

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

FINANCIAL STATEMENTS

31 DECEMBER 2021

Company Registration Number: 02659120

Charity Number: 1007207

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

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HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2021

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

Aims, Objectives and Public Benefit

The aims of the Charity are:

- to provide information, support and services to people with brain injury
- to provide information and support to their families and carers
- to promote understanding of all aspects of brain injury

In achieving these aims the objectives set by the Trustees include:

- Communicating the range of the Charity's services to local authorities, healthcare providers and the general public.
- Providing one-to-one Outreach within the community.
- Providing Centre-based services (currently at Frenchay – 5 days a week). Two outposts running from February 2021 at the Greenway centre. All activities adhere to covid guidelines,
- Providing a support service for those effected by brain injury and their families.
- Providing a drop-in evening service for those effected by brain injury their families and carers.
- Providing a Carers' Group to support families and carers.
- Improving the Charity's fundraising activities to ensure that sufficient income is generated to support the Charity's aims.
- Identifying a range of appropriate activities that meet the needs of the service users, their families and carers; and ensuring that all trustees, staff and volunteers receive the training and support necessary for them in their work.

There are no private benefits that are made available to the Charity's Trustees, staff or volunteers. The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities whilst being satisfied that the public benefit requirements are fully achieved.

Organisation

The Trustees meet as a Board a minimum of six times a year, administer the Charity and are responsible for charity governance, minimising risk and compliance with the Charity Commission guidelines. During the year, one Trustee resigned from the Board. On 8th September 2021 at the Charity AGM, the Charity saw the re- election of four Trustees and approved the appointment of Willum Long and Priscilla Norgren.

Following the AGM, the Board consisted of eight Trustees.

The Board have completed a thorough skills assessment in order to inform recruitment needs and are actively seeking new Trustees to join the Board to fill the vacant positions.

As part of the Charity's routine policies and procedures, all Trustees are provided with an induction to their role. They are invited to attend training and induction workshops within six months of joining, which covers charity governance, compliance and the essential duties and responsibilities of trustees and directors. All Trustees on the Board contribute their time voluntarily to additional sub-committee groups where they can offer knowledge and expertise. These groups include

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Governance, Quality & Risk (GQR), Winning Resources & Support (WRS), Finance and HR & Facilities and future planning meeting.

During 2020 and then continued into 2021 the director and board of trustees decided to increase the number of times they held full board meetings. This was based on the unprecedented time during the pandemic and the board wanting to be as fully informed of changes relating to this. It also gave support to the director with decision making outside the normal running of the charity based on need due to the pandemic.

This did mean that apart from the finance and future planning groups no other subcommittee groups met in this time as details from these groups were covered in the extra board meetings. The Charity will consider arrangements in 2022 to introduce bimonthly board meetings and reimplement subcommittee meetings if needed.

Mari Holcombe, Director, is the organisational director with responsibility for the day-to-day running and management of the Charity. The salary and role of the director are agreed by the Board of Trustees on an annual basis and as required as part of the performance management process.

Related Parties

There were no related party transactions in the year.

Affiliation

Headway Bristol is affiliated to Headway UK and the Charity is required to observe the Rules of Affiliation. Headway Bristol is an independent charity (Charity No. 1007207). The Charity is Registered at Companies House (Registration No. 02659120).

Review of Services & Activities

Impact of Covid-19

The impact of the pandemic has continued in 2021 to have a large impact on Headway Bristol.

We have found that there is a back log of individual awaiting assessments from local authorities which has seen a delay in Headway Bristol being able to offer support packages.

Support packages can only be set up and authorised once an assessment has taken place and the need for services has been agreed and the finance assessment has taken place.

We are working with the local authorities to look for possible solutions around these local and national issue however we have yet to find a resolution.

This has seen an increase for individuals needing to access our carers and support service whilst they await assessments.

Whilst it still felt it was a time of such uncertainty for everyone the organisation and its service users as well as staff continued to come together to ensure Headway's services continued as best, to ensure those most at need were supported in all aspects where possible.

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Overview of Services

The Charity's services are predominantly provided in Bristol, South Gloucestershire and North and North East Somerset. However, where there is a need identified, and no alternative appropriate service provider, the Charity will consider delivering these services outside these geographic areas where appropriate.

During 2021 to continue to support with covid restriction of limited numbers in day centre settings Headway Bristol took the decision to continue with our outposts to enable all clients to attend the day centre. The opening of the outposts was originally planned for late 2021 to support with clients who struggle to secure transport package mostly relating to funding and location restrictions. The charity now intends in 2022 to look at the logistics and need within other geographical areas we cover for further outposts.

