

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

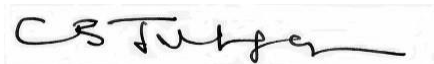
Affiliated to Headway UK – National Head Injuries Association

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

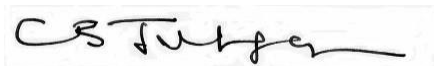
The directors of the company in office during the year were as follows:-

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.

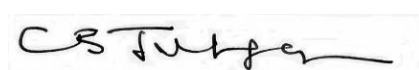
In the past year we have concentrated mainly on delivery of our core services, the Enablement Service and Individual Support for brain injury survivors and their families. It has been a challenging year, as owing to the coronavirus pandemic many of the services we offer had to be provided remotely. We 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.