



HEADWAY NORTH LONDON

(Company limited by guarantee no. 05796259
registered charity no. 1115801)

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2012

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HEADWAY NORTH LONDON

(Company limited by guarantee no. 5796259, registered charity no. 115801)

REPORT AND FINANCIAL STATEMENTS

For the year ended 31st December 2012

CONTENTS

	Page
Legal and administrative information	3
Trustees's report	4
Independent Examiner's report	
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9

HEADWAY NORTH LONDON

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS For the year ended 31 December 2012

15

Trustees	Colin Sheiff Julie Bridgewater Barry Sweetbaum Jill Greenfield
Board Members	Neil Parrett Diane Morris Christa Joyce Jacqueline Murin Paul Meech
Treasurer	Keith Ashcroft
Secretary	Jill Greenfield
Patron	Kim Sabido
Company reg no	5796259
Charity reg. no	1115801
Registered office	Suite 38 Coleridge House 2 & 3 Coleridge Gardens London NW6 3QH
Principal office	Suite 38 Coleridge House 2 & 3 Coleridge Gardens London NW6 3QH
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ

HEADWAY NORTH LONDON

TRUSTEES'S REPORT

For the year ended 31st December 2012

The Trustees, who are also directors of the Charity for the purposes of the Companies Act, submit their annual report and the financial statements of Headway North London for the year ended 31 December 2012. The Trustees confirm that the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities (revised 2005)'.

Structure, governance and management

The Charity was incorporated as a company limited by guarantee on 26 April 2006 and was registered as a charity on 15 August 2006. Its governing document is its memorandum and articles of association. New Trustees are identified from a number of sources. Prospective Trustees are briefed on the nature and work of the organisation, invited to meet the Board and if the Board approves, appointed at the next Board meeting.

Objectives and activities

The objects of the Charity are

- To relieve persons who have suffered a brain injury, their families, carers and other related party professionals, by the provision of such information, service and facilities as are required from time to time by such persons
- To advance the education of the public in all aspects relating to brain injury and its prevention

Activities and performance

Self help group

The Charity and its members always meet on the third Wednesday of each month, from 7- 9pm and welcome visitors and new members alike. Members come from across North London including Camden, Islington, Barnet, Brent, Enfield and Westminster.

The meetings offer information on topics related to brain injury – including a wide range of neurological matters, such as neuropsychology, pain management, rehabilitation, the benefits system, survivors' stories, case management, legal and compensation issues, complementary health and general discussions. There are two associated social events in Summer and Winter.

Members are encouraged to become involved in the activities and services of the group and the Charity seeks volunteers to support current and future developments including fundraising and awareness raising projects during the course of the forthcoming year.

Group counselling

The Charity has taken steps to develop its counselling service for brain injury survivors during the year. A new Group Counselling service in its new format began in October 2011 offering support on specific agreed objectives in a series of smaller closed groups of fixed duration. The third part of this service completed in January 2012. This proved very successful with good measurable outcomes, and we are looking to develop this further after a review of the service to bring it to a fuller range of members.

Headway North London Helpline

The Charity offers a Helpline answering service - 020 7372 4477 - for enquiries on support and information as a first point of contact, over and above the existing office line.

TRUSTEES'S REPORT

For the year ended 31st December 2012

Befriending service

The Befriending Service matches trained volunteers ('befrienders') with adults who have had a brain injury (a 'befriendee'). The aim is to help brain injury survivors pursue interests and enjoy a social life away from their homes and families, within the wider community.

People with an acquired brain injury often feel isolated and left behind by old friends and colleagues. Befriending aims to build a new relationship that can help survivors to feel more independent, increase confidence and self-esteem and get involved in the community again by taking part in everyday social activities. Activities on this project were reduced in 2012 due to difficulties in the recruitment of volunteers to be matched with 'befriendee' candidates. Further efforts will take place to improve this service in 2013 and beyond.

HWNL@the Kingsgate

After the evaluation work with our members on the 'Mission, Vision and Values' on identifying services, we have continued with our HWNL@ the Kingsgate in 2012. As well as being a base for our drop in service and lifeskills classes under the Survivor Space project (see below) it also provides a place for members to meet socially and arrange outings together including cinema, trips to museums, galleries etc, as well as encouraging them to identify what services they would like to develop.

Drop in service

The drop in service offers a monthly tailored and practical support to anyone with a brain injury, as well as family members or carers of brain injury survivors. It is designed to complement our Helpline service by addressing those needs we cannot help with over the phone such as assistance to complete forms and applications, practical help with making an important phone call, writing a letter or email. The drop in service is now part of our HWNL@ the Kingsgate sessions.

