

REGISTERED COMPANY NUMBER: 04498953 (England and Wales)
REGISTERED CHARITY NUMBER: 1097470

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 AUGUST 2016
FOR
HEADWAY ROTHERHAM**

The Rees Partnership
Bentley Bridge House
Chesterfield Road
Matlock
Derbyshire
DE4 5LE

HEADWAY ROTHERHAM

**CONTENTS OF THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2016**

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 13
Detailed Statement of Financial Activities	14

HEADWAY ROTHERHAM

REPORT OF THE TRUSTEES For The Year Ended 31 August 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04498953 (England and Wales)

Registered Charity number

1097470

Registered office

Victoria Park Hall
Rosehill
Rotherham
South Yorkshire
S62 7HJ

Trustees

Mr K Mentlak
Ms J Woodward
Mr R Stanton
Mrs S Clements
Mrs L Munford
Mr T Halksworth

Treasurer
Vice Chair
Chairman

Independent examiner

The Rees Partnership
Bentley Bridge House
Chesterfield Road
Matlock
Derbyshire
DE4 5LE

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The organisation is a charitable company limited by guarantee. It was first established in 1992 and became a registered Charity in May 2003. The company was established under a Memorandum of Association, which established the object and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

HEADWAY ROTHERHAM

REPORT OF THE TRUSTEES For The Year Ended 31 August 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of Management Committee

The directors of the company are also charity Trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association one third of the trustees (1) must stand down, but may make themselves available for re-election.

Jenny Woodward has served as a trustee from 1 September 2005 to 31 August 2016. She stood down at the AGM and was subsequently re-elected.

Rob Stanton has served as a trustee from May 2011 to 31 August 2016.

Kris Mentlak has served as a trustee from April 2012 to 31 August 2016. He stood down at the AGM in May 2016 and was subsequently re-elected.

Linda Munford has served as a trustee from November 2012 to 31 August 2016.

Stacy Clements has served as a trustee from January 2013 to 31 August 2016.

Rachel Cooper was appointed as Secretary in May 2015.

In order to ensure the voice of the members is reflected by the Management Committee, the Trustees actively seek the involvement of all members of Headway Rotherham.

The members of the Management Committee have a broad range of business and voluntary, public and private sector experience and in the event of the loss of any of these skills due to retirements, individuals would be approached and invited to offer themselves for election to the Management Committee.

Trustees Induction and training

All Trustees are already familiar with the practical work of the charity, being either a member or a carer of a brain-injured person, or a professional.

Prior to election to the Management Committee, the Chair provides a resume of the activities of the charity and the context in which it operates and details of the responsibilities and implication of appointment to the Committee.

HEADWAY ROTHERHAM

REPORT OF THE TRUSTEES

For The Year Ended 31 August 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Headway Rotherham has a Management Committee of 12 who meet every 4 weeks and are responsible for the strategic direction and policy of the charity. All are representative of the general membership, most are carers, some are professionals and there is one committee member who has sustained a brain injury. All have expertise useful to the strategic development of the charity.

The day to day responsibility for the smooth running of the organisation rests with the Chair, who is responsible for ensuring that the charity delivers the services specified in accordance with charity regulations and any funding restrictions. The Treasurer looks after the day to day finance. The Chair is responsible for the line management of the paid members of staff. All the Trustees are involved in regular supervision meetings with the paid members of staff.

Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are as follows:

Rob Stanton (Chair)
Jenny Woodward (Vice Chair)
Kris Mentlak (Treasurer)
Linda Munford
Tim Halksworth
Stacy Clements

Other members of the Management Committee who served during the year and up to the date of the report are as follows:

Audra Stanton
Elaine Mentlak
Carole Clarke
Annette Brand
Simon Rattenbury
Jilly Wilson
John Dougan
Rachel Cooper (Secretary)

Risk management

The Management Committee constantly review the major risks to which the charity is exposed. Appropriate systems and procedures have been established to mitigate the risks the charity faces. The policy of the Management Committee is to have a diversification of activities, enabling many members to become involved. Consideration is constantly given to new income streams and new methods of fund-raising. Internal controls are minimised by the implementation of procedure for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and users of Headway Rotherham.

