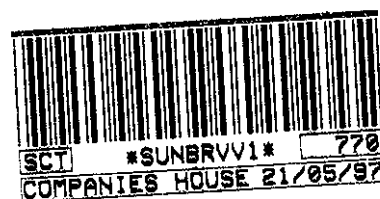


EDINBURGH HEADWAY GROUP
Annual Report and Financial Statements
For the year ended 31 October 1996

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EDINBURGH HEADWAY GROUP

Annual Report and Financial Statements

For the year ended 31 October 1996

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Executive Committee

Directors: Mrs J M Bryden
W L Murray (resigned 4 June 1996)
JDM Urquhart CA
W R Laird
J S Emslie
D Duncan FCIS
J B Armstrong (appointed 4 June 1996)

Coopted Members: W Bryden SSC (co-opted 4 June 1996)
Miss K MacPherson (co-opted 4 June 1996, resigned 26 November 1996)
A P H Jeffries (co-opted 4 June 1996)

Chairman

Mrs Jean M Bryden

Secretary

D Duncan FCIS

Treasurer

JDM Urquhart CA

Auditor

A B Dobson & Co CA

Bankers

Bank of Scotland plc

Solicitors

Balfour & Manson

Registered office

Headway House
Astley Ainslie Hospital
Canaan Lane
Edinburgh
EH9 2HL

Registered Number: 138081

Registered Charity: SC006528

EDINBURGH HEADWAY GROUP

Report of the Directors

For the year ended 31 October 1996

The Directors have pleasure in presenting their report for the year ended 31 October 1996.

Constitution

Edinburgh Headway Group was incorporated in April 1992 as a company limited by guarantee and on 26 May 1992 acquired the net assets of the Edinburgh Headway Group, a trust which had been formed in 1982. It has received permission from the Registrar of Companies to omit the word "limited" from the company name.

Executive Committee

Directors

The directors during the year were as shown on page 1.

W R Laird and J S Emslie retire by rotation, and being eligible, offer themselves for re-election.

Co-opted Members

During the year W Bryden, Miss K MacPherson and A P H Jeffries were co-opted as members of the committee until the Annual General Meeting. W Bryden and A P H Jeffries are eligible for re-appointment by the Board of Directors.

Statement of Directors' responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to:-

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

EDINBURGH HEADWAY GROUP

Report of the Directors

For the year ended 31 October 1996

State of affairs

The Group's surplus/(deficit) as disclosed in the Income and Expenditure Account amounted to £7,370 [1995 - £(4,475)], which has been transferred to General Fund.

During the year under review the Group obtained new sources of funding which have made possible two new developments.

The first new source of funding was from the National Lottery Charities Board (see note 2) which has made possible the employment of a Development officer and part time clerical assistant to contact and provide assistance for head injured people in the Lothian Area. The grant is for £133,200 covering a period of 3 years commencing 19 February 1996.

The second new source of income was from Lothian Health Board (see note 2) and was for £24,375 covering the year ended 31 March 1997. This grant has enabled the Group to transfer £10,000 to Development Fund to help provide for new services such as an Activities Co-ordinator, and a new domiciliary physiotherapy and carers' support worker service.


Activities

It is the intention of the Group to carry on the rehabilitation of persons who have suffered traumatic head injuries and to provide care and support for such persons, their relatives and carers. To carry out this work the Group will continue to provide a full programme of activities and therapy sessions.

Auditor

A resolution to re-appoint A B Dobson & Co CA as Auditor of the Group will be submitted to the members at the Annual General Meeting.

By order of the Directors



Secretary
D Duncan

25 February 1997

EDINBURGH HEADWAY GROUP

Auditors' Report to the Members

For the year ended 31 October 1996

We have audited the financial statements on pages 5 to 12 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

Respective responsibilities of director and auditors

As described on page 2 the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board.

An audit includes the examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error.

In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 October 1996 and of its surplus for the year ended and have been properly prepared in accordance with the Companies Act 1985.



A B Dobson & Co CA
Chartered Accountant and Registered Auditor
Edinburgh

14 April

1997

EDINBURGH HEADWAY GROUP

Income and Expenditure Account

For the year ended 31 October 1996

	Notes	1996	1995
		£	£
Income			
Donations		24,247	20,565
Grants	2	50,429	-
Miscellaneous Fund raising		1,909	1,746
Transport contributions		2,597	2,010
Sale of Headway goods		449	602
Investment income		4,805	4,491
Subscriptions		177	-
		<hr/>	<hr/>
		84,613	29,414
Less: Administration costs	3	(1,576)	(723)
		<hr/>	<hr/>
Disposable income		83,037	28,691
Utilised thus:			
Charitable expenditure	4	(57,091)	(33,166)
		<hr/>	<hr/>
Surplus/(deficit) for year per Statement of financial activities, before transfers	8	25,946	(4,475)
Transfer to:			
Restricted funds	8	(8,576)	-
Development fund	8	(10,000)	-
		<hr/>	<hr/>
		(18,576)	-
		<hr/>	<hr/>
Surplus/(deficit) for year	8	<u>7,370</u>	<u>(4,475)</u>

