

Registered number: 03731392
Charity number: 1075338

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

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HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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HEADWAY SUFFOLK LTD
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees	Owen Thurtle, Chair Kevin Woollard, Chair (resigned 7 September 2020) Terence Hunt, Vice Chair Roy Dunnett, Hon Treasurer Tom Cook Humphry Adair Gayle Fogg-Elliot Mohammad Al-Masud (resigned 18 June 2020) Timothy Humpage Sajid Alam Carole Almond (appointed 7 September 2020) Alec Charnley (appointed 7 September 2020) Hazel Chittock (appointed 7 September 2020) Susan Smith (appointed 7 September 2020) Richard Foyster (appointed 21 April 2021)
Company registered number	03731392
Charity registered number	1075338
Registered office	Epsilon House West Road Ipswich IP3 9FJ
Website	www.headwaysuffolk.org.uk
Chief Executive Officer	Helen Fairweather
Independent auditor	Scrutton Bland LLP Chartered Accountants Fitzroy House Crown Street Ipswich Suffolk IP1 3LG
Bankers	Barclays, Saffron Building Society, COIF, Lloyds Bank and CAF

HEADWAY SUFFOLK LTD
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CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

The chairman presents his statement for the year.

Each year, around 350,000 people are admitted to hospital in the UK with a brain injury of some sort, whether traumatic, vascular or degenerative. Most of these people will require some form of short or long term support or rehabilitation. Headway Suffolk recognises this and is committed to providing a wide range of support and rehabilitation services throughout Suffolk to ensure that those in our County who are affected by a wide range of Neurological Conditions, have services and facilities available to help and support them.

It is still a major challenge to procure adequate funding to enable us to provide our services, this is due to the financial inability of Local Authorities and National Government departments to provide adequate support for clients who have been used to reliance on these sources in the past to provide adequately funded care. The continuing reduction in benefits to those most vulnerable is creating great hardship. The rise in the Minimum wage and increase in general costs and the demand for ever higher quality service means that finances are always under strain; however, we are grateful for grants which have helped us to continue services this year, and purchase good supplies of PPE, and we note that there is a rise in the payments we can expect from Suffolk County Council (SCC) in the next year.

Headway Suffolk was affected, like the rest of the Country during 2020/21 by the Covid 19 pandemic. Our hubs, with the exception of the Ipswich hub, closed overnight. The Ipswich hub remained opened to a few very vulnerable clients. The Bury hub opened as soon as it could. Numbers at both hubs remained low throughout the year and were fluid between lockdowns. Those that could not attend were supported on our virtual hub, by weekly phone calls, activity books and food parcels. Home care remained busy throughout the year. At the worst of the crisis the Trustees met, on line, almost every week.

A large amount of time and money was spent in keeping our services Covid 19 safe and secure through the provision of PPE and also screens, fogging machines and extra cleansing facilities. This was a significant extra burden for our staff, as their work did not allow them to retreat to home working.

In spite of these difficulties I am pleased to report that Headway Suffolk has continued to recruit new Trustees with a wide range of experience and ability to guide the Charity to a sustainable future; these have included relations of clients making use of Headway Suffolk's services and an ex-employee of the Charity.

The Charity has also continued to recruit new staff who provide a high quality of service; however this remains a big challenge as we are required to ensure continuing higher standards of commitment and qualifications for staff while being limited in our ability to pay realistic wages when compared with commercial employers. The Charity continues to provide regular training to its staff, and Zoom has enabled some of that training to happen in a place convenient to staff, namely their homes.

In the course of the year clients of Headway Suffolk have redesigned our Logo and it now appears on our paperwork.

I am very proud of the standard of service that our dedicated and hardworking staff team continue to provide during the pandemic ensuring our clients are safe and well during these very challenging times.

The future remains challenging but I remain confident that Headway Suffolk will continue to address the needs of those who require our services and that the Charity is well served by staff and trustees to ensure a continuing exciting and progressive future.


O Thurtle - Chairman
Date: 19 August 2021

HEADWAY SUFFOLK LTD
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the audited financial statements of Headway Suffolk for the year 1 April 2020 to 31 March 2021.

The Directors, who are also referred to as Trustees, are pleased to present their annual report together with the accounts and financial statements of the Charity for the year ending 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and *Accounting and Reporting by Charities: Statement of Recommended Practice* applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities including public benefit

The Objectives of the charity are:

- To promote understanding of all aspects of brain injury and other neurological conditions; and
- To provide information, support, bespoke appropriate care and rehabilitation services to people with an acquired brain injury or other acquired neurological condition, their families and carers.