HEADWAY ROTHERHAM

REPORT OF THE TRUSTEES

For The Year Ended 31 August 2016

OBJECTIVES AND ACTIVITIES

Objectives and aims

The company's objects and principal activities are to:

Promote the understanding of all aspects of brain injury and to provide information, support and services to people with a brain injury, their families and carers throughout Rotherham and adjoining areas of South Yorkshire

The main objectives and activities for the year continued to focus on these areas:

- * Providing advocacy to any member in need of it.
- * Providing information on brain injury and its consequences by means of face-to-face contact, telephone support and by the provision of a wide range of booklets, leaflets and other written information.
- * Offering advice on health issues; benefits applications; appointment support; housing issues; tenancy support; bill management; debt management; employment issues; educational issues; referral into and liaison with other relevant agencies.
- * Improving the quality of life for people in Rotherham who have sustained a brain injury, their families and carers by means of a wide variety of social, educational and leisure activities.
- * To continue to be involved in a wide range of health & social care issues in order to obtain relevant information and influence developments.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The primary charity activity is the provision of an advocacy and information service. Further support is given by providing members with a wide range of services and activities:

Counselling

Complimentary therapy

Peer support group meetings

Education courses including IT, cookery, art and craft, creative writing

Social events including annual Christmas dinner dance, annual barbecue, monthly quiz/games/social evenings, weekly coffee mornings, monthly pool nights, monthly 10 pin bowling, meals out, monthly carers' meals, day trips to the seaside

Headway Rotherham fund-raises to provide all these activities. They have been well attended and have provided an excellent opportunity for "peer to peer" support. They help improve social and communication skills, increase self-confidence and self-esteem and develop fulfilling leisure and recreational activities.

At its inception in January of 2005, the full time Advocacy and information post was funded by Tudor Trust, Ajahma Trust and Lloyds TSB. However, the funding was for only two years so funding applications were put in place in order to sustain this very important project. Subsequent funding pressures have forced this post to become part time, 16 hours per week from March 2013, and for a 3 year contract. In March 2016 the post was vacated and due to funding pressures was not replaced.

FINANCIAL REVIEW

Reserves policy

The Management Committee still strives to develop a secure operation by adopting a policy of creating reserves to the extent of 6 months of operating costs.

HEADWAY ROTHERHAM

REPORT OF THE TRUSTEES

For The Year Ended 31 August 2016

FINANCIAL REVIEW

Principal funding sources

Fund raising events and donations are the principal source of funding for activities and day to day operations.

NHS Rotherham had been the principal source of funding for the advocacy and information project from 2011. However, no further funding has been received since 2012. Since January 2014 The Brelms Trust has been the principal source of funding awarding Headway Rotherham £3000 per annum for 3 years.

The Trustees have concerns over the future financial security of the charity and are therefore looking into alternative sources of funding.

Social Services continue to provide Headway Rotherham with office space at Charnwood House, rent and cost free. However, it is known that Charnwood House is going to close in the near future and it is unlikely that Headway Rotherham will be provided with accommodation on similar terms.

Investment policy

There are few funds available for long term investment. Any funds in excess of day to day requirements are placed in a high interest earning tracker account.

The results for the year are shown in the Statement of Financial Activities on page 7.

The charity generated a deficit for the year of £5,948, which was within the expectations of the Management Committee.

The accounts show reserves restricted for the paid posts and reduced operating reserves.

PLANS FOR FUTURE PERIODS

The charity plans to continue and expand the activities outlined above in the forthcoming year, subject to satisfactory funding arrangements.