Statement of Total Recognised Gains and Losses

	1996	1995
	£	£
Surplus/(deficit) for year	7,370	(4,475)
Net unrealised gains on investments	3,893	4,126
	<hr/>	<hr/>
	11,263	(349)
	<hr/>	<hr/>

The notes on pages 5 to 12 form part of these financial statements

EDINBURGH HEADWAY GROUP

Statement of Financial Activities

For the year ended 31 October 1996

	Notes	Unrestricted Funds £	Designated Development Fund £	Restricted Funds £	1996 £	1995 £
Incoming resources						
Donations		24,247	-	-	24,247	20,565
Grants	2	14,218	-	36,211	50,429	-
Miscellaneous Fund Raising		1,909	-	-	1,909	1,746
Transport contributions		2,597	-	-	2,597	2,010
Sale of Headway goods		449	-	-	449	602
Subscriptions		177	-	-	177	-
Investment Income		4,553	-	252	4,805	4,491
		<u>48,150</u>	<u>-</u>	<u>36,463</u>	<u>84,613</u>	<u>29,414</u>
Resources expended						
Charitable expenditure	4	(29,404)	-	(27,687)	(57,091)	(33,166)
Administration costs	3	(1,376)	-	(200)	(1,576)	(723)
		<u>(30,780)</u>	<u>-</u>	<u>(27,887)</u>	<u>(58,667)</u>	<u>(33,889)</u>
Net incoming/(outgoing) resources before transfers		17,370	-	8,576	25,946	(4,475)
Transfers between funds	8	(10,000)	10,000	-	-	-
Net incoming/(outgoing) resources		7,370	10,000	8,576	25,946	(4,475)
Gains on investments unrealised	6&8	-	3,893	-	3,893	4,126
Net movement in funds	8	7,370	13,893	-	29,839	(349)
Balances at 1 November		5,033	80,000	-	85,033	85,382
Balances at 31 October	8	<u>12,403</u>	<u>93,893</u>	<u>8,576</u>	<u>114,872</u>	<u>85,033</u>

The notes on pages 5 to 12 form part of these financial statements

EDINBURGH HEADWAY GROUP

Balance Sheet

As at 31 October 1996

	Notes	1996		1995	
		£	£	£	£
Fixed assets	5		5,750		3,525
Investments	6		74,756		70,863
			<u>80,506</u>		<u>74,388</u>
Current assets					
Debtors and prepayments		19,084		3,054	
Cash at bank and on deposit		19,327		9,669	
		<u>38,411</u>		<u>12,723</u>	
Creditors : Amounts falling due within one year		<u>(3,085)</u>		<u>(2,078)</u>	
Net current assets			35,326		10,645
Total net assets			<u>115,832</u>		<u>85,033</u>
Funds					
Unrestricted funds	8		12,403		5,033
Designated funds	8		93,893		80,000
Restricted funds	8		8,576		-
			<u>114,872</u>		<u>85,033</u>
Capital grant	12		960		-
			<u>115,832</u>		<u>85,033</u>

The accounts have been approved by
the Committee on 25/2/97.

.....*James M. Bryden*..... Chairman

The notes on pages 5 to 12 form part of these financial statements

EDINBURGH HEADWAY GROUP

Notes to the Financial Statements

For the year ended 31 October 1996

1. Accounting policies

Basis of accounting

The financial statements have been prepared on the historical cost basis of accounting, are in accordance with applicable Accounting Standards in the United Kingdom and comply with the Statement of Recommended Practice for Accounting by Charities.

As allowed by paragraph 3 (3) of schedule 4 to the 1985 Companies the directors have, due to the special nature of the company's business, adapted the prescribed format of the Profit and Loss Account.

Depreciation

Depreciation is provided on all fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected useful life as follows:-

Minibus	5 years
Equipment	3 to 5 years

Investment income

Income from investments is credited gross to the Income and Expenditure Account in the year in which it is received.

Therapy costs

Therapy costs are shown after deduction of £2,308 (1995 - £1,639) in respect of contributions by beneficiaries.

VAT

Edinburgh Headway Group is not registered for VAT and expenditure includes VAT where applicable.

Charitable activities

Expenditure has been allocated between administration and the services of the group to reflect the value derived by each activity.