The vision that shapes our annual activities remains the promotion of a comprehensive understanding of the devastating effects of brain injury along with the provision of the most advantageous care and support to those affected and is guided by the following Values Statement:-

Headway Suffolk

- Values the individual and believes in the equal right of all to realise their potential
- Believes in countering the disadvantage and social exclusion experienced by people with brain injury and other neurological conditions, their families and carers, by encouraging voluntary action in its diverse forms
- Values and respects diversity and disability, race, culture, religion and sexual orientation
- Believes that people with brain injuries, neurological conditions their families and carers and concerned professionals should work together in pursuit of shared goals
- Believes that the Headway Suffolk movement has a vital role to play in lobbying for improvements in statutory services and is proud to provide services to Suffolk County Council and the East Suffolk and Ipswich Clinical Commissioning Group ('CCG') and West Suffolk CCG.
- Values the commitment to improving the lives of people with brain injury, neurological conditions, their families and carers, shown by its Trustees, Employees, Volunteers, Members and Supporters
- Recognises and values the work which Headway Suffolk Groups carry out with people who have survived all types of acquired brain injury and neurological conditions, their families and carers
- Believes that carers and people with brain injuries and neurological conditions who use services should be consulted by service providers and involved in service delivery wherever possible.

HEADWAY SUFFOLK LTD
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Activities

Social Rehabilitation

Headway Suffolk is able to offer social day rehabilitation to clients with a wide range of neurological conditions at our main hubs in Ipswich and Bury St Edmunds. After assessment clients are able to engage in a wide range of activities to suit their needs. This may include, art and craft, basic skills, living skills, IT, music and drama in addition to physical activities provided by regular visits to the local outside Gym together with working on our own allotment to produce some of the food used in our teaching kitchen at Ipswich. This year we have also introduced Nordic Walking, all these activities are instrumental in assisting clients to achieve their short and long term goals.

Virtual hubs

Due to Covid 19 many clients were unable to attend our hubs. Headway Suffolk's rehab activities were transferred to a virtual platform. Tablets were provided to many clients so that they could access these twice daily sessions. Our popular Understanding Brain injury course was also moved onto Zoom. Activity packs were delivered to those who could access the internet.

Food parcels

As our clients struggled to shop during the pandemic and to purchase food, Headway Suffolk registered as a food bank and delivered food on a weekly basis. Extra hampers were delivered at Christmas. The Charity also cooked and delivered its own ready meals, as such products could not be purchased during the first lockdown, after approval of our cooking facilities.

Home Care - Community Support

The Charity continues to support people in their own home, helping them with personal care, taking medication and daily living tasks. In addition, they have supported them to take part in leisure activities, to attend health care appointments and to follow hobbies. For some clients we give 24-7 care. Headway Suffolk Home Care team are inspected by the Care Quality Commission ('CQC') and were given a rating of GOOD at the last inspection which took place in June 2018.

Transport

During the last 12 months Headway Suffolk has maintained its in house transport fleet of 5 Minibuses. The lease on the fleet of 17 small cars ended during this financial year. It was decided to return them and to take out a lease on 17 new Suzuki Ignis' which enable Home Care and Hub staff to safely transport clients to individual activities instead of using their personal vehicles over which the Charity do not have control. All Headway Suffolk vehicles are fitted with safety and monitoring equipment which enable Managers to constantly monitor legal compliance and tracking ability to help keep clients and staff safe.

Brainy Dogs

This project continues to form a valuable part of the services that we offer and still attracts interest and funding from a variety of sources including a further grant from the Big Lottery during the year. The project gives our service users the ability to acquire a companion dog of their own or to have regular contact with the dogs in training at the centre. Our Brainy Dog staff also do home visits to individuals and in the community. It provides the opportunity for regular exercise for our service users by taking a dog for a walk and importantly provides companionship for service users who live alone.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Clinical Therapies

This important service was funded by the Big Lottery until 31 December 2020. As well as providing one to one support the therapists deliver dementia groups, understanding brain injury courses, and carers support groups. The service is currently part funded by the Brompton Trust and core funding.

Campaigning

During the last year Headway Suffolk has continued to provide education in all aspects of brain injury to local schools, local authority, healthcare, police departments and the local prison service.

Our CEO meets regularly with Suffolk County Councillors from all parties, writes to all District, Borough and Parish Councillors on a regular basis and is in contact with all Suffolk's MPs so that they understand the needs of our clients and the work that Headway Suffolk carries out. Useful contacts have also been formed with the Suffolk High Sheriff and the County Lord Lieutenant.