Lifeskills classes (Survivors Space)

We have continued to offer lifeskills classes at our HWNL@ the Kingsgate sessions since 2010. These remain well received by members and we have decided to continue to offer further lifeskills courses to our members in the future, ongoing funding permitting, and subject to access to suitable facilitators always under review. We have successfully completed a Rehabilitation to Work Project on a modular basis, which was very successful, and we plan to proceed further with this in future years.

Financial review

The total income for the year was a significant reduction than in the prior year, largely due to the absence of grants received. A significant donation is anticipated to be received during the first half of 2013.

We enjoyed a number of fundraising activities during the year, including the monthly raffle, as well as other generous ad hoc private events, although income generated through such fundraising was much reduced than that from prior years, although there are planned events in the pipeline for 2013 which should be beneficial.

There was an excess of expenditure over income for the year. Expenditure in 2012 was slightly higher than in the prior year, however this is largely due to the investment made into 'group counselling' and was funded from reserves.

HEADWAY NORTH LONDON

TRUSTEES'S REPORT

For the year ended 31st December 2012

Plans for future periods

The Charity is planning on continuing its current services, and looks forward to remaining active in hosting the lifeskills classes, including the relaunch of the peer support group. We also plan to work on increasing local awareness during 2013 to ensure that as many people as possible in North London know about HWNL and our services, and how to access them should they need help, support or information, which may include recruiting an additional member of staff, subject to finances being available.

Statement of Trustees's responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company and charity law applicable to charities in England/Wales 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 Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the Trustees have

- selected suitable accounting policies and applied them consistently,
- observe the methods and principles in the Charities SORP,
- made judgements and estimates that are reasonable and prudent,
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepared the financial statements on a going concern basis (unless it is inappropriate to presume that the Charity will continue in operation).

The Trustees have overall responsibility for ensuring that the Charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

Preparation of the report

This report of the Board of Trustees has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

This report was approved and authorised for issue by the Trustees on the 15th May and signed on its behalf by

JULIE BRIDGEWATER
Vice Chair

HEADWAY NORTH LONDON (company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2012

	Note	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	11,476	-	11,476	33,313
Activities for generating funds	3	442	-	442	6,790
Bank interest		54	-	54	48
Total incoming resources		£ 11,972	£ Nil	£ 11,972	£ 40,151
RESOURCES EXPENDED					
Staff Costs	4	6,254	2,150	8,404	10,781
Direct Charitable expenditure					
Mailing costs		919	-	919	351
Telephone helpline		1,212	-	1,212	544
Outings and events		969	-	969	148
Group Counselling		3,600	-	3,600	1,869
Carers group		251	389	640	450
Monthly Support group		675	-	675	780
Lifeskills pilot project		4,000	1,675	5,675	6,175
Support costs:					
Office expenses		1,440	-	1,440	1,440
Training and recruitment		-	-	-	-
Subscription fees		155	-	155	155
Insurance		110	-	110	110
Stationary		573	-	573	35
Sundry expenses		982	-	982	935
TOTAL RESOURCES EXPENDED		£ 21,140	£ 4,214	£ 25,354	£ 23,773
Net income/(expenditure) before transfer		(9,168)	(4,214)	(13,382)	16,378
Total funds brought forward (see note)		31,438	5,214	36,652	20,274
Total funds carried forward		£ 22,270	£ 1,000	£ 23,270	£ 36,652

HEADWAY NORTH LONDON (Company number 5796259)

BALANCE SHEET
As at 31 December 2012

	Note	Year ended 31 December 2012		Year ended 31 December 2011	
		£	£	£	£
FIXED ASSETS					
Tangible assets	6		1		1
CURRENT ASSETS					
Debtors	7	2,510		1,689	
Cash at bank and in hand		22,502		35,889	
CREDITORS: amounts falling due within one year	8	(1,743)		(927)	
NET CURRENT ASSETS			23,269		36,651
NET ASSETS		<u>£</u>	<u>23,270</u>	<u>£</u>	<u>36,652</u>
FUNDS					
Restricted Funds	9		1,000		5,214
Unrestricted funds					
Designated development fund	9	-			
General fund	9	22,270		31,438	
			22,270		31,438
TOTAL FUNDS		<u>£</u>	<u>23,270</u>	<u>£</u>	<u>36,652</u>

The Trustees are satisfied that the company is entitled to exemption under Section 477 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Act

