

**Charity number: 1004110**

**HEADWAY WIRRAL  
TRUSTEES REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**HEADWAY WIRRAL**

**REFERENCE AND ADMINISTRATIVE DETAILS OF HEADWAY WIRRAL  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Committee Members and Trustees**

Mrs. J. C. Dean - Chair of the Committee  
Mr. A. R. Anson - Trustee

**Charity registered number**

1004110

**Contact address**

c/o Mr. A. R. Anson, 2 Beauworth Avenue, Greasby, Wirral CH49 3QY

**HEADWAY WIRRAL  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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The Committee present their annual report together with the financial statements of Headway Wirral (the Charity) for the ended 31 December 2020. The Trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

**Structure, governance and management**

**a. CONSTITUTION**

The charity is governed by its Trust Deed. The Trustees acted throughout the year and received no remuneration or expenses during the year.

It is registered with the Charity Commission, charity number 1004110.

The principal object of the Charity is to provide help and support to people with an acquired brain injury and their families:

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The Committee appoints Trustees.

**c. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Charity is managed by the Committee via periodic committee meetings and the day-to-day operation of the charity is delegated by the Committee to Mr. P. Barr, Development Officer.

**d. RISK MANAGEMENT**

The Committee have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

**Objectives and Activities**

**a. POLICIES AND OBJECTIVES**

The objective of the charity is to raise funds through donations and grants in order to meet the charitable aims for which the Charity was established.

**b. ACTIVITIES FOR ACHIEVING OBJECTIVES**

The Company achieves its objectives through the provision of day centres for people in need of assistance and has sought to promote the charity in order to receive support and donations.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**Achievements and performance**

**a. RESERVES POLICY**

The Trustees aim to retain reserves at a maximum of six months expenditure.

## **b. KEY FINANCIAL PERFORMANCE INDICATORS**

The Charity generated incoming funds of £50,418 (2019: £36,152) during the year.

The charity expended £29,831 (2019: £32,651) of the incoming resources during the year resulting in a surplus of £20,587 for the year (2019: Surplus of £2,501).

## **c. REVIEW OF ACTIVITIES**

During the year the activities of the Charity were principally carried out through the operation of three day centres run at three different locations on the Wirral. The Trustees are encouraged by the progress made during the year of operations and plans are in place to expand operations into other geographical areas.

### **Financial review**

#### **a. FINANCIAL AND RISK MANAGEMENT OBJECTIVES AND POLICIES**

The scale of operations to date has been such that financial systems are required for managing risk and the Committee is satisfied that the systems in place are effective and provide a satisfactory basis for managing the activities of the Charity and managing risks. As the scale of activities increases the Trustees will introduce such systems as are appropriate to lessen risks.

#### **Plans for the future**

##### **a. FUTURE DEVELOPMENTS**

The Committee plan to continue and expand the current activities by opening additional day centres.

#### **EMPLOYEE INVOLVEMENT AND EMPLOYMENT OF THE DISABLED**

The Charity has 3 employees. Employees have been consulted on issues of concern to them by means of regular meetings and have been kept informed on specific matters directly by the Committee.

The Charity has implemented a number of policies in relation to all aspects of personnel matters.

- Equal opportunities policy
- Volunteers' policy
- Health & safety policy

In accordance with the Charity's Equal opportunities policy, the Charity has established fair employment practices in the recruitment, selection, retention and training of disabled staff.

Full details of these policies are available from the Charity.

This report was approved by the Trustees on 2 September 2021 and signed on their behalf by:

**A. R. Anson**

Trustee & Hon. Treasurer

**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY WIRRAL**

I report to the trustees on my examination of the accounts of Headway Wirral for the year ended 31 December 2020 which comprise the Income and Expenditure Account, Statement of Assets and Liabilities and Notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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

**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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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