EDINBURGH HEADWAY GROUP

Notes to the Financial Statements - continued

For the year ended 31 October 1996

2.	Grants		1996 £	1995 £
	National Lottery Charities' Board		36,211	-
	Lothian Health Board		14,218	-
			<u>50,429</u>	<u>-</u>
3.	Administration Costs		1996 £	1995 £
	Printing, stationery, postage and telephone		4,040	2,076
	Insurance		1,118	717
	Auditor's remuneration		700	500
	Property and equipment repairs		6,121	622
	Professional Fees		1,863	1,222
	Miscellaneous expenses		1,697	446
			<u>15,539</u>	<u>5,583</u>
	Less : Allocated to Charitable expenditure (notes 1 and 3)		<u>(13,963)</u>	<u>(4,860)</u>
			<u>1,576</u>	<u>723</u>
4.	Charitable expenditure	Notes	1996 £	1995 £
	Staff costs		30,630	14,984
	- Salaries			
	- Social security costs		2,154	713
	Motor and travelling expenses		4,833	3,658
	Therapy costs	1	3,675	3,476
	Depreciation	4	2,315	5,475
	Capital grant amortisation	12	(479)	-
			<u>43,128</u>	<u>28,306</u>
	Allocated costs	3	<u>13,963</u>	<u>4,860</u>
			<u>57,091</u>	<u>33,166</u>

The average weekly number of employees during the period was 5 (1995 - 3).

No remuneration was paid to any member of the Executive Committee during the year (1995 - Nil).

EDINBURGH HEADWAY GROUP

Notes to the Financial Statements - continued

For the year ended 31 October 1996

5.	Fixed assets	Minibus £	Equipment £	Total £
	<i>Cost</i>			
	At 1 November 1995	21,500	5,889	27,389
	Additions during year	-	4,540	4,450
		<hr/>	<hr/>	<hr/>
		21,500	10,429	31,929
	<i>Depreciation</i>			
	At 1 November 1995	21,500	2,364	23,864
	Charge for year	-	2,315	2,315
		<hr/>	<hr/>	<hr/>
		21,500	4,679	26,179
	<i>Net book value</i>			
	At 31 October 1996	-	5,750	5,750
		<hr/>	<hr/>	<hr/>
	At 31 October 1995	-	3,525	3,525
		<hr/>	<hr/>	<hr/>
6.	Investments		1996 £	1995 £
	Market value at 1 November		70,863	66,737
	Net unrealised gains		3,893	4,126
			<hr/>	<hr/>
	Market value at 31 October		74,756	70,863
			<hr/>	<hr/>
	Cost at 31 October		69,567	69,567
			<hr/>	<hr/>

7. Taxation

Edinburgh Headway Group is a charity and is recognised as such by the Inland Revenue for taxation purposes. As a result there is no liability to taxation on any of its income.

EDINBURGH HEADWAY GROUP

Notes to the Financial Statements - continued

For the year ended 31 October 1996

8. Funds

	Unrestricted General Funds	Designated Development Funds £	Restricted Funds £	1996 Total £	1995 Total £
Balance at 1 November	5,033	80,000	-	85,033	85,382
Surplus/(deficit) for year per Income and Expenditure account	7,370	10,000	8,576	25,946	(4,475)
Unrealised gains for year	-	3,893	-	3,893	4,126
	<u>12,403</u>	<u>93,893</u>	<u>8,576</u>	<u>114,872</u>	<u>85,033</u>

The Development Fund has been established to provide resources for the extension of the therapeutic and remedial services already provided by the Group and for the acquisition of suitable larger premises at some future date. The Group presently occupies, on an informal year to year basis, premises owned by the Astley Ainslie Hospital which are scheduled for re-development.

11. Analysis of net assets between funds

	Unrestricted Funds £	Development Funds £	Restricted Funds £	Total Funds £
Balances at 31 October 1996	<u>12,403</u>	<u>93,893</u>	<u>8,576</u>	<u>114,872</u>
Represented by:				
Fixed assets	-	5,750	-	5,750
Investments	-	74,756	-	74,756
Net current assets	<u>12,403</u>	<u>13,387</u>	<u>8,576</u>	<u>34,366</u>
	<u>12,403</u>	<u>93,893</u>	<u>8,576</u>	<u>114,872</u>

Unrealised investments gains included above

Unrealised gains at 31 October 1995	-	1,296	-	1,296
Gains on revaluation at 31 October 1996	-	3,893	-	3,893
Unrealised gains at 31 October 1996	<u>-</u>	<u>5,189</u>	<u>-</u>	<u>5,189</u>

EDINBURGH HEADWAY GROUP

Notes to the Financial Statements - continued

For the year ended 31 October 1996

12. Capital grant	1996 £	1995 £
National Lottery Charities' Board - received during year	1,439	-
Less: Transfer to Income and Expenditure account	(479)	-
	<u>960</u>	<u>-</u>

13. Capital

The group has no share capital as it is a company limited by guarantee.