Individuals access day and outreach services from Headway Bristol following an assessment of their needs including financial. These are funded either through spot purchases made by local authorities, or privately paid. These charges are the same regardless.

The Charity receives an annual grant from NHS Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group ('NHS BNSSG CCG') towards the cost of the Charity's services provided to service users, families, and carers and this is reviewed annually.

The charity is extremely grateful to NHS BNSSG CCG for reviewing and increasing the grant in 2021.

Headway Bristol carry out within or local hospitals and community integrating between both health and social care, we work hard to raise awareness of this within the work we do.

The specialist requirements for assisting children preclude the Charity from providing services to children under the age of sixteen with a brain injury. Otherwise, the Charity's services are available to all people with brain injury, subject to an assessment of needs, regardless of race, gender, religion, ethnicity, or social grouping. We do have strong relationships with charities and organisations that can provide support to children under the age of 16 so we can signpost accordingly.

In 2021 the Charity continued to have spot purchase contracts with Adult Community Care in Bristol, North Somerset, South Gloucestershire, and Bath & North East Somerset local authorities. Headway Bristol also held discussions with all three authorities to look at increasing costs of services to support with the ongoing cost increase the charity was set to incur for rent increase in our current building.

We are please all three local authorities saw the value of our specialist services and negotiations were successful to ensure the longer-term financial sustainability of the charity.

Brain injury is seen as a specialist service and is highlighted as such on potential care plans. The Charity has strong relationships with the funding authorities and works hard to promote a better understanding of the range of services offered.

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Re-ablement Day Centre

The Re-ablement Day Centre is the largest part of the services provided by the Charity.

During the pandemic we remodelled our services to remote virtual services however we were thrilled to open our doors late in 2020 into 2021 to welcome back our service users to face to face services. During 2021 we have continued with safety measures within the centre which has seen us for the year having reduced numbers which are outposts accommodate for however we have still been able to run a valuable service.

We have found that offer of external activities we link with have been reduced as the pandemic has seen an impact on many businesses however, we were pleased to notice at the end of 2021 an element of normal activity services has resumed with this.

Community Outreach Service

The Charity's one-to-one Community Outreach service, which is delivered in the community and within individuals' homes, continues to be commissioned by all the authorities the Charity works with. The Charity continues to see successes with service-users' rehabilitation which results in either decreasing or ending their support package and enabling them to move towards being independent. This is seen as a huge success for both service-users and highlights the effectiveness of the Charity's service.

The Charity's key objectives for both the Re-ablement Day Centre and Outreach fall into the following categories and a CRT programme is followed in each category:

- Physical health and fitness
- Gardening and physical games;
- Self-Care and Independent Living skills (cooking, food preparation, shopping, money management, bus travel, sew/mend, personal safety);
- Emotional & Mental Health (social prescribing, pamper sessions, talking groups, arts & crafts, yoga, relaxation);
- Social Skills & Relationships (talks and demonstrations, singing, quizzes, board games, pub lunches, visits and attractions); and
- Cognitive Skills and Strategies (reading, writing, literacy, numeracy, computers, memory games, speech and language).

All staff continue to work with a COVID-19 work bag which formed part of the initial risk reduction plan we had in place in 2020. These purchases were made possible by the infection control grants we were able to apply for and have continued to do so throughout 2021.

Hospital and Community Navigators

During 2020 the work of the hospital and community navigators changed dramatically due to the pandemic, and this has been the same throughout 2021. With restrictions within hospitals and GP surgeries it has seen us not being able to deliver face to face services.

We have worked closely with our external working partnerships to look at continuing our support in different ways but we as a charity have seen first-hand the negative impact the reduction of face to face or any support in some circumstances has had on carers.

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Headway Bristol have looked to adapt to the need of these people and in 2021 we resumed face to face support from our building.

We hope to be resuming our normal services within hospitals and GP surgeries in early to spring 2022.

Volunteer support

All volunteer support during 2020 were suspended and was slowly reintroduced back in September 2021.

Unfortunately, but understandably, some of our long-standing volunteers took the decision during this time to end their volunteering role with the charity.

Headway Bristol would again like to say how grateful we are for the dedication many of our volunteers have shown us over the years and the skills and positivity they brought to the charity and those who access services.

The charity as part of the restructure they undertook in 2021 are now looking to employ a volunteer coordinator plans to support the future of volunteers, engaging them to support the work of the charity within all areas of the business.