The Trustees acknowledge their responsibility for

- (i) ensuring that the company keeps proper accounting records which comply with Section 386 of the Companies Act 2006, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 394 and 395 of the Companies Act 2006, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of Part VII of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective April 2008) They were approved, and authorised for issue, by the Trustees on the 15th May 2013 and signed on their behalf by -

Julie Bridgewater 15/05/13
Keith Ashcroft 15/05/13

JULIE BRIDGEWATER, Vice Chair

KEITH ASHCROFT, Treasurer

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2012

1 ACCOUNTING POLICIES

Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2005, applicable accounting standards and the Financial Reporting Standard for Smaller Entities (effective April 2008)

The effects of events relating to the year ended 31 December 2012 which occurred before the date of approval of the financial statements by the Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 December 2012 and the results for the year ended on that date

Company status

Headway North London is a company limited by guarantee. 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

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objects of the Charity 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 which have been raised by the Charity for particular purposes. The cost of 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

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers

Income tax recoverable in relation to investment income or Gift Aid donations is recognised at the time the relevant income is receivable

Resources Expended

All expenditure is accounted for gross and when incurred

Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases

Computers	-	3 years
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HEADWAY NORTH LONDON

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2012

2 VOLUNTARY INCOME

	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
Grants				
Adjahma foundation (befriending scheme)	-	-	-	2,167
Awards for All (lifeskills classes)	-	-	-	10,000
Field Fisher Waterhouse	-	-	-	10,000
Donations	5,146	-	5,146	5,006
Membership subscriptions (see below)	590	-	590	400
Gift in kind (see below)	5,740	-	5,740	5,740
	<u>£ 11,476</u>	<u>£ -</u>	<u>£ 11,476</u>	<u>£ 33,313</u>

Many of the Charity's members suffer financial hardship as a result of their injury. Because of this, members are not required to pay for their annual membership. Instead members are asked to make a voluntary contribution towards the Charity's running costs. Those who can not afford the annual membership are still allowed to access the Charity's resources and services.

During the year Sweettree Home Care Services kindly provided the Charity with the use of office space and a room for the drop in service as a gift in kind donation and Field Fisher Waterhouse LLP provided use of their meeting facilities for Trustee meetings. Cedar Group also kindly provided the charity with free printing for the monthly mail out. Additionally volunteers provided additional support in the place of paid staff which has been valued at the value to the Charity.

3 ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
Chris Hickman Sponsored Bike Ride				5,652
Alan Salles Sponsored Kilimanjaro climb	252		252	-
Raffles and other events	190	-	190	1,138
	<u>£ 442</u>	<u>£ Nil</u>	<u>£ 442</u>	<u>£ 6,790</u>

HEADWAY NORTH LONDON

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2012

4. STAFF NUMBERS AND COSTS

	2012 £	2011 £
Wages and salaries	6,806	8,578
Social security costs	1,598	2,203
	<u>£ 8,404</u>	<u>£ 10,781</u>

The charity employs a part time Services Administrator for two and a half days a week

5. TRUSTEES

During the year, no Trustees received any remuneration or were reimbursed for expenses (2011 - £NIL)

6. TANGIBLE FIXED ASSETS

	Computers £
Cost	
At 31 December 2011 and 1 January 2012	748
Additions	-
At 31 December 2012	<u>748</u>
Depreciation	
At 1 January 2012	747
Charge for the year	-
At 31 December 2012	<u>747</u>
Net book value	
At 31 December 2011	<u>£ 1</u>
At 31 December 2012	<u>£ 1</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012 £	2011 £
Gift aid receivable	1,689	1,689
Other debtors	230	-
Accrued income	226	-
Prepayments	365	-
	<u>£ 2,510</u>	<u>£ 1,689</u>

HEADWAY NORTH LONDON

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2012

8 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR	2012 £	2011 £
Accruals	1,743	927
	<u>£ 1,743</u>	<u>£ 927</u>

9 STATEMENT OF FUNDS	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
Restricted funds					
Monthly support group for carers	389	-	-	389	-
Lifeskills classes	3,825	-	-	3,825	-
Individual counselling	1,000	-	-	-	1,000
	<u>5,214</u>	<u>-</u>	<u>-</u>	<u>4,214</u>	<u>1,000</u>
Unrestricted funds					
Designated development fund	-	-	-	-	-
General Fund (see note)	31,438	11,972	-	21,140	22,270
	<u>36,652</u>	<u>11,972</u>	<u>-</u>	<u>25,354</u>	<u>23,270</u>

The value of the general fund brought forward has been restated following an error in the 2011 accounts, the difference is an increase of £24 from £31,414 to £31,438