Achievements and performance

The financial review and statement of financial affairs shown later in this document provides a detailed picture of the financial performance of the charity. 2020/21 was another busy year for the Charity with many challenges but with good progress on many fronts.

Standards

During the last year the Charity maintained its compliance with CQC and Headway UK Governance Standards which assists in bringing continuing confidence and recognition from funders and other professional bodies.

Satellite Centres

These have been temporarily closed during 2020/21 due to Covid 19.

CRM System

The integrated CRM system continues to provide important information enabling staff to monitor and organise activities and is proving useful in all aspects of management of the Charity, recording and retrieving important statistics and information on performance of the two main centres and the satellites. It is also a very important tool in the implementation and administration of our Home Care Service.

GDPR

To enable compliance with the requirements imposed by the introduction of the new General Data Protection Regulations in May 2018. All Email and Office software systems have now been switched over to Microsoft Office 365, dedicated tablets and or laptops have been provided to all staff to ensure personal devices are no longer required for any Headway Suffolk communications. This ensures better security of information used and a common system with regularly updated and compliant office communication.

Volunteers Value

The value of volunteers is difficult to quantify but volunteers contribute in many ways to the running of the charity both in the centres as volunteer support to permanent staff, together with various other external activities. We continue to value our volunteers as an essential part of our operations.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Training

Headway Suffolk now has a respected internal training department which ensures all staff reach their full potential. All care staff are qualified to level 2 in care with 90% trained to level 3. All staff receive training in first aid and manual handling by our qualified in house trainers. We have developed a partnership with a local commercial company to deliver e-learning to our staff on a range of topics. This training is also available and attended by some Trustees.

Public Benefit

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. They are of the opinion that the provision of a range of services, free at the point of delivery, enables Headway Suffolk to meet its obligation to provide public benefit.

These services include the provision of information to local organisations, raising the awareness of brain injury in the County. The provision of Drop-in Advice and Support Groups for service users and their families including access to the in house Counselling service.

Provision of work experience to college and university students, apprenticeships and placements have taken place in a Covid safe manner.

Financial review

Overview

During the year operating income and expenditure have both seen a significant decrease compared with last year, this is due mainly to the Covid-19 pandemic which meant that our centres had to be temporarily closed or open at a significantly reduced capacity. However, the significant increase in grants and donations throughout the period have meant the Charity has not been adversely affected financially.

The services we provide have continued to improve and expand slowly and we continue to provide a high level of training to our staff. Our transport fleet generates a significant expenditure but is necessary due to the unwillingness of the local authority social services to fund essential transport for the majority of our clients. At the same time we are offered care rates by social services which do not fully cover the costs and the shortfall has to be funded from other sources to keep a healthy balance and ensure we do not drive people away due to funding difficulties.

Income

Our Income has seen a marginal increase during the year to £1,809,203 from £1,548,776 last year. However, it is prudent to note that Centre Attendance Fees have decreased significantly to £189,316 from £539,368 reflecting the impact of Covid-19 within the Centre Hubs but that Community Support fees have seen a minor increase from £613,759 to £617,059. The other main stream of income, not directly within our control, is Grants and Donations. This year Grants and Donations amount to £883,091 a significant increase from last year. Around half of this income (£471,958) is Restricted Income, i.e. tied to specific expenditure not normally available for general revenue purposes.

Expenditure

Expenditure has seen a decrease of £8,435 over last year which reflects the action taken to reduce staff costs together with the introduction of more efficient working practices. Costs incurred on the property project over the past few years were impaired in 2020/21 due to the pandemic leading to a postponement and subsequent change of plan with regard to the future property strategy.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Balance Sheet

Debtors & Creditors - The Finance group monitors all income and expenditure on a monthly basis and particularly focuses on Debtors and Creditors to ensure this does not become a problem. The Mortgage on our Epsilon House Property is the only long-term Creditor and the sum outstanding on it has reduced by a further £13,974 to £350,949, in addition the Finance Agreement on the fleet cars has an outstanding balance of £193,784.

Our Net Assets amount to £941,673 or 75% of our Annual Expenditure. They include the unexpended Restricted Funds and the net value of our premises [Epsilon House].

Balances are held at six different banks so that the guarantee for such funds is not exceeded. The payroll has thus to be sourced from more than one bank as it averages £89,562 a month, which is above the guarantee limit.

£450,511 worth of Restricted Funds have been expended during the year leaving £86,982 at the year end, in comparison with the £65,245 remaining unspent from previous years.

Risk Assessment, Reserves and Investment Strategy

The Trustees and the CEO are conscious that revenue is difficult to predict, but reserves need to be kept at a realistic level to enable the charity to function effectively and they consider that at least 3 months operational reserves should be held and available at all times for this purpose and have a risk management strategy which comprises:

- An annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the annual review; and
- The implementation of procedures designed to minimise any potential impact on the charity should the identified risks materialise.

