS OR SUCH UNION WHO ARE IN NEED.

Activities: Relief of persons who have suffered acquired brain injury through illness or accident, and their families and dependants

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Elderly/old People, People With Disabilities

Geography

- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£420,302	£477,917	-	-
2023-12-31	£599,568	£314,194	£939,462	12
2022-12-31	£257,002	£275,902	-	-
2021-12-31	£266,578	£248,011	-	-
2020-12-31	£225,793	£235,930	-	-

Trustees

Name	Role	Appointed
PETER DAVIES	Chair	2011-08-18
Dr FIONA JEAN CRANMORE		2017-07-26
HILARY ANN OSBORNE		2012-09-26
John Kenneth Bees		2024-05-14
Julie Long		2025-08-19
PAULINE LONSDALE		2014-09-15

HEADWAY COTSWOLD TRUST LIMITED

England & Wales - Charity number 299805

Accounts

HEADWAY COTSWOLD TRUST LIMITED

ANNUAL REPORT

and

ACCOUNTS 2024



Headway Cotswold Trust Limited –
For the benefit of those with acquired brain injury and their carers in Gloucestershire

A Company Limited by Guarantee. Registered in England No 2274966.

Registered Charity No. 299805

Affiliated to Headway UK – National Head Injuries Association

COMPANY INFORMATION

DIRECTORS

F Cranmore
P Davies
C B Johnson
P Lonsdale
H Osborne
J Bees
A Hewitt

SECRETARY

C B Johnson

REGISTERED OFFICE

Headway House
Great Western Road
GLOUCESTER
GL1 3EP

COMPANY REGISTRATION NUMBER

2274966

REGISTERED CHARITY NUMBER

299805

INDEPENDENT EXAMINER

Simon Gill
7 Poppy Meadow Close
Witcombe
Gloucester
GL3 4XG

REPORT OF THE DIRECTORS

The Directors present their report with the financial statements of the company for the year ended 31st December 2024.

COMPANY STATUS

The company is limited by guarantee and has no share capital. Each member undertakes to contribute up to £1 if, on winding up, the company has a deficit. The company is a registered charity under the Charities Act.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the relief of persons who have suffered acquired brain injury through illness or accident, and their families and dependants, who are in need.

DIRECTORS

The directors of the company in office during the year were as follows:-

C B Johnson	J Bees
F Cranmore	P Lonsdale
P Davies	H Osborne
A Hewitt	

SECRETARY C B Johnson

This report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD

Approved by the Board on 17th June 2025.



C B Johnson – Secretary
19th June 2025

TRUSTEES' ANNUAL REPORT

The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 December 2024.

Organisation

We are an independent charity, operating under the name Headway Gloucestershire, and affiliated to Headway UK from whom advice is available if required and whose standards we follow in all our activities. The Trustees who meet bi-monthly set the strategic policies of the charity. The day-to-day management is delegated to our 12 members of staff who in turn are assisted by around 7 volunteers.

Review of activities

We are committed to making a positive change in the lives of people with a brain injury, their families and carers by providing help, information and ongoing support. The charity is principally engaged in the running of a day centre at Headway House in Gloucester providing cognitive rehabilitation and support for clients with brain injuries, their families and carers.

In the past year we have concentrated mainly on delivery of our core services, the Enablement Service and Individual Support for brain injury survivors and their families. We are grateful for the support of our local authority and NHS commissioners who have continued to experience significant budgetary pressures over this period, and we have ongoing discussions with them about neurology services in Gloucestershire and the needs of survivors.

We have been fortunate to receive grant funding for several projects in 2024 and this included measures to allow us to ensure our building was more environmentally friendly, with solar panels, new insulation, new windows and doors and LED lighting throughout. We are also grateful for the support of volunteers from local businesses who helped redecorate the inside of the building. Through other grant applications, we have been able to begin to use our garden, with a wheelchair friendly path now in place with planters and plans to grow vegetables.

The Trustees thank our dedicated staff and volunteers for their commitment and resilience through this difficult period, making an immeasurable contribution to the success of Headway Gloucestershire throughout 2024. We also wish to thank the many individuals and organisations who have contributed financially to the success of the charity this year. In particular we are grateful for the generous legacy gifts left to the charity.

Risk assessment

The Trustees regularly seek to identify and review the major risks to which the charity might be exposed. The systems required and actions necessary to mitigate those risks have been implemented where appropriate.

Approved by the Trustees

A handwritten signature in black ink, appearing to read 'C B Johnson', is written over a light grey rectangular background.

C B Johnson

(Secretary)

18th May 2025

STATEMENT OF FINANCIAL ACTIVITIES
for the Year ended 31st December 2024

	NOTE	RESTRICTED FUNDS	DESIGNATE FUNDS	UNRESTRICTED FUNDS	TOTALS 2024	TOTALS 2023
<u>Incoming Resources</u>		£	£	£	£	£
Attenders fees and funding		-	-	227,663	227,663	210,610
Fund raising and donations		-	-	37,640	37,640	16,320
Legacy Proceeds		-	-	57,451	57,451	340,000
Restricted fund donations and grants		-	-	-	-	-
Transfer between funds		-	-	-	-	-
Gift aid recovered		-	-	41	41	800
Grants		-	-	73,994	73,994	19,670
Members subscriptions		-	-	-	-	-
Interest received	2	-	-	19,586	19,586	11,613
Total incoming resources		-	-	416,375	416,375	599,013
<u>Charitable Expenditure</u>						
Restricted funds expenditure		4,441	-	4,441	-	-
Direct costs		-	-	328,629	328,629	243,951
Support costs		-	-	108,528	108,528	34,957
Administration		-	-	40,760	40,760	35,286
Total Charitable Expenditure		4,441	-	473,476	477,917	314,194
Net Income/(Expenditure) for the year	1	- 4,441	-	- 57,101	- 61,542	284,819
Unrealised Gain/(Loss) on Investments		-	-	3,977	3,977	555
NET MOVEMENT IN FUNDS		- 4,441	-	- 53,124	- 57,565	285,374
FUND BALANCES AT 1ST JANUARY		5,600	340,000	169,380	514,980	229,606
FUND BALANCES AT 31ST DECEMBER	4	1,159	340,000	116,256	457,415	514,980

BALANCE SHEET as at 31st December 2024		2024 £	2023 £
<u>FIXED ASSETS</u>			
Freehold Property		576,771	576,771
Office Equipment		2,756	-
Fixtures & Fittings	5	15,721	16,290
TOTAL FIXED ASSETS		595,247	593,061
<u>CURRENT ASSETS</u>			
Debtors and Prepayments	6	40,858	39,455
Investment in M& G Fund	7	53,977	50,000
Cash at Bank and in Hand -			
Designated Funds	4	340,000	340,000
Restricted Funds	4	1,159	5,600
Unrestricted Funds		8,984	74,561
TOTAL CURRENT ASSETS		444,978	509,617
<u>CREDITORS</u>			
Amounts falling due within one year	8	10,409	13,216
NET ASSETS		1,029,818	1,089,462
<u>CREDITORS</u>			
Amounts falling due more than one year	9	150,000	150,000
NET ASSETS		879,818	939,462
<u>FUND BALANCES</u>			
Capital Reserves		448,909	448,908
Designated		340,000	35,000
Restricted	4	1,159	5,600
Unrestricted		89,750	144,954
TOTAL FUND BALANCES		879,818	939,462

For the year ending 31 December 2024 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006. The members have not required the

company to obtain an audit in accordance with Section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

ON BEHALF OF THE BOARD

P. Lonsdale

Pauline Lonsdale - Director

Approved by the Board

The notes below on pages 8 and 9 form part of these financial statements.

NOTES TO THE ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2024

NOTE 1. ACCOUNTING POLICIES

TURNOVER

The turnover and net income are attributable to the one principal activity of the company.

OPERATING SURPLUS/DEFICIT

The operating surplus/deficit is stated after charging:-

	<u>2024</u>	<u>2023</u>
	£	£
Depreciation - Owned Assets	14,293	7,987
Director's Emoluments	Nil	Nil

NOTE 2. INVESTMENT INCOME

	<u>2024</u>	<u>2023</u>
	£	£
Investment Income	19,586	11,614

NOTE 3. TAXATION

The company is a Registered Charity and is exempt from Taxation under Section 505 Income and Corporation Taxes Act 1988

NOTE 4.DESIGNATED AND RESTRICTED FUNDS	1 Jan. 2024	Received	Spent	31 Dec. 2024
	£	£	£	£
Designated for future building costs	340,000	0	0	340,000
Restricted for Garden Project	609	0	0	609
Restricted for specific client needs	591	0	591	0
Restricted Fund -ABI Film Project	4,400	0	3,850	550
Total Restricted Funds	345,600	0	4,441	341,159

NOTE 5. TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over

its estimated useful life	Rate	Basis
Freehold Property	0%	
Furniture ,fixtures and fittings	20%	straight line
Office Equipment	20 %	straight line
Computer Equipment	33%	straight line

INDEPENDENT EXAMINERS REPORT

	NBV	Additions	Dep,n	NBV
	01-Jan-24	In year	for year	31-Dec-24
	£	£	£	£
Furniture ,fixtures and fittings	8,612	14,101	5,024	15,721
Computer Equipment	4,755	-	2,387	2,377
Office Equipment	7,270	-	6,891	379
Total	18,669	14,101	14,293	18,477

YEAR ENDED 31 DECEMBER 2024

Independent Examiners report to the members of Headway Cotswold Trust Limited

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024.