Signed:  
Stephen Talbot FCA

Dated: 2 September 2021

**LANGTONS**

Chartered Accountants

The Plaza, 100 Old Hall Street, Liverpool  
L3 9QJ

**HEADWAY WIRRAL**  
**Registered Charity No.1004110**

**INCOME AND EXPENDITURE ACCOUNT**

**YEAR ENDED 31 DECEMBER 2020**

<b><u>INCOMING RESOURCES</u></b>	<b>General Funds</b>	<b>National Lottery</b>	<b>2020 Total</b>	<b>2019 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Incoming Resources from Generated Funds				
Fund Raising & Donations	4,174.71		<b>4,174.71</b>	16,797
Bank Interest Received	0.17		<b>0.17</b>	0
	<u>4,174.88</u>	<b>0.00</b>	<u><b>4,174.88</b></u>	<u>16,798</u>
Incoming Resources from Charitable Activities				
Donation - J MacGregor			<b>0.00</b>	500
Wellbeing for Wirral - Wirral MBC	10,416.04		<b>10,416.04</b>	8,021
Sponsorship	12,676.72		<b>12,676.72</b>	9,834
Steve Morgan Foundation	2,500.02		<b>2,500.02</b>	
P H Holt Foundation	4,200.00		<b>4,200.00</b>	
National Lottery	9,000.00		<b>9,000.00</b>	
HMRC - CJRS Grants	7,451.06		<b>7,451.06</b>	
<b>Total Incoming Resources</b>	<u>50,418.72</u>	<b>0.00</b>	<u><b>50,418.72</b></u>	<u>35,152</u>
<b><u>RESOURCES EXPENDED</u></b>				
Cost of Generating Funds				
Leaflets and Newsletters	38.82		<b>38.82</b>	78
Charitable Activities				
Wages	29,206.35		<b>29,206.35</b>	29,437
Employers NIC	0.00		<b>0.00</b>	0
Rent	0.00		<b>0.00</b>	818
Centre Clients' Activity Expenses	0.00		<b>0.00</b>	220
Computer costs	0.00		<b>0.00</b>	0
Bank Charges	78.72		<b>78.72</b>	131
Just Giving administration fees	216.00		<b>216.00</b>	216
Travel and sundry expenses	73.80		<b>73.80</b>	60
Governance Costs				
Headway Affiliation Fee	0.00		<b>0.00</b>	310
Employment law scheme subscription	217.61		<b>217.61</b>	269
Insurance	0.00		<b>0.00</b>	262
<b>Total Resources Expended</b>	<u>29,831.30</u>	<b>0.00</b>	<u><b>29,831.30</b></u>	<u>31,801</u>
<b>Net (Outgoing)/Incoming Resources for the Year</b>	<u><b>20,587.42</b></u>	<b>0.00</b>	<u><b>20,587.42</b></u>	<u>3,351</u>

**HEADWAY WIRRAL**  
**Registered Charity No.1004110**

**BALANCE SHEET**

**YEAR ENDED 31 DECEMBER 2020**

		<b><u>Total</u></b>	<b><u>2019</u></b>
		<b><u>£</u></b>	<b><u>£</u></b>
<b><u>ASSETS</u></b>			
<b><u>Current Assets</u></b>			
Bank current account		27,351.73	6,764
Bank deposit account		96.60	96
Cash in hand		1.50	2
		<u>27,449.83</u>	<u>6,862</u>
		<u>£ 27,449.83</u>	<u>6,862</u>
<b><u>Reserves</u></b>			
	<b><u>General</u></b>	<b><u>National</u></b>	
	<b><u>Funds</u></b>	<b><u>Lottery</u></b>	<b><u>Total</u></b>
Balances at 1st January 2020	2,262.97	4,599.44	6,862.41
			4,361
Net Incoming/(Outgoing) Resources for the Year	20,587.42	0.00	20,587.42
			2,501
<b>Balances at 31st December 2020</b>	<u>22,850.39</u>	<u>4,599.44</u>	<u>27,449.83</u>
			<u>6,862</u>
<b><u>Liabilities: falling due within one year</u></b>			
Rent		0.00	0
Insurance		343.02	0
HMRC - PAYE & NIC		0.00	0
		<u>343.02</u>	<u>0</u>

**Accounting Policy**

The financial statements of the charity are prepared on the basis of monies receivable and payable during the year in respect of its charitable activities, in accordance with the SORP and with the Charities Act.

The charity had three employees during the year.

These accounts were approved by the management committee on 2 September 2021.

A R Anson  
Treasurer/Trustee