Through the risk management processes established for the charity the Trustees are satisfied that any major risks identified have been adequately mitigated where necessary. It is recognised that the systems in place can only provide reasonable but not absolute assurance that all major risks have been adequately managed. The overall financial situation continues to be at a sustainable level to enable the charity to continue with present projects and services, even though external funding is increasingly difficult to guarantee long-term. The Trustees continue to believe the strategy of building and maintaining reserves for the future to a realistic level is the correct one to enable the charity to continue with its work into the foreseeable future, and this is reflected in the overall value of reserves shown on the balance sheet. However it should be noted that the majority of this has been accumulated over the years from grants, donations and legacies and is NOT accrued from revenue income which continues to be very difficult to obtain at a realistic level.

In common with many other Charities, Headway Suffolk continues to face continuing long-term uncertainty and difficulty in sourcing and competing for external funds. The Trustees continue to consider it prudent to maintain sufficient liquid assets to enable the charity to function correctly. Consequently the Charity's funds, both restricted and unrestricted, are still held in accessible cash form as any rewards from short term investment still currently produce meagre returns. The funds are not considered excessive in the context of total expenditure. The Finance team regularly monitors the amounts held in current and investment accounts and authorises regular transfers to maximise interest with security. The reserves and investments are reviewed annually and require the Charity to maintain sufficient assets to cover operating costs. The Trustees actively monitor and review on a regular basis the major operational and business risks which the charity faces and put into operation policies and actions to reduce known risks where appropriate.

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FOR THE YEAR ENDED 31 MARCH 2021

The free reserves of the Charity equate to £327,330. This is in line with the current policy of maintaining reserves equivalent to 3 months of operational expenditure. During 2021/22 we will review the free reserves policy in light of the experience of the past 16 months

Future Plans

Ipswich Housing Project

During the year the trustees decided to put the housing project on hold due to the pandemic. We are carefully assessing our options based on our experience over the past 16 months to decide what is the most appropriate property strategy to meet our client's needs.

Day Centre Attendance

Efforts continue to seek to increase day centre attendance both at Ipswich and Bury St Edmunds to maximise on the resources and facilities available, to provide additional services and facilities and to continue in the establishment of Satellite Centres to enable us to provide a true County wide service to people with an acquired neurological condition.

Home Care

This is an area that continues to have ongoing potential and that Headway Suffolk is ideally placed to take over the specialist care required to ensure our service users are able to lead sociably acceptable lives. This service will be gradually expanded in the future as demand and resources permit. It is recognised that this is a much needed specialist service for clients with a wide range of neurological conditions.

Structure, governance and management

Constitution

Headway Suffolk is constituted under the Companies Act 2006 (Registered No 03731392) and is limited by guarantee. It is governed according to the provisions contained in the Memorandum and Articles of Association, dated 22 February 1999.

Trustees

A list of Trustees during the year and to the date of this report is included on page 1.

Appointment of Trustees

Voting members are entitled to nominate individuals to stand for election to the Board of Trustees. Nominees are elected by ballot at the Annual General Meeting for a period of three years. All retiring members are eligible to stand for re-election at the end of the three year appointment.

The Articles of Association allow a minimum number of 3 and a maximum number of 15 on the Board of Trustees.

The Board of Trustees may Co-opt additional members to the Board within minimum & maximum numbers, any such Co-opted members are eligible to stand for election by members at the next AGM.

Trustee Induction and Training

New Trustees undergo a comprehensive induction to make them aware of their legal obligations under charity law, the content of the Memorandum and Articles of Association, the structure and governance of the charity as well as policies and procedures, their obligations under the Trustees Code of Conduct, the current business plan and budget together with details of recent financial performance. Trustees are also regularly updated by the Chair and CEO with relevant information from the Charity Commission and the Rules of Affiliation with Headway Suffolk UK.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Tax Status

The Company is a Registered Charity No. 1075338, and is potentially exempt from Corporation Tax & Income Tax.

Organisation

The Trustees conduct much of the routine business of the charity by various Action Groups appointed from board members to meet as and when appropriate. During the current year the following action groups were established and have met at appropriate times during the year. Governance, Finance, Housing, Data Protection, Operations & Projects groups. All subsequent decisions agreed at action group meetings being modified accepted or rejected at Main Board meetings.

Regular Management meetings with the Chairman, Board Members & The Chief Executive are held to ensure application of policies and procedures and to promote the smooth running of the charity.