NOTE 6. DEBTORS

Responsibilities and basis of report

Invoices outstanding from 30.11.2023

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

December invoices

Payments/Other Debtors

2024 **2023**

£ **£**

20 944

85,229 32,761

5,612 5,750

40,858 **39,455**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

NOTE 7 INVESTMENTS

Independent examiner's statement

	2024	2023
	£	£
Market value at 1 st January	50,000	24,000
Unrealised investment gain/(loss)	3,977	555
Disposal proceeds	-	24,555
Market value at 31 st December	53,977	-
Cost 31 st December 2015	50,000	8,605

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any

the accounting records were not kept in accordance with section 145 of the Charities Act; or

the accounts did not comply with the accounting records; or

the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008

NOTE 8. CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

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.

Accruals

Social Security and other taxes

Sundry Creditor

Trade Creditor's

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 accounts to be reached.

Note 9. CREDITORS FALLING DUE MORE THAN ONE YEAR

2024 **2023**

£ **£**

Loan from Barnwood Trust repayable 150,000.00 150,000.00

if charity ceases its current operations

Simon James Gill - BA Hons, FCCA, FEP

Condition applies until 2029

Witcombe

Gloucester

GL3 4XG

INCOME AND EXPENDITURE ACCOUNT - For the year ended 31st December 2024		
<u>INCOME</u>	2024	2023
	£	£

Attenders funding	227,663	210,610
Fund raising and collections	37,591	16,320
Gift Aid Tax Recovered	41	800
Grants and sponsorship	73,994	19,670
Members subscriptions	0	0
Legacy Proceeds	57,451	340,000
Interest Received	15,835	10,008
Dividend income	3,750	1,605
Increase/decrease in CAF Investment	3,977	555
	420,302	599,568
<u>EXPENDITURE</u> Direct Costs		
Staff – Salaries	305,129	221,453
Staff - Training and Expenses	2,114	753
Staff – Travel costs	1,028	736
Staff - Recruitment and Advice	118	1,610
Volunteers Expenses	482	435
Activity Costs	10,818	11,261
Catering	8,650	7,145
Non-food catering costs	96	186
Fundraising costs	195	372
Attenders Travel Costs	0	0
	328,629	243,951
Support Costs		
Insurance	4,864	2,247
Pullman Court Maintenance	78,152	9,313
Pullman Court heating lighting & water rates	10,193	9,956
Pullman Court cleaning & waste disposal	15,320	13,441
	108,528	34,957
Administration Expenses		
Printing, Stationery and Postage	1,521	1,353
PR and Marketing	0	0
Office Equipment Maintenance	233	222
Equipment & Room Hire	584	330
Telephone & broadband	5,325	6,248
Computer Software & Hardware	12,192	15,164
Trustees Expenses	0	0
Accountancy & legal costs	500	0
Miscellaneous Expenses	0	0
Professional Fees	4,907	2,993
Bank Charges	123	120
Membership Fees	155	0
Bad debt	927	869
Depreciation Office Equipment	9,269	6,161
Depreciation Fix & Fittings	5,024	1,826
	40,760	35,286
TOTAL EXPENDITURE FOR THE YEAR	477,917	314,194
<u>SURPLUS OF INCOME OVER EXPENDITURE</u>	- 57,615	285,374

This page does not form part of the statutory financial statements.

HEADWAY COTSWOLD TRUST LIMITED

England & Wales - Charity number 299805

Accounts

HEADWAY COTSWOLD TRUST LIMITED

ANNUAL REPORT

and

AMENDED ACCOUNTS 2023

(to correct a previous filing)



Headway Cotswold Trust Limited –
For the benefit of those with acquired brain injury and their carers in Gloucestershire

A Company Limited by Guarantee. Registered in England No 2274966.

Registered Charity No. 299805

Affiliated to Headway UK – National Head Injuries Association

COMPANY INFORMATION

DIRECTORS

E Cumes (Until 8th September 2023)
F Cranmore
P Davies
C B Johnson
P Lonsdale
H Osborne

SECRETARY

C B Johnson

REGISTERED OFFICE

Headway House
Great Western Road
GLOUCESTER
GL1 3EP

COMPANY REGISTRATION NUMBER

2274966

REGISTERED CHARITY NUMBER

299805

INDEPENDENT EXAMINER

Simon Gill
7 Poppy Meadow Close
Witcombe
Gloucester
GL3 4XG

REPORT OF THE DIRECTORS

The Directors present their report with the financial statements of the company for the year ended 31st December 2023.

COMPANY STATUS

The company is limited by guarantee and has no share capital. Each member undertakes to contribute up to £1 if, on winding up, the company has a deficit. The company is a registered charity under the Charities Act.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the relief of persons who have suffered acquired brain injury through illness or accident, and their families and dependants, who are in need.

DIRECTORS

The directors of the company in office during the year were as follows:-

E Cumes (until 8 September 2023)	C B Johnson
F Cranmore	P Lonsdale
P Davies	H Osborne

SECRETARY C B Johnson

This report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD

Approved by the Board on 29th August 2024.



C B Johnson – Secretary
29th August 2024

TRUSTEES' ANNUAL REPORT

The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

Organisation

We are an independent charity, operating under the name Headway Gloucestershire, and affiliated to Headway UK from whom advice is available if required and whose standards we follow in all our activities. The Trustees who meet bi-monthly set the strategic policies of the charity. The day-to-day management is delegated to our 10 members of staff who in turn are assisted by around 7 volunteers.

Review of activities

We are committed to making a positive change in the lives of people with a brain injury, their families and carers by providing help, information and ongoing support. The charity is principally engaged in the running of a day centre at Headway House in Gloucester providing cognitive rehabilitation and support for clients with brain injuries, their families and carers.

In the past year we have concentrated mainly on delivery of our core services, the Enablement Service and Individual Support for brain injury survivors and their families. We are grateful for the support of our local authority and NHS commissioners who have continued to experience significant budgetary pressures over this period, and we have ongoing discussions with them about neurology services in Gloucestershire and the needs of survivors.

We especially thank Elizabeth Cumes, who stood down in September, for her service as a Trustee and volunteer over many years. We will miss her quiet wisdom and knowledge of Headway. 2023 also saw the departure of our Chief Executive, Alison Hendley after over 11 years in post. We are extremely grateful to Alison for helping to steer the charity through the most challenging period it has experienced and wish her well in her new career. We have been fortunate to recruit Julie Reader-Sullivan in her place.

The Trustees thank our dedicated staff and volunteers for their commitment and resilience through this difficult period, making an immeasurable contribution to the success of Headway Gloucestershire throughout 2023. We also wish to thank the many individuals and organisations who have contributed financially to the success of the charity this year. In particular we are grateful for the generous legacy left to the charity by Danny Mullen a survivor whom we helped a number of years ago. His gift will help us to put our finances onto a more sustainable basis for the years ahead.

Risk assessment

The Trustees regularly seek to identify and review the major risks to which the charity might be exposed. The systems required and actions necessary to mitigate those risks have been implemented where appropriate.

Approved by the Trustees

A handwritten signature in black ink, appearing to read 'C B Johnson', is written over a light grey rectangular background.

C B Johnson
(Secretary)

5th March 2024

STATEMENT OF FINANCIAL ACTIVITIES

for the Year ended 31st December 2023

	NOTE	RESTRICTED FUNDS	DESIGNATE FUNDS	UNRESTRICTED FUNDS	TOTALS 2023	TOTALS 2022
Incoming Resources		£	£	£	£	£
Attenders fees and funding		-	-	210,610	210,610	192,719
Fund raising and donations		-	-	16,320	16,320	47,131
Legacy Proceeds		-	340,000	-	340,000	-
Restricted fund donations and grants		-	-	-	-	-
Transfer between funds		- 12,933	- 35,000	47,933	-	-
Gift aid recovered		-	-	800	800	1,436
Grants		-	-	19,670	19,670	14,392
Members subscriptions		-	-	-	-	-
Interest received	2	-	-	11,614	11,614	1,324
Total incoming resources		- 12,933	305,000	306,946	599,013	257,002
Charitable Expenditure						
Restricted funds expenditure		-	-	-	-	-
Direct costs		-	-	243,951	243,951	225,157
Support costs		-	-	34,957	34,957	28,000
Administration		-	-	35,286	35,286	22,744
Total Charitable Expenditure		-	-	314,194	314,194	275,902
Net Income/(Expenditure) for the year	1	- 12,933	- 35,000	- 7,248	284,819	-18,900
Unrealised Gain/(Loss) on Investments		-	-	555	555	- 2,550
NET MOVEMENT IN FUNDS		- 12,933	305,000	- 6,693	285,374	- 21,450
FUND BALANCES AT 1ST JANUARY		18,533	35,000	176,073	229,606	251,056
FUND BALANCES AT 31ST DECEMBER	4	5,600	340,000	169,380	514,980	229,606