Future Developments

During 2021 the charity reflected on 2020 considering the impact COVID-19 has had on our brain injury community and how this may see the previous priorities of the charity change.

There had been an obvious increase for all the Charity services throughout the pandemic and thereafter and it became apparent as services were adapted in response to Covid-19 that the charity needed to consider how we offer services and looks to plan for additional services, to ensure the best care for our service users.

The charity decided to look at our staffing structure and also staff pay. These were both carried out at the same time.

As a result of this pay on average across the organisation increased by 11% and the following new roles were created in line with the needs, growth and direction of the charity:

- Services administrator 21 hours
- Business administrator 21 hours
- Volunteer coordinator 21 hours
- Carers lead 21 hours

The charity also changed two senior roles within the reablement centre and outreach service to manager roles.

This decision was based on the growth of the service and the need to create a senior management team.

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The Charity's relationships with its funders are of course crucial to its current service provision but also future plans.

Headway Bristol feel proud of its strong professional relationships with all three local authority funders and the NHS BNSSG CCG.

Successful negotiations for increase to day centre provision were had in 2021 which would be implemented in April 2022 and our NHS BNSSG CCG grant was also increased based on the work the charity carries outside outreach and centre services.

As part of the review of services, the board approved the continuation of our introduction of satellite centres in 2020 into 2021 to provide services in different locations but more importantly to enable us to offer services to all our service users based on reduced numbers in centre settings due to the covid restrictions.

Headway Bristol has actively been seeking grant support from the Big Lottery Reaching Communities Fund to further develop community-based satellite hubs during 2022. If successful, this will enable further support for service users to access services in their own communities. We hope to hear the outcome of this bid in early 2022.

Frenchay Beckspool Building Lease Ends

The Charity continued to hold meetings held with North Bristol NHS Trust regarding the Charity's lease on the Frenchay Beckspool Building, which was due to expire in January 2021.

Negotiations were agreed with an extension to the lease to 31st January 2022 with the charity incurring full rental costs from July 2021. The charity has included an estimate for the expected rental costs within the financial statements as the rental costs have not yet been confirmed by North Bristol NHS Trust'

The Charity continues to consider longer-term plans following the end of the lease. The charity spent a large part of 2021 in discussion with the owners of the Beckspool building. The purpose of these discussions had been regarding when the lease ends that the charity may look to become direct tenants and set up a new lease agreement.

There had been some promising conversations throughout the year.

Unfortunately, at the end of 2021 we were informed the ownership of the building was changing therefore making previous discussion void of any further negotiations.

Subsequent to the year end and as we moved into 2022 it was confirmed that North Bristol Trust are now the owners of the Frenchay Beckspool Building. Headway Bristol have been in discussions with them throughout 2022 looking at possible agreements and extension of our current contracts. To date, no agreement has been made however, assurance has been given from North Bristol Trust that should further lease agreements not be available to Headway Bristol a minimum of 12 months' notice to vacate the premises would be given.

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Fundraising

In 2020 due to the covid – 19 pandemic the charity saw its entire fundraising calendar of planned events cancelled and this continued into 2021.

We have seen a decline in the ability of individuals/groups/supporters being able to run fundraising events.

The charity applied to various grants and trusts to support with the loss of fundraising income and the team, along with our supporters, were dynamic with their thinking, holding online fundraising events.

Our charity partners - Airbus and the Great Western Chapter Harley Davidson group - continued to support the charity throughout the pandemic and whilst fundraising events they had planned could not go ahead they were instrumental in raising awareness of the charity which supported our various campaigns.

Headway Bristol is also extremely grateful for all the donations that have continued throughout 2021. The Charity has yet again been amazed that during such difficult times, individuals and groups still took the time to support us.

Headway Bristol is a member of the Institute of Fundraising and ensures compliance with the Fundraising Codes of Practice and is also registered also with the Fundraising Regulator. As a fundraising organisation, the Charity is committed to following the Fundraising Codes of Practice which include "Treating Donors Fairly: Responding to the needs of people in vulnerable circumstances and helping donors make informed decisions". The Charity's staff and volunteers in this area are trained in accordance with the Fundraising Regulators Code of Practice and, as such, this ensures that fundraising activities are neither intrusive nor persistent. No "cold calling" or similar telephone campaigns are carried out by Headway Bristol. All activity in the department was managed appropriately to drive best practice and steer compliance. There were no complaints received in 2021.

The Trustees and organisational director would like to thank everyone that has supported Headway Bristol in 2021 and they look forward to your support as the Charity develops. The Charity's supporters help to deliver a variety of services that has a huge impact on individuals, families and carers affected by brain injury.