Main Board Meetings

The Board of Trustees meets 12 times per year to discuss all aspects of the Charity's business and to carry out its legal obligations. During April and May 2020 the Board met weekly in order to govern the Charity during the early days of the pandemic. All Board meetings in 2020/21 have been on Zoom due to Covid 19.

Capacity of Trustees

All members of the Board of Trustees exercise their authority in the capacity as directors under the relevant companies legislation and as trustees of the charity. Given the Company's charitable status the term "Trustee" rather than "Director" is used throughout.

Trustees' liability insurance

Headway Suffolk has maintained insurance during the year for Trustees against liabilities in relation to their duties as Trustees.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware; and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Approved by order of the members of the Board of Trustees on
19 August 2021 and signed on their behalf by:



.....
Owen Thurtle
Chair of Trustees

HEADWAY SUFFOLK LTD
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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD

Opinion

We have audited the financial statements of Headway Suffolk Ltd (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is 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 Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

HEADWAY SUFFOLK LTD
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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

HEADWAY SUFFOLK LTD
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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial experience and through discussions and enquiries of Trustees and management. During the engagement team briefing, the outcomes of these discussions were shared with the team, as well as consideration as to where and how fraud may occur in the charitable company.

The following laws and regulations were identified as being of significance to the charitable company:

- Those laws and regulations considered to have a direct effect on the financial statements including UK financial reporting standards, taxation regulations and the Charities Act 2011; and
- The charitable company is subject to many other laws and regulations where the consequences of noncompliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, safeguarding, human rights and employment law and GDPR compliance.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and those charged with governance as to whether the company complies with such regulations; enquiries of management and those charged with governance concerning any actual or potential litigation or claims, inspection of relevant legal documentation, review of board minutes, testing the appropriateness of entries in the nominal ledger, including journal entries and the performance of analytical procedures to identify any unexpected movements in account balances which may be indicative of fraud.

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(A Company Limited by Guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAS (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's Report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Sharon Bland

Sharon Gravener (Senior Statutory Auditor)
for and on behalf of
Scrutton Bland LLP
Chartered Accountants
Statutory Auditor
Fitzroy House

Crown Street
Ipswich
Suffolk
IP1 3LG

Date: *23 September 2021*

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and grants	2	467,968	471,958	939,926	287,514
Charitable activities	3	806,085	290	806,375	1,153,127
Fundraising activities	4	8,044	-	8,044	27,373
Investments	5	152	-	152	693
Other income	6	54,706	-	54,706	80,069
Total income		1,336,955	472,248	1,809,203	1,548,776
Expenditure on:					
Charitable activities	9	988,000	450,511	1,438,511	1,541,494
Other expenditure	11	94,548	-	94,548	-
Total expenditure		1,082,548	450,511	1,533,059	1,541,494
Net movement in funds		254,407	21,737	276,144	7,282
Reconciliation of funds:					
Total funds brought forward		600,284	65,245	665,529	658,247
Net movement in funds		254,407	21,737	276,144	7,282
Total funds carried forward		854,691	86,982	941,673	665,529

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 19 to 34 form part of these financial statements.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)
REGISTERED NUMBER: 03731392

BALANCE SHEET
AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	14	835,463	791,473
		<u>835,463</u>	<u>791,473</u>
Current assets			
Debtors	15	228,692	194,078
Cash at bank and in hand	22	531,526	207,910
		<u>760,218</u>	<u>401,988</u>
Creditors: amounts falling due within one year	16	(157,560)	(134,990)
Net current assets		<u>602,658</u>	<u>266,998</u>
Total assets less current liabilities		<u>1,438,121</u>	<u>1,058,471</u>
Creditors: amounts falling due after more than one year	17	(496,448)	(392,942)
Net assets		<u><u>941,673</u></u>	<u><u>665,529</u></u>
Charity funds			
Restricted funds	18	86,982	65,245
Unrestricted funds	18	854,691	600,284
Total funds		<u><u>941,673</u></u>	<u><u>665,529</u></u>


HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)
REGISTERED NUMBER: 03731392

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2021

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on
19 August 2021 and signed on their behalf by:



.....
Owen Thurtle
(Chair of Trustees)

The notes on pages 19 to 34 form part of these financial statements.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Cash flows from operating activities		
Net cash used in operating activities	357,686	44,150
Cash flows from investing activities		
Interest received	152	693
Proceeds from the sale of tangible fixed assets	70,254	-
Purchase of tangible fixed assets	(23,050)	(48,727)
Net cash generated from/(used in) investing activities	47,356	(48,034)
Cash flows from financing activities		
Repayments of borrowings	(13,974)	(33,914)
Repayments of finance leases	(67,452)	-
Net cash used in financing activities	(81,426)	(33,914)
Change in cash and cash equivalents in the year	323,616	(37,798)
Cash and cash equivalents at the beginning of the year	207,910	245,708
Cash and cash equivalents at the end of the year	531,526	207,910

The notes on pages 19 to 34 form part of these financial statements

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

Headway Suffolk Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going concern

The financial statements have been drawn up on a going concern basis.