BALANCE SHEET		2023	2022
as at 31st December 2023		£	£
<u>FIXED ASSETS</u>			
Freehold Property		576,771	576,771
Fixtures & Fittings	5	16,290	8,497
TOTAL FIXED ASSETS		593,061	585,268
<u>CURRENT ASSETS</u>			
Debtors and Prepayments	6	39,455	40,596
Investment in M& G Fund	7	50,000	24,000
Cash at Bank and in Hand -			
Designated Funds	4	340,000	35,000
Restricted Funds	4	5,600	18,533
Unrestricted Funds		74,561	125,512
TOTAL CURRENT ASSETS		509,616	243,641
CREDITORS			
Amounts falling due within one year	8	13,216	11,886
NET ASSETS		1,089,462	817,023
CREDITORS			
Amounts falling due more than one year	9	150,000	150,000
NET ASSETS		939,462	667,023
FUND BALANCES			
Capital Reserves		448,908	413,908
Designated		340,000	35,000
Restricted	4	5,600	18,533
Unrestricted		144,954	199,582
TOTAL FUND BALANCES		939,462	667,023

For the year ending 31 December 2023 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

ON BEHALF OF THE BOARD

P. Lonsdale

Pauline Lonsdale - Director

Approved by the Board

The notes below on pages 9 and 10 form part of these financial statements.

NOTES TO THE ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2023

NOTE 1. ACCOUNTING POLICIES

TURNOVER

The turnover and net income are attributable to the one principal activity of the company.

OPERATING SURPLUS/DEFICIT

The operating surplus/deficit is stated after charging:

	<u>2023</u>	<u>2022</u>
	£	£
Depreciation - Owned Assets	7,987	3,879
Director's Emoluments	Nil	Nil

NOTE 2. INVESTMENT INCOME

	<u>2023</u>	<u>2022</u>
	£	£
Investment Income	351,614	1,324

NOTE 3. TAXATION

The company is a Registered Charity and is exempt from Taxation under Section 505 Income and Corporation Taxes Act 1988

NOTE 4. DESIGNATED AND RESTRICTED FUNDS	1 Jan. 2023	Received	Spent	31 Dec. 2023
	£	£	£	£
Designated for major future building maintenance	35,000	340,000	35,000	340,000
Restricted for Garden Project	609	0	0	609
Restricted for specific client needs	591	0	0	591
Restricted -Barnwood Trust	6,790	0	6,790	0
Restricted for specific COVID relief	5,543	0	5,543	0
Restricted Fund -ABI Film Project	5,000	0	600	4,400
Total Restricted Funds	53,533	340,000	47,933	345,600

NOTE 5. TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

	Rate	Basis
Freehold Property	0%	
Furniture ,fixtures and fittings	20%	straight line
Office Equipment	20 %	straight line
Computer Equipment	33%	straight line

	NBV	Additions	Dep,n	NBV
	01-Jan-23	In year	for year	31-Dec-23
	£	£	£	£
Furniture ,fixtures and fittings	440	8,030	1,826	6,644
Office/ Computer Equipment	8,058	7,750	6,161	9,647
Total	8,498	15,780	7,987	16,291

NOTE 6. DEBTORS

	<u>2023</u>	<u>2022</u>
	£	£
Invoices outstanding from 30.11.2023	944	1,713
December invoices	32,761	33,520
Payments/Other Debtors	5,750	5,364
	<u>39,455</u>	<u>40,597</u>

NOTE. 7 INVESTMENTS

	<u>2023</u>	<u>2022</u>
	£	£
Market value at 1 st January	24,000	26,549
Unrealised investment gain/(loss)	555	(2,549)
Disposal proceeds	24,555	0
Market value at 31 st December	50,000	24,000
Cost 31 st December 2015	<u>8,605</u>	<u>8,605</u>

NOTE 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2023</u>	<u>2022</u>
	£	£
Accruals	3,664	1,580
Social Security and other taxes	5,435	2,701
Sundry Creditor	2,658	2,691
Trade Creditor's	1,458	4,914
	<u>13,216</u>	<u>11,886</u>

Note 9. CREDITORS FALLING DUE MORE THAN ONE YEAR

	<u>2023</u>	<u>2022</u>
	£	£
Loan from Barnwood Trust repayable if charity ceases its current operations. Condition applies until 2029	150,000.00	150,000.00

INDEPENDENT EXAMINERS REPORT

YEAR ENDED 31 DECEMBER 2023

Independent Examiners report to the members of Headway Cotswold Trust Limited

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.



Simon James Gill - Ba Hons, FCCA, TEP
7 Poppy Meadow Close
Witcombe
Gloucester
GL3 4XG

16/08/2024

INCOME AND EXPENDITURE ACCOUNT - For the year ended 31st December 2023

INCOME	2023	2022
	£	£
Attenders funding	210,610	192,719
Fund raising and collections	16,320	47,131
Gift Aid Tax Recovered	800	1,436
Grants and sponsorship	19,670	14,392
Members subscriptions	0	0
Legacy Proceeds	340,000	
Interest Received	10,008	630
Dividend income	1,605	694
Increase/decrease in CAF Investment	555	- 2,550
	559,568	254,452
EXPENDITURE Direct Costs		
Staff – Salaries	221,453	209,677
Staff - Training and Expenses	753	358
Staff – Travel costs	736	875
Staff - Recruitment and Advice	1,610	99
Volunteers Expenses	435	317
Activity Costs	11,261	8,233
Catering	7,145	5,562
Non-food catering costs	186	37
Fundraising costs	372	0
Attenders Travel Costs	0	0
	243,951	225,158
Support Costs		
Insurance	2,247	457
Pullman Court Maintenance	9,313	6,410
Pullman Court heating lighting & water rates	9,956	9,086
Pullman Court cleaning & waste disposal	13,441	12,048
	34,957	28,001
Administration Expenses		
Printing, Stationery and Postage	1,353	1,203
PR and Marketing	0	0
Office Equipment Maintenance	222	319
Equipment Hire	330	
Telephone & broadband	6,248	3,671
Computer Software & Hardware	15,164	11,492
Trustees Expenses	0	0
Accountancy & legal costs	0	- 500
Miscellaneous Expenses	0	0
Professional Fees	2,993	2,511
Bank Charges	120	139
Membership Fees	0	0
Bad debt	869	30
Depreciation Office Equipment	6,161	3,659
Depreciation Fix & Fittings	1,826	220
	35,286	22,744
TOTAL EXPENDITURE FOR THE YEAR	314,194	275,903
SURPLUS OF INCOME OVER EXPENDITURE	285,374	- 21,451

This page does not form part of the statutory financial statements.

HEADWAY COTSWOLD TRUST LIMITED

England & Wales - Charity number 299805

Accounts

HEADWAY COTSWOLD TRUST LIMITED

ANNUAL REPORT

and

ACCOUNTS 2022



Headway Cotswold Trust Limited –
For the benefit of those with acquired brain injury and their carers in
Gloucestershire

A Company Limited by Guarantee. Registered in England No 2274966.

Registered Charity No. 299805

Affiliated to Headway UK – National Head Injuries Association

COMPANY INFORMATION

DIRECTORS

E Cumes
F Cranmore
P Davies
C B Johnson
P Lonsdale
H Osborne

SECRETARY

C B Johnson

REGISTERED OFFICE

Headway House
Great Western Road
GLOUCESTER
GL1 3EP

COMPANY REGISTRATION NUMBER

2274966

REGISTERED CHARITY NUMBER

299805

INDEPENDENT EXAMINER

Simon Gill
7 Poppy Meadow Close
Witcombe
Gloucester
GL3 4XG

REPORT OF THE DIRECTORS

The Directors present their report with the financial statements of the company for the year ended 31st December 2022.

COMPANY STATUS

The company is limited by guarantee and has no share capital. Each member undertakes to contribute up to £1 if, on winding up, the company has a deficit. The company is a registered charity under the Charities Act.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the relief of persons who have suffered acquired brain injury through illness or accident, and their families and dependants, who are in need.

DIRECTORS

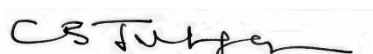
The directors of the company in office during the year were as follows:-

E Cumes	C B Johnson
F Cranmore	P Lonsdale
P Davies	H Osborne

SECRETARY C B Johnson

This report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD



C B Johnson – Secretary
28 June 2023

TRUSTEES' ANNUAL REPORT

The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 December 2022.

Organisation

We are an independent charity, operating under the name Headway Gloucestershire, and affiliated to Headway UK from whom advice is available if required and whose standards we follow in all our activities. The Trustees who meet bi-monthly set the strategic policies of the charity. The day-to-day management is delegated to our 10 members of staff who in turn are assisted by around 6 volunteers.

Review of activities

We are committed to making a positive change in the lives of people with a brain injury, their families and carers by providing help, information and ongoing support. The charity is principally engaged in the running of a day centre at Headway House in Gloucester providing cognitive rehabilitation and support for clients with brain injuries, their families and carers.