Reserves Policy

Headway Bristol retains sufficient reserves to maintain and develop the core objectives of the charity. The main source of funding into Headway Bristol is from payments made by or on behalf of service users attending centre-based services at the Headway Centre and the one-to-one Outreach services.

Reserves are set by considering (where appropriate) the following:

- Cash flow (and forecasts).
- A review of existing funds and reserves.
- A review of future income streams.
- A review of likely future expenditure
- A review of past operational and other trends.

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- The likely effects of changes on the public and beneficiaries.
- A review of the major risks facing the Charity.
- An analysis of future needs, contingencies and risks the potential consequences for the Charity not being able to meet them.

The Trustees have reviewed the Charity's need for reserves in line with the guidance issued by the Charity Commission and believes that a prudent policy is to maintain reserves between 6-9 months of expenditure to protect the Charity from investment market risk and provide financial resilience in the event of extreme circumstances that may affect the Charity's ability to operate.

The minimum level of unrestricted, undesignated reserves held will be £300,000. The Trustees have also designated £300,000 (2020: £300,000) for possible relocation costs.

The reserves policy is reviewed annually by the Trustees.

At the balance sheet date, the Charity had reserves summarised as per the table below:

	2021	2020
	£	£
Unrestricted Funds:		
- Designated funds for relocation	300,000	300,000
- Minimum level of reserves	300,000	300,000
- Other general reserves	212,209	104,544
Restricted Funds:	11,720	1,000
Total Funds	823,929	705,544

The Trustees recognise the level of undesignated reserves is above the target range (£232,299 - £348,449) and work is ongoing to consider how these can be invested to support the objectives of the charity, including considering additional resource, outposts and further investment in unfunded services.

Investment Policy

The Charity holds a proportion of surplus cash as bank deposits but invests any excess funds with Brewin Dolphin as Headway Bristol's discretionary fund manager. Investments are made by the fund manager on behalf of the Charity across a range of equity investments to ensure there is an appropriate balance of risk and rewards within the portfolio. The Trustees review the investment portfolio and associated risk at regular meetings with Brewin Dolphin throughout the year and seek guidance from its professional adviser on future investment strategies

Financial Activities

Total Income for 2021 was £506,510 (2020: £532,375), with the Charity generating £105,789 (2020: £112,531) through donations and fundraising activities. Included in the 2021 figures were a realised gain of £49,763 on investments sold in the year and an unrealised gain of £26,711 in respect of investments still held by the Charity at year end. The comparative figures for 2020 were a realised gain of £2,934 and unrealised gain of £5,624. Total Expenditure increased from £447,549 in 2020

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to £464,599 in 2021. Investments held by Brewin Dolphin showed a net book value on 31 December 2021 of £770,767, compared to £584,450 on 31 December 2020.

Risk Management

The Trustees and organisational directors have considered risks and how they are managed.

The Charity introduced a new Risk Register and Risk Policy & Procedure in late 2018, which began being used as a live document on 2019. This has continued to be developed during 2020 and has been updated to reflect best working practise for the charity.

All Risks from all the sub-committees are now visible and reviewed monthly with the operational team and reviewed with the Trustees on a monthly basis.

All Risks were assessed in terms of Likelihood and Severity categorise Low 1-3 (Green), Medium 4-7 (Amber), High 8-10 (Red).

Part of our future planning following the pandemic has been looking at what risks may need to be considered and factored in.

A few key areas are a discussion point such as funding cuts to the health and social care setting impacting possible reduced packages of support or unable to qualify for any support. Recruitment concerns pre pandemic was already a talking point with our funders and commissioners.

Headway Bristol had already been considering how they could appeal to those looking to retain staff and appeal to those looking to join the social care sector and a pay review was carried out late 2021.

Election of the Board of Directors/Trustees

Retiring and new Trustees are elected at the Annual General Meeting.

One third of its membership retires each year but may be reappointed.

The organisational director of Headway Bristol also attends Trustee meetings and strategy days but is not entitled to vote.

The Board of Trustees appoints its Chair, Vice-Chair and Treasurer/Company Secretary.

The Board approves the Annual Accounts and appoints the independent examiner.

The Board has the power to co-opt new Trustees during the year to fill vacancies.
All the business of the Charity is conducted by the main Trustee body and sub-committee groups which are made up of Trustees and organisational directors.

The Board seeks new Trustees who bring useful skills and expertise – this includes experience of law, charity management, finance, risk management, fundraising marketing, health and social care, and experience of brain injury.