Due to the lockdowns arising from the pandemic, the hubs saw a significant reduction in operations in 2020/21. However the operation of home care services was maintained and demand increased. With the support of additional grants and donations the charity ended the year with an improved cash and net asset position.

The impact of Coronavirus will continue to have a significant effect on the economy and will have some impact on the Charity for 2021/22. The Charity has prepared budgets and forecasts and anticipate that the Charity will be able to continue to meet its liabilities as they fall due and continue to trade.

1.3 Company status

The Charity is a company limited by guarantee. The members of the Charity are the Trustees name on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

1.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income for attendance fees and associated income and income for home care fees are recognised based on the dates of attendance.

Grants and donations are accounted for at the date of receipt, unless they are subject to conditions being met. Grants and donations given for a specific purpose are shown as restricted income in the Statement of Financial Activities.

Income from other sources is accounted for in the year in which it is receivable.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

1.6 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

1.7 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.8 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Assets in the course of construction are included at costs incurred to date. Depreciation on these assets is not charged until they are brought into use.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

1.8 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Long-term leasehold property	- 0% per annum
Motor vehicles	- 25% per annum
Fixtures and fittings	- 25% per annum

Donated assets provided for use by the Charity are capitalised in the financial statements at their estimated market value.

1.9 Debtors

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

1.10 Cash at bank and in hand

Cash at bank and 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.

1.11 Creditors

Creditors are recognised where the charitable company 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.

1.12 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.13 Finance leases and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors, net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

1.14 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.15 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.16 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. Income from donations and grants

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	411,133	-	411,133	74,344
Grants	-	471,958	471,958	213,170
Coronavirus job retention scheme income	56,835	-	56,835	-
	<u>467,968</u>	<u>471,958</u>	<u>939,926</u>	<u>287,514</u>
Total 2020	<u>73,870</u>	<u>213,644</u>	<u>287,514</u>	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

3. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Attendance and support fees	806,085	290	806,375	1,153,127
Total 2020	1,153,127	-	1,153,127	

4. Income from fundraising activities

Income from fundraising events

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Fundraising activities	8,044	8,044	27,373
Total 2020	27,373	27,373	

5. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Interest receivable	152	152	693
Total 2020	693	693	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

6. Other incoming resources

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Transport income	15,089	15,089	49,084
Lunch income	10,223	10,223	19,536
Miscellaneous Income	2,944	2,944	11,449
Profit on sale of tangible fixed assets	26,450	26,450	-
	<u>54,706</u>	<u>54,706</u>	<u>80,069</u>
Total 2020	<u>80,069</u>	<u>80,069</u>	

7. Direct costs

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Property and office	95,206	66,812	162,018	157,042
Services	86,064	3,600	89,664	100,710
Staff training and recruitment	10,038	118	10,156	10,275
Wages and salaries	669,401	363,553	1,032,954	1,111,162
National insurance	66,389	4,008	70,397	70,585
Pension cost	21,212	2,061	23,273	26,967
Depreciation	26,582	10,359	36,941	51,770
	<u>974,892</u>	<u>450,511</u>	<u>1,425,403</u>	<u>1,528,511</u>
Total 2020	<u>1,250,606</u>	<u>312,300</u>	<u>1,562,906</u>	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. Governance costs

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Auditor's remuneration and management fees	8,150	8,150	8,308
Wages and salaries	4,958	4,958	4,675
	<u>13,108</u>	<u>13,108</u>	<u>12,983</u>
Total 2020	<u>12,812</u>	<u>12,812</u>	

9. Analysis of expenditure on charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Direct costs and expenditure on governance	<u>988,000</u>	<u>450,511</u>	<u>1,438,511</u>	<u>1,541,494</u>
Total 2020	<u>1,281,609</u>	<u>259,885</u>	<u>1,541,494</u>	

Summary by expenditure type

	Staff costs 2021 £	Depreciation 2021 £	Other costs 2021 £	Total funds 2021 £	Total funds 2020 £
Direct costs and expenditure on governance	<u>1,131,582</u>	<u>36,941</u>	<u>269,988</u>	<u>1,438,511</u>	<u>1,541,494</u>
Total 2020	<u>1,213,389</u>	<u>51,770</u>	<u>276,335</u>	<u>1,541,494</u>	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