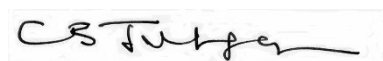
In the past year we have concentrated mainly on delivery of our core services, the Enablement Service and Individual Support for brain injury survivors and their families. It has again been a challenging year, as the charity has continued to recover from the effects of the coronavirus pandemic. We are grateful for the support of our local authority and NHS commissioners who have continued to experience significant budgetary pressures over this period, and we have ongoing discussions with them about neurology services in Gloucestershire and the needs of survivors.

The Trustees thank our dedicated staff and volunteers for their commitment and resilience through this difficult period, making an immeasurable contribution to the success of Headway Gloucestershire throughout 2022. We also wish to thank the many individuals and organisations who have contributed financially to the success of the charity this year.

Risk assessment

The Trustees regularly seek to identify and review the major risks to which the charity might be exposed. The systems required and actions necessary to mitigate those risks have been implemented where appropriate.

Approved by the Trustees



C B Johnson
(Secretary)
28 June 2023

STATEMENT OF FINANCIAL ACTIVITIES

for the Year ended 31st December 2022

	NOTE	RESTRICT ED FUNDS	DESIGN ATE FUNDS	UNRESTRIC TED FUNDS	TOTALS 2022	TOTALS 2021
<u>Incoming Resources</u>		£	£	£	£	£
Attenders fees and funding		-	-	192,719	192,719	190,684
Fund raising and donations		-	-	47,131	47,131	19,014
Restricted fund donations and grants		-	-	-	-	-
Gift aid recovered		-	-	1,436	1,436	-
Grants		-	-	14,392	14,392	53,344
Members subscriptions		-	-	-	-	-
Interest received	2	-	-	1,324	1,324	477
Total incoming resources		-	-	257,002	257,002	263,519
<u>Charitable Expenditure</u>						
Restricted funds expenditure		-	-	-	-	-
Direct costs		-	-	225,157	225,157	201,468
Support costs		-	-	28,000	28,000	24,087
Administration		-	-	22,744	22,744	22,456
Total Charitable Expenditure		-	-	275,902	275,902	248,011
Net Income/(Expenditure) for the year	1	-	-	- 18,900	18,900	15,508
Unrealised Gain/(Loss) on Investments		-	-	- 2,550	- 2,550	3,059
NET MOVEMENT IN FUNDS		-	-	- 21,450	21,450	18,567
FUND BALANCES AT						

1ST JANUARY 2021	14,200	35,000	201,856	251,056	251,056
FUND BALANCES AT					
31ST DECEMBER 2021	4	14,200	35,000	180,406	229,606
					269,623

BALANCE SHEET as at 31st December 2022		2022 £	2021 £
FIXED ASSETS			
Freehold Property		576,771	576,771
Fixtures & Fittings	5	8,497	12,376
TOTAL FIXED ASSETS		585,268	589,147
CURRENT ASSETS			
Debtors and Prepayments	6	40,596	46,916
Investment in CAF Equity Fund	7	24,000	26,549
Cash at Bank and in Hand -			
Designated Funds	4	35,000	35,000
Restricted Funds	4	18,533	7,990
Unrestricted Funds		125,512	135,408
TOTAL CURRENT ASSETS		243,641	251,863
CREDITORS			
Amounts falling due within one year	8	11,886	13,080
NET ASSETS		817,023	827,930
CREDITORS			
Amounts falling due more than one year	9	150,000	150,000
NET ASSETS		667,023	677,930

FUND BALANCES		
Capital Reserves	413,908	413,908
Designated	35,000	35,000
Restricted	18,533	7,990
Unrestricted	199,582	221,032
TOTAL FUND BALANCES	667,023	677,930

For the year ending 31 December 2022 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

ON BEHALF OF THE BOARD

P. Lonsdale

Pauline Lonsdale - Director

Approved by the Board

The notes below on pages 7 and 8 form part of these financial statements.

NOTES TO THE ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2022

NOTE 1. ACCOUNTING POLICIES

TURNOVER

The turnover and net income are attributable to the one principal activity of the company.

OPERATING SURPLUS/DEFICIT

The operating surplus/deficit is stated after charging:

	<u>2022</u>	<u>2021</u>
	£	£
Depreciation - Owned Assets	3,879	3,879
Director's Emoluments	Nil	Nil

NOTE 2. INVESTMENT INCOME

	<u>2022</u>	<u>2021</u>
	£	£
Investment Income	694	477

NOTE 3. TAXATION

The company is a Registered Charity and is exempt from Taxation under Section 505 Income and Corporation Taxes Act 1988

NOTE 4.DESIGNATED AND RESTRICTED FUNDS	1 Jan. 2022	Received	Spent	31 Dec. 2022
	£	£	£	£
Designated for major future building maintenance	35,000	0	0	35,000
Restricted for Garden Project	609	0	0	609
Restricted for specific client needs	591	0	0	591
Restricted -Barnwood Trust	6,790	0	0	6,790
Restricted for specific COVID relief	0	5,543	0	5,543
Restricted Fund -ABI Film Project	0	5,000	0	5,000
Total Restricted Funds	42,990	10,543	0	53,533

NOTE 5. TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over

its estimated useful life	Rate	Basis
Freehold Property	0%	straight line
Furniture ,fixtures and fittings	20%	straight line
Office Equipment	20 %	line

	NBV 01-Jan-22	Additions In year	Dep,n for year	NBV 31-Dec-22
	£	£	£	£
Furniture ,fixtures and fittings	660	-	220	440
Office Equipment	11,717	-	3,659	8,058
Total	12,377	-	3,879	8,498

NOTE 6. DEBTORS

	<u>2022</u>	<u>2021</u>
	£	£
Invoices outstanding from 30.11.2022	1713	961
December invoices	35,520	34,313
Payments/Other Debtors	5,364	11,642

40,597 46,916

NOTE. 7 INVESTMENTS

<u>2022</u>	<u>2021</u>
--------------------	--------------------

INDEPENDENT EXAMINERS REPORT

YEAR ENDED 31 DECEMBER 2022

Independent Examiners report to the members of Headway Cotswold Trust Limited

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

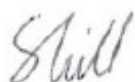
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.



Simon James Gill - Ba Hons, FCCA, TEP
7 Poppy Meadow Close
Witcombe
Gloucester
GL3 4XG

21/08/2023

INCOME AND EXPENDITURE ACCOUNT - For the year ended 31st December 2022

<u>INCOME</u>	2022	2021
	£	£
Attenders funding	192,719	190,684
Fund raising and collections	47,131	19,014
Gift Aid Tax Recovered	1,436	0
Grants and sponsorship	14,392	53,344
Members subscriptions	0	0
Interest Received	630	62
Dividend income	694	415
Increase/decrease in CAF Investment	- 2550	- 3,059
	254,452	266,578
<u>EXPENDITURE</u> Direct Costs		
Staff - Salaries	209,677	198,656
Furlough recovery costs	0	- 6,263
Staff - Training and Expenses	358	1,359
Staff - Travel costs	875	479
Staff - Recruitment and Advice	99	541
Volunteers Expenses	317	75
Activity Costs	8,233	3,316
Catering	5,562	3,247
Non-food catering costs	37	59
Fundraising costs	0	0
Attenders Travel Costs	0	0
	225,157	201,469
Support Costs		
Insurance	457	2,953
Pullman Court Maintenance	6,410	6,332
Pullman Court heating lighting & water rates	9,086	6,348
Pullman Court cleaning & waste disposal	12,048	8,453
	28,000	24,086
Administration Expenses		
Printing, Stationery and Postage	1,203	1,731
PR and Marketing	0	0
Office Equipment Maintenance	319	219
Telephone & broadband	3,671	3,369
Computer Software & Hardware	11,492	10,261
Trustees Expenses	0	0
Accountancy & legal costs	500	- 40
Miscellaneous Expenses	0	0
Professional Fees	2,511	2,745
Bank Charges	139	137
Membership Fees	0	155
Bad debt	30	0
Depreciation Office Equipment	3,659	3,659
Depreciation Fix & Fittings	220	220
	22,744	22,456
TOTAL EXPENDITURE FOR THE YEAR	275,902	248,011
<u>DEFICIT OF INCOME OVER EXPENDITURE</u>	- 21,450	18,567

This page does not form part of the statutory financial statements.

HEADWAY COTSWOLD TRUST LIMITED

England & Wales - Charity number 299805

Accounts

HEADWAY COTSWOLD TRUST LIMITED

ANNUAL REPORT

and

ACCOUNTS 2021



Headway Cotswold Trust Limited –
For the benefit of those with acquired brain injury and their carers in Gloucestershire

A Company Limited by Guarantee. Registered in England No 2274966.

Registered Charity No. 299805

Affiliated to Headway UK – National Head Injuries Association

NOTICE OF ANNUAL GENERAL MEETING TO BE HELD ON

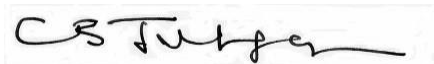
THURSDAY 8 SEPTEMBER 2022 AT 3.00pm

AT HEADWAY HOUSE, GREAT WESTERN ROAD, GLOUCESTER GL1 3EP

AGENDA

- 1 Apologies for absence**
- 2 Minutes of last A.G.M. – 8th September 2021**
- 3 Trustee's Report**
- 4 To receive the Accounts of the Company for the year ended 31st December 2021, the Directors' Report and the report of the Independent Examiner.**
- 5 Election of Management Committee**
- 6 Any other business**

C B JOHNSON
Company Secretary



22nd July 2022

A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote in their place. Such proxy need not be a Member of the Company.