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2021

Responsibilities of the Trustees

The trustees (who are also directors of Headway Bristol Brain Injury Association Limited for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Joshua Kingston of Burton Sweet Limited was appointed as the charitable company's independent examiner during the year and has expressed his willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities".

Aug 25 2022

Signed by order of the Trustees on

Huw Ponting (Chair)



Registered office:

Headway Bristol
Frenchay Beckspool Building
Frenchay Park Road
Bristol
BS16 1LE

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

REFERENCE AND ADMINISTRATION

YEAR ENDED 31 DECEMBER 2021

Status

Headway Bristol Brain Injury Association Limited is a company limited by guarantee and a registered charity. It is constituted under a Memorandum of Association which establishes the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles the directors, who are Trustees for the purposes of charity law, are elected at the AGM to serve for a period of six years.

Directors

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Huw Ponting
Kay McCluskey
Heather Fry (resigned February 2021)
James Davies
John Bennett
Rees Batley
David Ball
Willum Long (Appointed 8th September 2021)
Priscilla Norgren (Appointed 8th September 2021)

Registered office

Headway Centre,
Frenchay Beckspool Building,
Frenchay Park Road,
Bristol, BS16 1LE

Independent Examiner

Joshua Kingston BSc ACA,
Burton Sweet Limited,
The Clock Tower,
5 Farleigh Court,
Old Weston Road,
Flax Bourton,
Bristol BS48 1UR

Bankers

Santander, Bootle, Merseyside, L30 4GB

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 DECEMBER 2021

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Joshua Kingston

Joshua Kingston, Bsc ACA
Burton Sweet Limited
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Aug 25 2022

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)

YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income from:					
Donations and grants	2	95,069	10,720	105,789	112,531
Other trading activities		1,082	-	1,082	1,437
Charitable activities	3	384,369	-	384,369	402,391
Investments	4	15,270	-	15,270	16,016
Total income		<u>495,790</u>	<u>10,720</u>	<u>506,510</u>	<u>532,375</u>
Expenditure on:					
Raising funds		6,418	-	6,418	4,325
Charitable activities	5	458,181	-	458,181	443,224
Total expenditure		<u>464,599</u>	<u>-</u>	<u>464,599</u>	<u>447,549</u>
Gains/(losses) on investments	12	76,474	-	76,474	8,558
Net income/(expenditure)		<u>107,665</u>	<u>10,720</u>	<u>118,385</u>	<u>93,384</u>
Transfers between funds	17	-	-	-	-
Net movement in funds		<u>107,665</u>	<u>10,720</u>	<u>118,385</u>	<u>93,384</u>
Total funds at 1 January	17	704,544	1,000	705,544	612,160
Total funds at 31 December	17	<u>812,209</u>	<u>11,720</u>	<u>823,929</u>	<u>705,544</u>

The Charity has no recognised gains or losses other than the results for the year as set out above.
All of the activities of the charity are classed as continuing

The prior year fund comparatives are set out in note 10

The notes on pages 16 to 25 form part of these financial statements

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2021

Company number 02659120

		2021 £	2020 £
Fixed assets	Note		
Tangible assets	11	25,533	30,355
Investments	12	<u>770,767</u>	<u>584,450</u>
		796,300	614,805
Current assets			
Debtors	13	31,758	28,569
Cash at bank and in hand		<u>64,128</u>	<u>97,167</u>
		95,886	125,736
Creditors : amounts falling due within one year	14	<u>(68,257)</u>	<u>(34,997)</u>
Net current assets		27,629	90,739
Net assets		<u>823,929</u>	<u>705,544</u>
Funds			
Designated funds	18	300,000	300,000
General funds	18	<u>512,209</u>	<u>404,544</u>
Total unrestricted funds		812,209	704,544
Restricted funds	18	11,720	1,000
		<u>823,929</u>	<u>705,544</u>

For the year ending 31 December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Aug 25 2022

These financial statements were approved by the trustees on and are signed on their behalf by:



Huw Ponting
Trustee

The notes on pages 16 to 25 form part of these financial statements

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

CASH FLOW STATEMENT

YEAR ENDED 31 DECEMBER 2021

	Note	2021 £	2020 £
Net cash inflow/(outflow) from operating activities	15	62,640	84,143
Non-operational cashflows:			
Investing activities			
Purchase of fixed assets		(1,106)	(21,647)
Payments for investments		(415,295)	(169,536)
Proceeds from sale of investments		305,682	81,560
Investment income		15,270	16,016
Net cash inflow/(outflow) for the year	16	<u>(32,809)</u>	<u>(9,464)</u>

Cash flow restrictions

Charity law forbids the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own Objects, except on special authority. In practice this restriction has not had any effect on cash flows for the year.

