

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

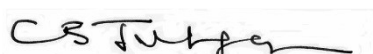
The directors of the company in office during the year were as follows:-

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.

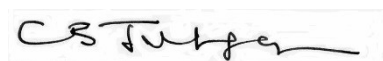
In the past year we have concentrated mainly on delivery of our core services, the Enablement Service and Individual Support for brain injury survivors and their families. It has again been a challenging year, as the charity has continued to recover from the effects of the coronavirus pandemic. We are 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
		£	£
<u>FIXED ASSETS</u>			
Freehold Property		576,771	576,771
Fixtures & Fittings	5	8,497	12,376
TOTAL FIXED ASSETS		585,268	589,147
<u>CURRENT ASSETS</u>			
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
<u>CREDITORS</u>			
Amounts falling due within one year	8	11,886	13,080
NET ASSETS		817,023	827,930
<u>CREDITORS</u>			
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").

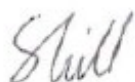
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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</u>		
<u>EXPENDITURE</u>	- 21,450	18,567

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