10. Net income/(expenditure)

	2021	2020
	£	£
This is stated after charging:		
Depreciation of tangible fixed assets - owned by the charity	36,941	51,770
Auditor's remuneration - audit	5,850	5,900
Operating lease rentals - plant and machinery	6,528	6,068
Operating lease rentals - land and buildings	21,500	37,445
	<u> </u>	<u> </u>

11. Other expenditure

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Impairment of assets under construction	94,548	94,548	-
	<u> </u>	<u> </u>	<u> </u>

12. Staff costs

	2021 £	2020 £
Wages and salaries	1,037,912	1,115,837
Social security costs	70,397	70,585
Contribution to defined contribution pension schemes	23,273	26,967
	<u>1,131,582</u>	<u>1,213,389</u>

The average number of persons employed by the company during the year was as follows:

	2021 No.	2020 No.
Average monthly number of employees	<u>62</u>	<u>73</u>

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

12. Staff costs (continued)

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021 No.	2020 No.
In the band £60,001 - £70,000	-	1
In the band £70,001 - £80,000	1	-

13. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

14. Tangible fixed assets

	Long-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Assets under construction £	Total £
Cost					
At 1 April 2020	654,034	272,748	29,571	94,548	1,050,901
Additions	-	219,283	-	-	219,283
Disposals	-	(136,944)	-	(94,548)	(231,492)
At 31 March 2021	654,034	355,087	29,571	-	1,038,692
Depreciation					
At 1 April 2020	41,176	189,248	29,004	-	259,428
Charge for the year	-	36,374	567	-	36,941
On disposals	-	(93,140)	-	-	(93,140)
At 31 March 2021	41,176	132,482	29,571	-	203,229
Net book value					
At 31 March 2021	612,858	222,605	-	-	835,463
At 31 March 2020	612,858	83,500	567	94,548	791,473

15. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	103,339	96,134
Other debtors	79,883	73,017
Prepayments	45,470	24,927
	228,692	194,078

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Creditors: Amounts falling due within one year

	2021 £	2020 £
Bank loans	18,943	13,757
Obligations under finance lease and hire purchase contracts	29,341	23,226
Trade creditors	17,610	11,036
Other taxation and social security	21,208	20,277
Other creditors	5,987	5,099
Accruals and deferred income	64,471	61,595
	<u>157,560</u>	<u>134,990</u>

Bank loans are secured on the long leasehold property and they are repayable by instalments at an interest rate of 2.6% above base rate per annum.

Obligations under hire purchase contracts due within one year are secured against the assets they relate to.

17. Creditors: Amounts falling due after more than one year

	2021 £	2020 £
Bank loans	332,006	351,166
Net obligations under finance lease and hire purchase contracts	164,442	41,776
	<u>496,448</u>	<u>392,942</u>

The Bank loan which is due for repayment after more than five years is repayable by equal instalments.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Property (less mortgage)	-	-	-	261,909	261,909
Futute Premises	120,767	-	-	14,685	135,452
Therapists	-	-	-	60,000	60,000
Vehicles	-	-	-	30,000	30,000
Mental health nurse	-	-	-	40,000	40,000
Leasehold Premises Dilapidations	10,000	-	-	(10,000)	-
	<u>130,767</u>	<u>-</u>	<u>-</u>	<u>396,594</u>	<u>527,361</u>
General funds					
General Funds - all funds	<u>469,517</u>	<u>1,336,955</u>	<u>(1,082,548)</u>	<u>(396,594)</u>	<u>327,330</u>
Total Unrestricted funds	<u>600,284</u>	<u>1,336,955</u>	<u>(1,082,548)</u>	<u>-</u>	<u>854,691</u>
Restricted funds					
Restricted Funds - all funds	<u>65,245</u>	<u>472,248</u>	<u>(450,511)</u>	<u>-</u>	<u>86,982</u>
Total of funds	<u><u>665,529</u></u>	<u><u>1,809,203</u></u>	<u><u>(1,533,059)</u></u>	<u><u>-</u></u>	<u><u>941,673</u></u>