The notes on pages 16 to 25 form part of these financial statements

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

- a) The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) or Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2019.

The trustees consider that the 'going concern' basis remains appropriate for the preparation of the charity's financial statements despite the significant uncertainty caused by the worldwide COVID-19 crisis. Whilst there has been a significant impact on the charity's operations, the trustees are confident the charity has sufficient reserves to meet these challenges.

The charity meets the definition of a public benefit entity under FRS102.

b) Investments

Listed investments are held at market value, and represent investments administered by investment managers on behalf of the charity. Unrealised gains and losses arising on the revaluation of investments are credited or charged to the Statement of Financial Activities and are allocated to the appropriate fund according to the "ownership" of the underlying assets. Unlisted investments are held at cost less any impairment.

c) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

d) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

e) Cash at bank & in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

f) Income from donations is included in income when these are receivable, except as follows:

- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;
- ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

g) Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable/payable. All material grants are disclosed in accordance with the Statement of Recommended Practice.

h) Legacies are recognised when the charity is legally entitled to the legacy and the amount can be quantified with reasonable accuracy. Entitlement is regarded as the earlier of the charity being notified of an impending distribution or the legacy being received.

i) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

1 Accounting policies (continued)

- j) Support costs are allocated in proportion to the total direct costs. Governance costs include the costs which relate to meeting the constitutional and statutory requirements of the charity.
- k) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:
- Leasehold property - over the term of the lease
 - Equipment - 15% per annum reducing balance
 - Computer equipment - 20% per annum reducing balance
 - Motor vehicles - 20% per annum reducing balance
- l) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- m) Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects. Designated funds may be re-designated if, in the opinion of the trustees, a change in circumstances make this appropriate.
- n) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 Donations and grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations	24,564	10,720	35,284
Bristol, N Somerset & S Gloucestershire CCG Grant	37,500	-	37,500
Local authority Infection control Grant	32,353	-	32,353
Membership fees	151	-	151
Gift Aid	501	-	501
	<u>95,069</u>	<u>10,720</u>	<u>105,789</u>

Prior year comparatives

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations	26,389	-	26,389
Bristol, N Somerset & S Gloucestershire CCG Grant	30,075	-	30,075
Local authority Infection control Grant	54,735	-	54,735
Membership fees	696	-	696
	<u>111,895</u>	<u>-</u>	<u>111,895</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

3 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Service Contracts:				
Bristol City Council	175,724	-	175,724	206,392
South Gloucestershire Council	140,154	-	140,154	140,852
North Somerset Council	22,161	-	22,161	23,110
Private attendance fees	46,330	-	46,330	32,037
	<u>384,369</u>	<u>-</u>	<u>384,369</u>	<u>402,391</u>

The prior year comparatives are represented by unrestricted funds.

4 Income from investments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Dividends	15,179	-	15,179	15,772
Interest Received	91	-	91	244
	<u>15,270</u>	<u>-</u>	<u>15,270</u>	<u>16,016</u>

The prior year comparatives are represented by unrestricted funds.

5 Expenditure on charitable activities

	Direct costs £	Support costs £	Total costs 2021 £
Activities:			
Headway Centre	111,532	93,331	204,863
Outreach	146,489	90,416	236,905
Support & Carers, Young People and Community	3,183	13,230	16,413
	<u>261,204</u>	<u>196,977</u>	<u>458,181</u>
Prior year			
	Direct costs £	Support costs £	Total costs 2020 £
Headway Centre	91,236	80,888	172,124
Outreach	131,893	84,074	215,967
Support & Carers, Young People and Community	4,660	50,473	55,133
	<u>227,789</u>	<u>215,435</u>	<u>443,224</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

5 Expenditure on charitable activities (continued)

Support costs

	2021	2020
	£	£
Management staff costs	88,053	137,567
Staff costs	50,846	52,926
Publications	48	47
Recruitment costs	2,224	345
Training	5,671	(5,629)
Insurance	2,090	2,160
Travelling and accommodation	4,689	3,684
Volunteers' expenses	-	17
Rent	10,720	1,581
Repairs and maintenance	44	31
IT costs	11,308	2,540
Membership fees	865	127
Legal and professional	4,191	2,213
Printing, stationery and postage	3,002	2,920
Depreciation	5,928	6,548
Governance (note 6)	2,286	2,451
Other costs	5,012	5,907
	<u>196,977</u>	<u>215,435</u>

Support costs are allocated between activities based on usage.