COMPANY INFORMATION

DIRECTORS

E Cumes
F Cranmore
P Davies
C B Johnson
P Lonsdale
H Osborne

SECRETARY

C B Johnson

REGISTERED OFFICE

Headway House
Great Western Road
GLOUCESTER
GL1 3EP

COMPANY REGISTRATION NUMBER

2274966

REGISTERED CHARITY NUMBER

299805

INDEPENDENT EXAMINER

Simon Gill
7 Poppy Meadow Close
Witcombe
Gloucester
GL3 4XG

MINUTES FROM THE LAST AGM 8th SEPTEMBER 2021

Minutes of the Annual General Meeting held electronically via Zoom on 8 September 2021.

Present Christopher Johnson – in the Chair
Fiona Cranmore Peter Davies
Pauline Lonsdale Hilary Osborne

Apologies for absence

Liz Cumes

Ali Hendley, Chief Executive – Headway Gloucestershire

Minutes of the 24 November 2020 annual meeting

The minutes were approved.

Trustees report

Christopher Johnson introduced the written report. 2020 had been one of the most challenging that Headway has faced, as the coronavirus pandemic forced the suspension of face-to-face services for much of the year. The Trustees are profoundly grateful to our staff for their commitment and resilience, including those who were furloughed, and to our local authority and NHS commissioners for their continued support. The report was received.

Chief Executive Officer's report

Hilary Osborne introduced Ali Hendley's comprehensive report, which gave details of how remote services were introduced and new services offered to meet the changing needs of survivors and families. Experience from the pandemic has enriched understanding of the unique challenges faced by each survivor. Volunteers made a valuable contribution. Recovery plans will build on the digital platforms that have been developed, but acknowledging their limitations. The report was received with thanks to Ali for her hard work and that of the team throughout the year.

Directors' report and Financial Statements

Pauline Lonsdale presented the directors' report and financial reports. She explained that the year-end position was satisfactory overall, and the position remarkably stable given the circumstances of 2020 – a deficit of £ 11,707 compared with £ 22,704 in 2019. Some anticipated costs were not incurred because of the pandemic, and extra grants were received. She had expected a worse outcome. There had been insignificant drawings on reserves. It was a great credit to Ali that resources had been managed so effectively.

Pauline added that special thanks should be recorded and given to Simon Gill for his work as independent examiner of the accounts, for which he had not accepted a fee.

The financial reports and statements were accepted with thanks to Pauline and Simon.

Election of Management Committee

It was proposed by Christopher Johnson, seconded by Peter Davies and resolved by the meeting that the existing directors be re-appointed as follows:- E Cumes, F Cranmore, P Davies, C B Johnson, P Lonsdale and H Osborne.

Other business

There was no other business and the meeting closed.

REPORT OF THE DIRECTORS

The Directors present their report with the financial statements of the company for the year ended 31st December 2021.

COMPANY STATUS

The company is limited by guarantee and has no share capital. Each member undertakes to contribute up to £1 if, on winding up, the company has a deficit. The company is a registered charity under the Charities Act.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the relief of persons who have suffered acquired brain injury through illness or accident, and their families and dependants, who are in need.

DIRECTORS

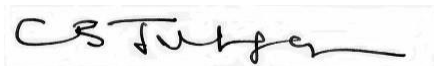
The directors of the company in office during the year were as follows:-

E Cumes	C B Johnson
F Cranmore	P Lonsdale
P Davies	H Osborne

SECRETARY C B Johnson

This report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD



C B Johnson – Secretary

Dated 22 July 2022

TRUSTEES' ANNUAL REPORT

The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 December 2021.

Organisation

We are an independent charity, operating under the name Headway Gloucestershire, and affiliated to Headway UK from whom advice is available if required and whose standards we follow in all our activities. The Trustees who meet bi-monthly set the strategic policies of the charity. The day-to-day management is delegated to our 11 members of staff who in turn are assisted by around 7 volunteers.

Review of activities

We are committed to making a positive change in the lives of people with a brain injury, their families and carers by providing help, information and ongoing support. The charity is principally engaged in the running of a day centre at Headway House in Gloucester providing cognitive rehabilitation and support for clients with brain injuries, their families and carers.

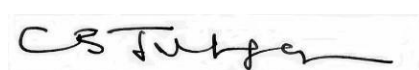
In the past year we have concentrated mainly on delivery of our core services, the Enablement Service and Individual Support for brain injury survivors and their families. It has been a challenging year, as owing to the coronavirus pandemic many of the services we offer had to be provided remotely. We are grateful for the support of our local authority and NHS commissioners who have continued to experience significant budgetary pressures over this period, and we have ongoing discussions with them about neurology services in Gloucestershire and the needs of survivors.

The Trustees thank our dedicated staff and volunteers for their commitment and resilience through this difficult period, making an immeasurable contribution to the success of Headway Gloucestershire throughout 2021. We also wish to thank the many individuals and organisations who have contributed financially to the success of the charity this year.

Risk assessment

The Trustees regularly seek to identify and review the major risks to which the charity might be exposed. The systems required and actions necessary to mitigate those risks have been implemented where appropriate.

Approved by the Trustees



C B Johnson
(Secretary)
22 July 2022

STATEMENT OF FINANCIAL ACTIVITIES

for the Year ended 31st December 2021

	NOTE	RESTRICTED FUNDS	DESIGNATE FUNDS	UNRESTRICTED FUNDS	TOTALS 2021	TOTALS 2020
<u>Incoming Resources</u>		£	£	£	£	£
Attenders fees and funding		-	-	190,684	190,684	184,966
Fund raising and donations		-	-	19,014	19,014	22,127
Restricted fund donations and grants		-	-	-	-	-
Gift aid recovered		-	-	-	-	832
Grants		-	-	53,344	53,344	16,640
Members subscriptions		-	-	-	-	10
Interest received	2	-	-	477	477	1,218
Total incoming resources		-	-	263,519	263,519	225,793
<u>Charitable Expenditure</u>						
Restricted funds expenditure		-	-	-	-	-
Direct costs		-	-	201,468	201,468	194,926
Support costs		-	-	24,087	24,087	18,708
Administration		-	-	22,456	22,456	22,297
Total Charitable Expenditure		-	-	248,011	248,011	235,931
Net Income/(Expenditure) for the year	1	-	-	15,509	15,509	- 10,138
Unrealised Gain/(Loss) on Investments		-	-	3,059	3,059	- 1,569
NET MOVEMENT IN FUNDS		-	-	18,568	18,568	- 11,707
FUND BALANCES AT 1ST JANUARY 2021		14,200	35,000	201,856	251,056	262,763
FUND BALANCES AT 31ST DECEMBER 2021	4	14,200	35,000	220,424	269,624	251,056

BALANCE SHEET as at 31st December 2021		<u>2021</u> £	<u>2020</u> £
<u>FIXED ASSETS</u>			
Freehold Property		576,771	576,771
Fixtures & Fittings	5	12,376	12,558
TOTAL FIXED ASSETS		589,147	589,329
<u>CURRENT ASSETS</u>			
Debtors and Prepayments	6	46,916	39,520
Investment in CAF Equity Fund	7	26,549	23,491
Cash at Bank and in Hand -			
Designated Funds	4	35,000	35,000
Restricted Funds	4	7,990	20,990
Unrestricted Funds		135,408	128,934
TOTAL CURRENT ASSETS		251,863	247,935
CREDITORS			
Amounts falling due within one year	8	13,080	14,901
NET ASSETS		827,930	822,363
CREDITORS			
Amounts falling due more than one year	9	150,000	150,000
NET ASSETS		677,930	672,363
FUND BALANCES			
Capital Reserves		413,908	413,908
Designated		35,000	35,000
Restricted	4	7,990	20,990
Unrestricted		221,032	202,465
TOTAL FUND BALANCES		677,930	672,363

For the year ending 31 December 2021 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

ON BEHALF OF THE BOARD

P. Lonsdale

Pauline Lonsdale - Director

Approved by the Board

The notes below on pages 10 and 11 form part of these financial statements.

NOTES TO THE ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2021

NOTE 1. ACCOUNTING POLICIES

TURNOVER

The turnover and net income are attributable to the one principal activity of the company.