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

19. Restricted funds analysis

	Balance at 1 April 2020 £	Income £	Expend- iture £	Transfers in/out £	Balance at 31 March 2021 £
DfT, Minibuses x 2	6,699	-	(6,699)	-	-
Broomton Foundation, Therapists	-	50,000	(12,000)	-	38,000
New Build - Buy a Brick	10,758	-	-	-	10,758
Suffolk Community Foundation, Suffolk, Carers Fund - Counselling	19,562	10,003	(9,644)	-	19,921
Big Lottery Fund, Brainy Dogs (3)	-	69,735	(69,735)	-	-
Big Lottery Fund, Sensory Garden, New Build	5,000	-	-	-	5,000
Slater Gordon, Hospital Nurse	417	-	(417)	-	-
Petplan Charitable Trust, Brainy Dogs Vehicle	2,192	-	(2,192)	-	-
Suffolk Community Foundation, 186815	4,496	-	-	-	4,496
Brainy Dogs Fund	139	200	(339)	-	-
Edward Gosling Foundation, Counselling	-	2,500	(2,500)	-	-
Mid Suffolk District Council	-	1,000	(1,000)	-	-
Ipswich BC, general employment costs	-	4,000	(4,000)	-	-
Lottery 20126116, General Covid 19 Costs	-	10,000	(10,000)	-	-
SCC Covid Grant for Staff & PPE	-	27,771	(27,771)	-	-
The Julia and Hans Rausing Trust	-	200,000	(200,000)	-	-
SCC Infection Control Fund (ICF) R1	-	2,120	(2,120)	-	-
Suffolk County Council, Locality Budget, Mobile Shop	786	-	(786)	-	-
St Edmunds Trust, Sara Stedy Device	992	-	(302)	-	690
Russ Rainger, Therapy Sessions	1,000	-	-	-	1,000
Suffolk County Council, S Gage Locality Budget, Mobile Shop	500	-	(380)	-	120

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

L D Rope 3rd Charitable Settlement, Gardening Equipment, Allotment	300	-	(25)	-	275
Big Lottery Fund, Therapists & Counselling	-	60,689	(60,689)	-	-
Running costs of the Aldeburgh Hub, agreed	5,704	-	(4,086)	-	1,618
East Suffolk Council, New Car funding	3,500	-	-	-	3,500
Suffolk Community Foundation 197591	2,000	-	(2,000)	-	-
Mrs LD Rope Third Charitable Trust, Fish & Chip Group	-	4,200	(2,596)	-	1,604
Groundwork UK, Counselling	1,000	-	(1,000)	-	-
St Edmunds Trust, PPE Donation	-	1,650	(1,650)	-	-
The Edward Gostling Foundation	-	5,000	(5,000)	-	-
SCC Infection Control Fund (ICF) R2	-	4,593	(4,593)	-	-
SCC Infection Control Fund (ICF) Day hubs Inst 1&2	-	15,955	(15,955)	-	-
SCC - Workforce Capacity Fund	-	967	(967)	-	-
SCC - Running Costs	-	1,575	(1,575)	-	-
Counselling	-	290	(290)	-	-
Belstead Village Hall	200	-	(200)	-	-
Total	65,245	472,248	(450,511)	-	86,982

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	835,463	-	835,463
Current assets	648,236	111,982	760,218
Creditors due within one year	(132,560)	(25,000)	(157,560)
Creditors due in more than one year	(496,448)	-	(496,448)
Total	854,691	86,982	941,673

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	781,876	9,597	791,473
Current assets	311,338	90,650	401,988
Creditors due within one year	(99,988)	(35,002)	(134,990)
Creditors due in more than one year	(392,942)	-	(392,942)
Total	600,284	65,245	665,529

21. Related party transactions

The total employee benefits of the key management personnel of the Trust were £131,126 (2020: £133,769)

22. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	276,144	7,282
Adjustments for:		
Depreciation	36,941	51,770
Interest receivable	(152)	(693)
Loss/(profit) on the sale of fixed assets	(26,450)	-
Increase in debtors	(34,614)	(37,529)
Increase in creditors	11,269	23,320
Net cash provided by operating activities	263,138	44,150

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

23. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash at bank and in hand	531,526	207,910
Total cash and cash equivalents	531,526	207,910

24. Analysis of changes in net debt

	At 1 April 2020 £	Cash flows £	New finance leases £	Other non- cash changes £	At 31 March 2021 £
Cash at bank and in hand	207,910	323,616	-	-	531,526
Debt due within 1 year	(13,757)	13,974	-	(19,160)	(18,943)
Debt due after 1 year	(351,166)	-	-	19,160	(332,006)
Finance leases	(65,002)	67,452	(196,233)	-	(193,783)
	<u>(222,015)</u>	<u>405,042</u>	<u>(196,233)</u>	<u>-</u>	<u>(13,206)</u>

25. Operating lease commitments

At 31 March 2021 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	27,712	27,568
Later than 1 year and not later than 5 years	46,382	64,808
	<u>74,094</u>	<u>92,376</u>