

# **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



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20/09/2022

#171

COMPANIES HOUSE

**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. – 8<sup>th</sup> September 2021**
- 3 Trustee's Report**
- 4 To receive the Accounts of the Company for the year ended 31<sup>st</sup> 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**



**22<sup>nd</sup> 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

## **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
<b><u>Incoming Resources</u></b>		£	£	£	£	£
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
<b>Total Incoming resources</b>		-	-	263,519	263,519	225,793
<b><u>Charitable Expenditure</u></b>						
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
<b>Total Charitable Expenditure</b>		-	-	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
<b>NET MOVEMENT IN FUNDS</b>		-	-	18,568	18,568	- 11,707
<b>FUND BALANCES AT 1ST JANUARY 2021</b>		14,200	35,000	201,856	251,056	262,763
<b>FUND BALANCES AT 31ST DECEMBER 2021</b>	4	14,200	35,000	220,424	269,624	251,056

<b>BALANCE SHEET</b> as at 31st December 2021		<b>2021</b> £	<b>2020</b> £
<b><u>FIXED ASSETS</u></b>			
Freehold Property		576,771	576,771
Fixtures & Fittings	5	12,376	12,558
<b>TOTAL FIXED ASSETS</b>		<b>589,147</b>	<b>589,329</b>
<b><u>CURRENT ASSETS</u></b>			
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
<b>TOTAL CURRENT ASSETS</b>		<b>251,863</b>	<b>247,935</b>
<b>CREDITORS</b>			
Amounts falling due within one year	8	13,080	14,901
<b>NET ASSETS</b>		<b>827,930</b>	<b>822,363</b>
<b>CREDITORS</b>			
Amounts falling due more than one year	9	150,000	150,000
<b>NET ASSETS</b>		<b>677,930</b>	<b>672,363</b>
<b>FUND BALANCES</b>			
Capital Reserves		413,908	413,908
Designated		35,000	35,000
Restricted	4	7,990	20,990
Unrestricted		221,032	202,465
<b>TOTAL FUND BALANCES</b>		<b>677,930</b>	<b>672,363</b>

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 8 and 9 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

<b>NOTE 4. DESIGNATED AND RESTRICTED FUNDS</b>	<b>1 Jan. 2021</b>	<b>Received</b>	<b>Spent</b>	<b>31 Dec. 2021</b>
	£	£	£	£
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
<b>Total Restricted Funds</b>	<b>49,200</b>	<b>9,500</b>	<b>15,710</b>	<b>42,990</b>



## 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 <sup>st</sup> January	23,491	25,060
Unrealised investment gain/(loss)	3,058	(1,569)
Market value at 31 <sup>st</sup> December	26,549	23,491
Cost 31 <sup>st</sup> 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**

<b><u>INCOME</u></b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
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
	<b>266,578</b>	<b>224,223</b>
<b><u>EXPENDITURE Direct Costs</u></b>		
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	-	-
	<b>201,469</b>	<b>194,926</b>
<b><u>Support Costs</u></b>		
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
	<b>24,086</b>	<b>18,708</b>
<b><u>Administration Expenses</u></b>		
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
	<b>22,456</b>	<b>22,296</b>
<b>TOTAL EXPENDITURE FOR THE YEAR</b>	<b>248,011</b>	<b>235,930</b>
<b><u>DEFICIT OF INCOME OVER EXPENDITURE</u></b>	<b>18,567</b>	<b>- 11,707</b>

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