OPERATING SURPLUS/DEFICIT

The operating surplus/deficit is stated after charging:

	<u>2021</u>	<u>2020</u>
	£	£
Depreciation - Owned Assets	3,879	3,649
Director's Emoluments	Nil	Nil

NOTE 2. INVESTMENT INCOME

	<u>2021</u>	<u>2020</u>
	£	£
Investment Income	477	1,218

NOTE 3. TAXATION

The company is a Registered Charity and is exempt from Taxation under Section 505 Income and Corporation Taxes Act 1988

NOTE 4. DESIGNATED AND RESTRICTED FUNDS	1 Jan. 2021	Received	Spent	31 Dec. 2021
	£	£	£	£
Designated for major future building maintenance	35,000	0	0	35,000
Restricted for Development of Therapies	13,000	0	13,000	0
Restricted for Garden Project	609	0	0	609
Restricted for specific client needs	591	0	0	591
Restricted for specific COVID relief	0	9,500	2,710	6,790
Total Restricted Funds	49,200	9,500	15,710	42,990

NOTE 5. TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

	Rate	Basis
Freehold Property	0%	
Furniture ,fixtures and fittings	20%	straight line
Office Equipment	20 %	straight line

	NBV 01-Jan-21 £	Additions In year £	Dep,n for year £	NBV 31-Dec-21 £
Furniture ,fixtures and fittings	880	-	220	660
Office Equipment	11,678	3,698	3,659	11,717
Total	12,558	3,698	3,879	12,377

NOTE 6. DEBTORS

	<u>2021</u> £	<u>2020</u> £
Invoices outstanding from 30.11.2019	0	2,337
December invoices	35,274	30,422
Payments/Other Debtors	11,642	6,761
	<u>46,916</u>	<u>39,520</u>

NOTE. 7 INVESTMENTS

	<u>2021</u> £	<u>2020</u> £
Market value at 1 st January	23,491	25,060
Unrealised investment gain/(loss)	3,058	(1,569)
Market value at 31 st December	26,549	23,491
Cost 31 st December 2015	<u>8,605</u>	<u>8,605</u>

NOTE 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2021</u> £	<u>2020</u> £
Accruals	1,973	5,351
Social Security and other taxes	3,237	3,241
Sundry Creditor	2,638	2,596
Trade Creditor's	5,232	3,712
	<u>13,080</u>	<u>14,900</u>

Note 9. CREDITORS FALLING DUE MORE THAN ONE YEAR

	<u>2021</u> £	<u>2020</u> £
Loan from Barnwood Trust repayable if charity ceases its current operations . Condition applies until 2029	150,000.00	150,000.00

INDEPENDENT EXAMINERS REPORT

YEAR ENDED 31 DECEMBER 2021

Independent Examiners report to the members of Headway Cotswold Trust Limited

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.



Simon James Gill - Ba Hons, FCCA, TEP
7 Poppy Meadow Close
Witcombe
Gloucester
GL3 4XG

23/08/2022

INCOME AND EXPENDITURE ACCOUNT - For the year ended 31st December 2021

INCOME	2021	2020
	£	£
Attenders funding	190,684	184,965
Fund raising and collections	19,014	22,127
Gift Aid Tax Recovered	0	832
Grants and sponsorship	53,344	16,640
Members subscriptions	0	10
Interest Received	62	747
Dividend income	415	471
Increase/(decrease) in CAF Investment	3,059	- 1,569
	266,578	224,223
EXPENDITURE Direct Costs		
Staff – Salaries	198,656	208,356
Furlough recovery costs	- 6,263	- 18,600
Staff - Training and Expenses	1,359	437
Staff – Travel costs	479	314
Staff - Recruitment and Advice	541	49
Volunteers Expenses	75	51
Activity Costs	3,316	2,707
Catering	3,247	1,512
Non-food catering costs	59	20
Fundraising costs	0	80
Attenders Travel Costs	-	-
	201,469	194,926
Support Costs		
Insurance	2,953	3,391
Pullman Court Maintenance	6,332	2,108
Pullman Court heating lighting & water rates	6,348	6,306
Pullman Court cleaning & waste disposal	8,453	6,903
	24,086	18,708
Administration Expenses		
Printing, Stationery and Postage	1,731	3,633
PR and Marketing	-	-
Office Equipment Maintenance	219	224
Telephone & broadband	3,369	3,856
Computer Software & Hardware	10,261	8,575
Trustees Expenses	-	-
Accountancy & legal costs	- 40	- 160
Miscellaneous Expenses	-	-
Professional Fees	2,745	2,339
Bank Charges	137	180
Membership Fees	155	-
Bad debt	-	-
Depreciation Office Equipment	3,659	3,203
Depreciation Fix & Fittings	220	446
	22,456	22,296
TOTAL EXPENDITURE FOR THE YEAR	248,011	235,930
DEFICIT OF INCOME OVER EXPENDITURE	18,567	- 11,707

This page does not form part of the statutory financial statements.

HEADWAY COTSWOLD TRUST LIMITED

England & Wales - Charity number 299805

Accounts

HEADWAY COTSWOLD TRUST LIMITED

ANNUAL REPORT

and

ACCOUNTS 2020



Headway Cotswold Trust Limited –
For the benefit of those with acquired brain injury and their carers in Gloucestershire

A Company Limited by Guarantee. Registered in England No 2274966.

Registered Charity No. 299805

Affiliated to Headway UK – National Head Injuries Association

NOTICE OF ANNUAL GENERAL MEETING TO BE HELD ON
WEDNESDAY 8TH SEPTEMBER AT 3PM
AT HEADWAY HOUSE, GREAT WESTERN ROAD, GLOUCESTER GL1 3EP

AGENDA

- 1 Apologies for absence**
- 2 Minutes of last A.G.M. – 24th November 2020**
- 3 Trustee's Report**
- 4 Headway Gloucestershire CEO's report – Ali Hendley, CEO**
- 5 To receive the Accounts of the Company for the year ended 31st December 2020, the Directors' Report and the report of the Independent Examiner.**
- 6 Election of Management Committee**
- 7 Any other business**

C B JOHNSON
Company Secretary



14th July 2021

A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote in their place. Such proxy need not be a Member of the Company.

COMPANY INFORMATION

DIRECTORS

E Cumes
F Cranmore
P Davies
C B Johnson
P Lonsdale
H Osborne

SECRETARY

C B Johnson

REGISTERED OFFICE

Headway House
Great Western Road
GLOUCESTER
GL1 3EP

COMPANY REGISTRATION NUMBER

2274966

REGISTERED CHARITY NUMBER

299805

INDEPENDENT EXAMINER

Simon Gill
7 Poppy Meadow Close
Witcombe
Gloucester
GL3 4XG

REPORT OF THE DIRECTORS

The Directors present their report with the financial statements of the company for the year ended 31st December 2020.

COMPANY STATUS

The company is limited by guarantee and has no share capital. Each member undertakes to contribute up to £1 if, on winding up, the company has a deficit. The company is a registered charity under the Charities Act.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the relief of persons who have suffered acquired brain injury through illness or accident, and their families and dependants, who are in need.

DIRECTORS

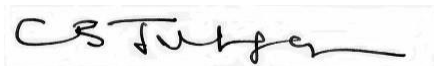
The directors of the company in office during the year were as follows:-

E Cumes	C B Johnson
F Cranmore	P Lonsdale
P Davies	H Osborne

SECRETARY C B Johnson

This report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD



C B Johnson – Secretary

Dated 14 July 2021

TRUSTEES' ANNUAL REPORT

The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

Organisation

We are an independent charity, operating under the name Headway Gloucestershire, and affiliated to Headway UK from whom advice is available if required and whose standards we follow in all our activities. The Trustees who meet bi-monthly set the strategic policies of the charity. The day-to-day management is delegated to our 11 members of staff who in turn are assisted by around 13 volunteers.

Review of activities

We are committed to making a positive change in the lives of people with a brain injury, their families and carers by providing help, information and ongoing support. The charity is principally engaged in the running of a day centre at Headway House in Gloucester providing cognitive rehabilitation and support for clients with brain injuries, their families and carers.

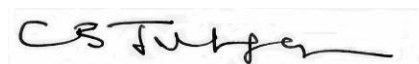
The past year has been one of the most challenging we have faced, as the coronavirus forced us to suspend face-to-face services at Headway House for much of the year. Some support for survivors and their families was provided remotely, and our staff had to quickly adapt to changed methods for delivery of our core services, the Enablement Service and Individual Support for brain injury survivors and their families. We are profoundly grateful to our staff for their commitment and resilience, including those who had to be furloughed, and to our local authority and NHS commissioners for their continued support through this exceptional period.

We also wish to thank the many individuals and organisations who have contributed financially to the success of the charity this year.

Risk assessment

The Trustees regularly seek to identify and review the major risks to which the charity might be exposed. The systems required and actions necessary to mitigate those risks have been implemented where appropriate.

Approved by the Trustees



C B Johnson
(Secretary)
14 July 2021

HEADWAY GLOUCESTERSHIRE - CEO'S REPORT

For Headway Gloucestershire like many other services and organisations, 2020 has brought with it challenges, new learning and changes that we would never have imagined. We had to put our planned developments on hold while we learned how we could respond to an unfolding crisis and keep survivors safe.

We closed Headway House to attenders from the 23rd of March 2020 as the risks presented by the first wave of COVID 19 grew and the national measures implemented to reduce them became more severe. We rapidly developed a new operating model so that we could continue to work remotely to safeguard and support members of our community and provide resources and encouragement for them to continue to work toward their recovery goals.