6 Governance costs

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2021	2020
	£	£	£	£
Independent examination fees - current year	2,100	-	2,100	2,196
underprovided in prior year	186	-	186	240
AGM and trustee meeting costs	-	-	-	15
	<u>2,286</u>	<u>-</u>	<u>2,286</u>	<u>2,451</u>

All governance costs in 2020 were unrestricted.

7 Net income for the year

This is stated after charging:

	2021	2020
	£	£
Depreciation	5,928	6,548
Independent examiner's fee	2,100	2,196
Trustees' expenses (Nil trustees)	-	-
	<u>-</u>	<u>-</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

8 Staff costs and numbers

The aggregate payroll costs were:

	2021	2020
	£	£
Wages and salaries	317,553	371,257
Social security costs	16,613	21,161
Employers pension contributions	8,116	9,784
	<u>342,282</u>	<u>402,202</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year, calculated on the basis of a headcount, was as follows:

	2021	2020
	No.	No.
Administration	6	6
Care and support	19	19
	<u>25</u>	<u>25</u>

The key management personnel consists of the trustees, operations director, operations manager and the finance manager. The key management personnel received total remuneration of £88,052 (2020: £93,845).

9 Taxation

The charity is exempt from corporation tax on its charitable activities.

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

10 Fund comparatives

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Income from:			
Donations	112,531	-	112,531
Other trading activities	1,437	-	1,437
Charitable activities	402,391	-	402,391
Investments	16,016	-	16,016
Total income	<u>532,375</u>	<u>-</u>	<u>532,375</u>
Expenditure on:			
Raising funds	4,325	-	4,325
Charitable activities	443,224	-	443,224
Total expenditure	<u>447,549</u>	<u>-</u>	<u>447,549</u>
Gains/(losses) on investments	8,558	-	8,558
Net income/(expenditure)	<u>93,384</u>	<u>-</u>	<u>93,384</u>
Transfers between funds	20,000	(20,000)	-
Net movement in funds	<u>113,384</u>	<u>(20,000)</u>	<u>93,384</u>
Total funds at 1 January	591,160	21,000	612,160
Total funds at 31 December	<u>704,544</u>	<u>1,000</u>	<u>705,544</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

11 Tangible fixed assets

	Leasehold Property £	Equipment £	Computer Equipment £	Motor Vehicles £	Total £
Cost					
At 1 January 2020	247,692	25,079	22,489	51,099	346,359
Additions	-	-	1,106	-	1,106
At 31 December 2021	<u>247,692</u>	<u>25,079</u>	<u>23,595</u>	<u>51,099</u>	<u>347,465</u>
Depreciation					
At 1 January 2020	247,692	22,210	19,403	26,699	316,004
Charge for the year	-	430	618	4,880	5,928
At 31 December 2021	<u>247,692</u>	<u>22,640</u>	<u>20,021</u>	<u>31,579</u>	<u>321,932</u>
Net book value					
At 31 December 2021	<u>-</u>	<u>2,439</u>	<u>3,574</u>	<u>19,520</u>	<u>25,533</u>
At 31 December 2020	<u>-</u>	<u>2,869</u>	<u>3,086</u>	<u>24,400</u>	<u>30,355</u>

12 Investments

	2021 £	2020 £
Market value as at 1 January	584,450	514,445
Additions at cost	415,295	169,536
	<u>999,745</u>	<u>683,981</u>
Sale proceeds	(305,682)	(81,560)
Gain on sales	49,763	2,934
	<u>743,826</u>	<u>605,355</u>
(Decrease) / increase in cash deposit held by brokers	230	(26,529)
Unrealised (loss)/gain on revaluation	26,711	5,624
Market value as at 31 December	<u>770,767</u>	<u>584,450</u>
Historical cost at 31 December	<u>663,140</u>	<u>503,477</u>

13 Debtors

	2021 £	2020 £
Trade debtors	27,165	23,505
Prepayments, Other debtors and accrued income	4,593	5,064
	<u>31,758</u>	<u>28,569</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

14 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	9,158	4,552
Accruals	2,834	1,878
Deferred income	10,000	7,500
Other creditors	46,265	21,067
	<u>68,257</u>	<u>34,997</u>