We used Headway House as an 'engine house' with individual, dispersed workstations, and introduced new infection management equipment, and procedures for safety. We also equipped all staff to work from home and developed a rota that allowed staff the opportunity to work from either location throughout each week. This was an important measure to ensure the continuity of support services in the event we had an infection outbreak that would mean closing Headway House, which thankfully did not happen.

We worked hard in new and different ways to adapt and develop our support offer to meet the changing needs of survivors and their families. From the 23rd of March 2020 we were able to offer the following services:-

1. An advice line open 9am – 5pm from Monday to Friday
2. Implementing a risk management matrix to prioritise contacts with survivors most at risk each day, identifying safeguarding actions and delegating them to key workers.
3. Liaising with front line services, in particular primary health and social care providers and the COVID help hubs to establish the status of our clients for rescue packs, delivery of hot meals, implementing fortnightly prescription doorstep deliveries and linking them with community volunteers for regular doorstep drops where possible.
4. Problem solving issues around access to medication and groceries for those who did not meet the 'clinically extremely vulnerable' criteria but were poorly or self-isolating and needed to access the services provided by the emergency hubs and local volunteer groups. We would doorstep drop ourselves if essential, but we prioritised making the most of the emerging infrastructure of front-line support services, community groups and local volunteers.
5. Contacting survivors we support to gather information about their current circumstances and identify what we could help them with. Survivors at high risk were contacted every day and we often spoke with them on many occasions throughout the day to problem solve and provide essential support and reassurance during times of crisis.
6. Preparing and despatching individualised and themed resource packs to enable survivors to distract themselves from their anxieties and continue to work on their recovery in a different way.

7. Introduced a timetable of activities using a digital platform which included small, hosted peer support groups, relaxation sessions, seated workouts, quizzes and conversation groups and bigger events and celebrations.
8. Identified survivors who'd like to participate in a buddy scheme and support each other and matched and supported them in this role.
9. Enabled volunteers who wanted to contribute to the remote support model by helping us with welfare calls, attending virtual activities or contributing to the development of our resource packs to join us in this work.

We began seeing individual clients by appointment at Headway House where there was a pressing issue (welfare benefits/housing/health issues) from the 1st July 2020. We then began short, one to one de-sensitisation visits from the 4th of August 2020 for survivors with significant behavioural outcomes to support them to adapt to the changes we had made to our centre and our practices to be COVID 19 secure.

Enablement Service:-

We opened our centre for 'Welcome Back' meetings from the 14th of September 2020 and invited all our attenders to join a small, socially distanced COVID secure bubble and visit us for 2 x 1.5-hour orientation appointments. We wanted to build the confidence of survivors who were considering returning through short taster sessions. We also wanted to consult them to formulate goal focused activity bubbles. Activity bubbles began on the 28th of September 2020 and followed recovery goal focused programmes in small groups. The largest group we hosted was for 5 survivors. The bubble activity groups met for 2 hours at staggered times throughout the day with cleaning time between all the groups factored in. By the end of October, we had gathered enough information about attendance and established our cleaning routines to feel confident in the delivery of a range of face-to-face activities. At this time there were a number of survivors who chose not to visit Headway House and we continued to provide remote support for them throughout this period. This meant we were in touch with every member of our community and in a position to respond to changes in risks and needs as the cumulative impact of the pandemic began to take its toll.

Our centre activities were interrupted again when the second wave of COVID 19 became critical at the end of December 2020; local infection rates had risen and acute NHS services were under severe pressure. We suspended group activities at Headway House and reverted to our remote support model to reduce the risks to our community. In this period we continued to offer one to one appointments at Headway House for members of our community who had experienced significant deteriorations during the first wave and for whom the risks and impacts of isolation were as severe as the risks and impacts of COVID 19. For these survivors the stimulation of a different environment, practicing exercises for mobility and dexterity, speech and language, mood lifting activities and the relief of distraction, and time to socialise and feel connected with others had become critical and we could not suspend it again.

Community Links:-

Our Community Links Advisors continued to deliver support to survivors and their families who do not attend the centre. They made regular welfare calls and problem solved issues presented by the pandemic and lock down as well as progressing casework in housing, welfare benefits, referrals for specialist services and equipment, and providing recovery advice and support. They prioritised telephone and digital meetings during the times we closed our centre and offered the choice of COVID 19 secure face to face appointments when our building was open. Throughout 2020 many survivors that we have not worked with for years re-established contact with us for support resolving issues that had arisen because of the exceptional circumstances of the year.

Supporting Families:-

Our bi-monthly Supporting Families meetings were suspended from March 2020 and we provided support to those caring for a loved one with a brain injury through our welfare calls and our digital activities. We are acutely aware that the loss of respite for some households brought crisis and we are supporting families as they continue to heal and recover from the impacts of the year.

The year in numbers:-

Service	April	May	June	July	August	September	October	November	December
Welfare calls	447	475	460	423	264	95	71	117	135
Zoom attendance	0	14	60	97	81	8	0	3	23
One to One	0	0	8	3	5	1	0	1	0
Activity group attendance	0	0	0	0	0	128	250	202	161
Activity packs sent	121	159	165	156	78	78	46	24	24
Service leavers	0	0	2	0	1	1	0	1	0
New Referrals	6	6	7	8	4	9	10	7	5

Raising awareness:-

Throughout 2020 we became aware that some needs in the community were better quantified, understood and responded to than others. We noted that statutory service providers planned interventions for fixed categories (Learning Difficulties, Mental Health, Physical Disabilities, Children) that did not take account of the complexities and needs of brain injury survivors or other neurological conditions. We shared our concern about this with other partner agencies and our commissioners and together with the Neurology Working Group (reporting to the Physical Disability and Sensory Impairment Partnership Board) campaigned for the development of a Clinical Programme Group for Neurology. We were delighted to learn at the end of 2020 that this group will be established in 2021 and will provide a platform for the development of services for people with long term neurological conditions including ABI survivors.

What we have learned:-

- Working differently in 2020 has enriched our understanding of the unique challenges for each survivor that we work with. The increased one to one focus has enabled us to get to know them better and will enable us to explore new opportunities as a result.
- Working differently has demanded the development of new skill sets and knowledge for our staff team and they have adapted and responded far beyond anything we could have asked for. Our staff team is agile and committed and will bring new assets to their work in 2021.
- We have been amazed at the resilience of our community and grateful for their ability to cope with the changes we have made and to take actions that enable them to care for themselves and others. We have worked hard to ensure our community feel that Headway House is theirs while implementing the necessary changes to keep everyone safe.
- We have been grateful for the generous support and contributions from our volunteers and we have a renewed appreciation of them. They significantly increase the impact and diversity of Headway Gloucestershire's work and all that we do is enriched by them.
- We have a renewed and refreshed knowledge of resources in the community for the survivors and families that we support and intend to maximise access to them in the coming weeks.
- We have observed an increase in community support and interest and commitment to volunteering and we want to make the most of that in 2021 at Headway House.
- We have begun to explore how to incorporate a virtual offer into our services using digital platforms. We have observed some significant limitations including accessibility, impacts of the loss of non-verbal cues, the challenges of a multi person screen and it's impacts on concentration and processing, disinhibition and fatigue. We have also observed some potential opportunities including that digital platforms can enable participation and connection when face to face is not possible (because of risk, logistics or health). We will explore how we can use to support survivors to:-
 1. Stay connected when they are not able to attend in person
 2. Build confidence in first visits
 3. Access peer group support as part of a move on strategy

Looking Forward:-

- We know that we will need to be agile in the delivery of our services in 2021 as we learn more about COVID 19 respond proactively to the risks that it poses. We plan to continue to deliver a blend of face to face and remote services according to our risk assessment and government guidance, and will aim to provide as much choice for survivors as we can so that they can continue to make best use of our resources.
- We know that we will need to implement a recovery model in 2021. We have not been able to progress new referrals into our centre during times when we have had to close and this has created a back log. We will need to manage and reduce our waiting list so that we can increase our responsiveness again. We are also likely to be supporting survivors and their families with the losses and legacy of the pandemic in the months and years to come and we need to plan for this.
- We will continue to develop our programme of recovery activities and the support that we provide. We want to build strong links between the opportunities we offer and those available in local communities to help reduce dependency on our services and where possible, enable and encourage members of our community to move on to new challenges.
- We will resume our work with the Psychology Department of UWE on particular projects including a therapeutic review, a student placement programme, development of our QOLIBI monitoring tool and reporting, and the development of a new mobile phone app for our community to use to feedback to us about our services.
- We will review our volunteer programme with the aim of providing more training and support in recognition of the importance of the work that they do and the added value that they bring.
- We will continue to work with key commissioners of our core services to ensure that survivors and their families can access when they need us.
- We will strive to diversify our funding stream to enable us to innovate and develop in direct response to feedback from survivors and their families and our partner agencies who support them.
- We will continue to press for the development of benchmark needs data for adult brain injury survivors in Gloucestershire, and press for opportunities for members of our community to share their expertise and experience to inform services development in Gloucestershire. In particular we will focus on the development of the Clinical Programme Group, the review of rehabilitation services and the development of new condition based pathways.

The Headway Gloucestershire community is a special place; a passionate and dedicated staff team, loyal and committed volunteers and courageous and inspiring survivors together create a whole far greater than the sum of its parts.

In 2020 we have been grateful for every bit of support we have received from individuals, groups and private companies and for the opportunity to share our story and raise awareness with local groups and influence future care staff through our work with local schools, colleges and University placements. This year we would not have been able to adapt our services without this critical support. Particular thanks go to:-

The Barnwood Trust (Gloucestershire Funders)	C. Prosser	The Rotary Club Gloucester
The Community Foundation	Gotherington singers	Lawrence Gray
GML	Mr & Mrs Ricketts	Harry Buckland
Richard and Anne Lacey	Lydia Maule	Kemerton Shoot
Vintage motorcycle club	Amber Teed-Parsons	Cotswold Fosseway Lions
C & G Rose	Mrs M Reshi	The Langtree Trust
Kings School PA	Triumph Integrated systems	Ray Blackwell
Eric Hutchinson	Pat Howe	Sally Barrett
Keeley McGhee	Barbara Ship	Angela Lawrence
Donna Carpenter		

In this annual report we remember these survivors with great affection: -

Ade Emmerson Graham Howls Victor Jones

Everything we do at Headway Gloucestershire we do because we want to make a positive difference to the lives of acquired brain injury survivors, their partners, families and carers. We are inspired every day by the people we work with and grateful for every bit of support we receive.

STATEMENT OF FINANCIAL ACTIVITIES

for the Year ended 31st December 2020

	NOTE	RESTRICTED FUNDS	DESIGNATE FUNDS	UNRESTRICTED FUNDS	TOTALS 2020	TOTALS 2019
<u>Incoming Resources</u>		£	£	£	£	£
Attenders fees and funding		-	-	184,965	184,965	206,938
Fund raising and donations		-	-	22,127	22,127	28,413
Restricted fund donations and grants		-	-	-	-	-
Gift aid recovered		-	-	832	832	191
Grants		-	-	16,640	16,640	6,588
Members subscriptions		-	-	10	10	20
Interest received	2	-	-	1,218	1,218	1,379
Total incoming resources		-	-	225,793	225,793	243,529
<u>Charitable Expenditure</u>						
Restricted funds expenditure		-	-	-	-	-
Direct costs		-	-	194,926	194,926	220,855
Support costs		-	-	18,708	18,708	28,577
Administration		-	-	22,297	22,297	19,805
Total Charitable Expenditure		-	-	235,930	235,930	269,237
Net Expenditure for the year	1	-	-	-10,138	-10,138	-25,708
Unrealised Gain/(Loss) on Investments		-	-	-1,569	-1,569	3,005
NET MOVEMENT IN FUNDS		-	-	-11,707	-11,707	-22,704
FUND BALANCES AT 1ST JANUARY 2020		14,200	35,000	213,563	262,763	285,467
FUND BALANCES AT 31ST DECEMBER 2020	4	14,200	35,000	201,856	251,056	262,763

BALANCE SHEET as at 31st December 2020		2020 £	2019 £
<u>FIXED ASSETS</u>			
Freehold Property		576,771	576,771
Fixtures & Fittings	5	12,558	510
TOTAL FIXED ASSETS		589,328	577,281
<u>CURRENT ASSETS</u>			
Debtors and Prepayments	6	39,520	40,916
Investment in CAF Equity Fund	7	23,491	25,060
Cash at Bank and in Hand -			
Designated Funds	4	35,000	35,000
Restricted Funds	4	20,990	14,200
Unrestricted Funds		128,934	148,017
TOTAL CURRENT ASSETS		247,935	263,193
CREDITORS			
Amounts falling due within one year	8	14,900	13,194
NET ASSETS		822,363	827,280
CREDITORS			
Amounts falling due more than one year	9	150,000	150,000
NET ASSETS		672,363	677,280
FUND BALANCES			
Capital Reserves		413,908	413,908
Designated		35,000	35,000
Restricted	4	20,990	14,200
Unrestricted		202,466	214,171
TOTAL FUND BALANCES		672,363	677,280

For the year ending 31 December 2020 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

ON BEHALF OF THE BOARD

P. Lonsdale

Pauline Lonsdale - Director

Approved by the Board

The notes below on pages 16 and 17 form part of these financial statements.

NOTES TO THE ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2020

NOTE 1 ACCOUNTING POLICIES

TURNOVER

The turnover and net income are attributable to the one principal activity of the company.

OPERATING SURPLUS/DEFICIT

The operating surplus/deficit is stated after charging:

	<u>2020</u>	<u>2019</u>
	£	£
Depreciation - Owned Assets	3,649	1,870
Director's Emoluments	Nil	Nil

NOTE 2 INVESTMENT INCOME

	<u>2020</u>	<u>2019</u>
	£	£
Investment Income	1,218	1,379

NOTE 3 TAXATION

The company is a Registered Charity and is exempt from Taxation under Section 505 Income and Corporation Taxes Act 1988

NOTE 4.DESIGNATED AND RESTRICTED FUNDS	1 Jan. 2020	Received	Spent	31 Dec. 2020
	£	£	£	£
Designated for major future building maintenance	35,000	0	0	35,000
Restricted for Development of Therapies	13,000	0	0	13,000
Restricted for Garden Project	609	0	0	609
Restricted for specific client needs	591	0	0	591
Restricted for specific COVID relief	0	9,500	2,710	6,790
Total Restricted Funds	49,200	9,500	2,710	55,990

NOTE 5 TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

	Rate	Basis
Freehold Property	0%	
Furniture ,fixtures and fittings	20%	straight line
Office Equipment	20 %	straight line

	NBV 01-Jan-20 £	Additions In year £	Dep,n for year £	NBV 31-Dec-20 £
Furniture ,fixtures and fittings	226	1,100	446	880
Office Equipment	284	14,597	3,203	11,678
Total	510	15,697	3,649	12,558

NOTE 6 DEBTORS

	<u>2020</u> £	<u>2019</u> £
Invoices outstanding from 30.11.2019	2,337	5,973
December invoices	30,422	32,367
Payments/Other Debtors	6,761	2,576
	<u>39,520</u>	<u>40,916</u>

NOTE 7 INVESTMENTS

	<u>2020</u> £	<u>2019</u> £
Market value at 1 st January	25,060	22,055
Unrealised investment gain/(loss)	(1,569)	3,005
Market value at 31 st December	23,491	25,060
Cost 31 st December 2015	<u>8,605</u>	<u>8,605</u>

NOTE 8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2020</u> £	<u>2019</u> £
Accruals	5,351	3,452
Social Security and other taxes	3,241	2,390
Sundry Creditor	2,596	2,518
Trade Creditors	3,712	4,834
	<u>14,900</u>	<u>13,193</u>

NOTE 9 CREDITORS FALLING DUE MORE THAN ONE YEAR

	<u>2020</u> £	<u>2019</u> £
Loan from Barnwood Trust repayable if charity ceases its current operations . Condition applies until 2029	150,000	150,000

INDEPENDANT EXAMINERS REPORT

YEAR ENDED 31 DECEMBER 2020

Independent Examiners report to the members of Headway Cotswold Trust Limited

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.



Simon James Gill – Ba Hons, FCCA, TEP
7 Poppy Meadow Close
Witcombe
Gloucester
GL3 4XG

13/08/2021

INCOME AND EXPENDITURE ACCOUNT - For the year ended 31st December 2020

INCOME	2020	2019
	£	£
Attenders funding	184,965	206,938
Fund raising and collections	22,127	28,413
Gift Aid Tax Recovered	832	191
Grants and sponsorship	16,640	6,588
Members subscriptions	10	20
Interest Received	747	756
Dividend income	471	623
Increase/(decrease) in CAF Investment	- 1,569	3,005
	224,224	246,534
EXPENDITURE Direct Costs		
Staff – Salaries	208,356	205,417
Furlough recovery costs	18,600	-
Staff - Training and Expenses	437	279
Staff – Travel costs	314	1,408
Staff - Recruitment and Advice	49	214
Volunteers Expenses	51	84
Activity Costs	2,707	7,608
Catering	1,512	5,542
Non-food catering costs	20	3
Fundraising costs	80	301
Attenders Travel Costs	-	-
	194,926	220,856
Support Costs		
Insurance	3,391	3,626
Pullman Court Maintenance	2,108	5,815
Pullman Court heating lighting & water rates	6,306	8,554
Pullman Court cleaning & waste disposal	6,903	10,582
	18,708	28,577
Administration Expenses		
Printing, Stationery and Postage	3,633	1,280
PR and Marketing	-	-
Office Equipment Maintenance	224	323
Telephone & broadband	3,856	3,366
Computer Software & Hardware	8,575	9,078
Trustees Expenses	-	- 322
Accountancy & legal costs	- 160	1,620
Miscellaneous Expenses	-	131
Professional Fees	2,339	2,300
Bank Charges	180	240
Membership Fees	-	155
Bad debt	-	- 236
Depreciation Office Equipment	3,203	284
Depreciation Fix & Fittings	446	1,586
	22,297	19,805
TOTAL EXPENDITURE FOR THE YEAR	235,930	269,238
DEFICIT OF INCOME OVER EXPENDITURE	- 11,707	- 22,704

This page does not form part of the statutory financial statements.