15 Reconciliation of net movement in funds to net cash inflow from operating activities

	2021	2020
	£	£
Statement of Financial Activities: net movement in funds	118,385	93,384
Depreciation	5,928	6,548
Loss / (gain) on investments	(26,711)	(5,624)
Investment income	(15,270)	(16,016)
Profit on sale of investments	(49,763)	(2,934)
(Decrease)/increase in creditors	33,260	(7,725)
(Increase)/decrease in debtors	(3,189)	16,510
Net cash inflow/(outflow) from operating activities	<u>62,640</u>	<u>84,143</u>

16 Analysis of changes in cash and cash equivalents during the year

	2021	2020	Movement
	£	£	£
Cash at bank and in hand	64,128	97,167	(33,039)
Cash in investment brokers account	7,356	7,126	230
Cash and cash equivalents	<u>71,484</u>	<u>104,293</u>	<u>(32,809)</u>
	2020	2019	Movement
	£	£	£
Cash at bank and in hand	97,167	80,102	17,065
Cash in investment brokers account	7,126	33,655	(26,529)
Cash and cash equivalents	<u>104,293</u>	<u>113,757</u>	<u>(9,464)</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

17 Movement in funds

	1 January 2021 £	Income and gains £	Expenditure and losses £	Transfers £	31 December 2021 £
Unrestricted funds					
Designated funds - relocation costs	300,000	-	-	-	300,000
General funds	404,544	572,264	(464,599)	-	512,209
	<u>704,544</u>	<u>572,264</u>	<u>(464,599)</u>	<u>-</u>	<u>812,209</u>
Restricted funds					
Activities	1,000	-	-	-	1,000
John James - christmas event	-	720	-	-	720
CRM	-	10,000	-	-	10,000
	<u>1,000</u>	<u>10,720</u>	<u>-</u>	<u>-</u>	<u>11,720</u>
Total funds	<u>705,544</u>	<u>582,984</u>	<u>(464,599)</u>	<u>-</u>	<u>823,929</u>

Prior year

	1 January 2020 £	Income and gains £	Expenditure and losses £	Transfers £	31 December 2020 £
Unrestricted funds					
Designated funds - relocation costs	250,000	-	-	50,000	300,000
General funds	341,160	540,933	(447,549)	(30,000)	404,544
	<u>591,160</u>	<u>540,933</u>	<u>(447,549)</u>	<u>20,000</u>	<u>704,544</u>
Restricted fund					
John James - replacement van	20,000	-	-	(20,000)	-
Activities	1,000	-	-	-	1,000
	<u>21,000</u>	<u>-</u>	<u>-</u>	<u>(20,000)</u>	<u>1,000</u>
Total funds	<u>612,160</u>	<u>540,933</u>	<u>(447,549)</u>	<u>-</u>	<u>705,544</u>

The general unrestricted funds are able to be utilised at the discretion of the trustees in line with the objects of the charity. Free reserves are part of general reserves and are considered in the Trustees' reserves policy which is stated on pages 7 and 8 of the Trustees' Annual Report.

Relocation Costs

Future relocation costs that may arise on expiration of the current lease for the Headway Centre.

Activities

The charity received funds for outdoor activities, but has been unable to use them in the current year. It expects to be able to use them in the coming year.

John James - replacement van

Funds received to purchase a new van.

John James - christmas event

Funds received to for the SU's Christmas event

CRM

Funds to assist with Computer & Programmes Purchases

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

18 Analysis of net assets between funds

Year ended 31 December 2021	Investments	Tangible Fixed assets	Other Net assets	Total
	£	£	£	£
Unrestricted funds				
Designated funds	300,000	-	-	300,000
General funds	470,767	25,533	15,909	512,209
	<u>770,767</u>	<u>25,533</u>	<u>15,909</u>	<u>812,209</u>
Restricted funds	-	-	11,720	11,720
	<u>770,767</u>	<u>25,533</u>	<u>27,629</u>	<u>823,929</u>

Analysis of net assets between funds - prior year

Year ended 31 December 2020	Investments	Tangible Fixed assets	Other Net assets	Total
	£	£	£	£
Unrestricted funds				
Designated funds	300,000	-	-	300,000
General funds	284,450	30,355	89,739	404,544
	<u>584,450</u>	<u>30,355</u>	<u>89,739</u>	<u>704,544</u>
Restricted funds	-	-	1,000	1,000
	<u>584,450</u>	<u>30,355</u>	<u>90,739</u>	<u>705,544</u>

19 Company limited by guarantee

The company is limited by guarantee and, as such, has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.

20 Related parties

There are no transactions with trustees or other related parties other than those disclosed as required by to SORP elsewhere in the financial statement.