The Charity continues to develop its relationship with NHS Rotherham in the hope that they may give financial support in the future.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 7 March 2017 and signed on its behalf by:

Mr R Stanton - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY ROTHERHAM

I report on the accounts for the year ended 31 August 2016 set out on pages seven to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Philip G Green FCCA
The Rees Partnership
Bentley Bridge House
Chesterfield Road
Matlock
Derbyshire
DE4 5LE

17 March 2017

HEADWAY ROTHERHAM

STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2016

	Notes	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	8,206	3,300	11,506	12,590
Activities for generating funds	3	5,244	-	5,244	6,895
Investment income	4	-	3	3	8
Total incoming resources		13,450	3,303	16,753	19,493
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		261	13,288	13,549	17,158
Fundraising trading: cost of goods sold and other costs		7,476	-	7,476	10,275
Governance costs		1,676	-	1,676	1,773
Total resources expended		9,413	13,288	22,701	29,206
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		4,037	(9,985)	(5,948)	(9,713)
Gross transfers between funds	11	(9,000)	9,000	-	-
Net incoming/(outgoing) resources		(4,963)	(985)	(5,948)	(9,713)
RECONCILIATION OF FUNDS					
Total funds brought forward		16,023	2,075	18,098	27,811
TOTAL FUNDS CARRIED FORWARD		11,060	1,090	12,150	18,098

The notes form part of these financial statements

HEADWAY ROTHERHAM

BALANCE SHEET At 31 August 2016

	Notes	2016 £	2015 £
FIXED ASSETS			
Tangible assets	8	795	1,445
CURRENT ASSETS			
Cash at bank		12,514	17,909
CREDITORS			
Amounts falling due within one year	9	(1,159)	(1,256)
NET CURRENT ASSETS		<u>11,355</u>	<u>16,653</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		12,150	18,098
NET ASSETS		<u>12,150</u>	<u>18,098</u>
FUNDS	11		
Unrestricted funds		11,060	16,023
Restricted funds		1,090	2,075
TOTAL FUNDS		<u>12,150</u>	<u>18,098</u>

The notes form part of these financial statements

HEADWAY ROTHERHAM

BALANCE SHEET - CONTINUED

At 31 August 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 7 March 2017 and were signed on its behalf by:

Mr R Stanton -Trustee

Mr K Mentlak -Trustee

The notes form part of these financial statements

HEADWAY ROTHERHAM

NOTES TO THE FINANCIAL STATEMENTS For The Year Ended 31 August 2016

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

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

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 15% on cost

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. VOLUNTARY INCOME

	2016	2015
	£	£
Donations	8,206	9,590
Grants	3,300	3,000
	<u>11,506</u>	<u>12,590</u>

Grants received, included in the above, are as follows:

	2016	2015
	£	£
Other grants	<u>3,300</u>	<u>3,000</u>

HEADWAY ROTHERHAM

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED For The Year Ended 31 August 2016

3. ACTIVITIES FOR GENERATING FUNDS

	2016 £	2015 £
Fundraising events	<u>5,244</u>	<u>6,895</u>

4. INVESTMENT INCOME

	2016 £	2015 £
Deposit account interest	<u>3</u>	<u>8</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2016 £	2015 £
Depreciation - owned assets	<u>650</u>	<u>700</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2016 nor for the year ended 31 August 2015.

Trustees' expenses

During the year trustees' expenses of £1,943 were paid to 3 of the trustees (2015: £2,533 to 4 trustees). Expenses related to travel, refreshments, activity expenses and printing, postage and stationery costs.

7. STAFF COSTS

	2016 £	2015 £
Wages and salaries	<u>13,549</u>	<u>17,158</u>

The average monthly number of employees during the year was as follows:

	2016	2015
Paid staff	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

HEADWAY ROTHERHAM

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 31 August 2016

8. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 September 2015 and 31 August 2016	<u>9,704</u>
DEPRECIATION	
At 1 September 2015	8,259
Charge for year	650
At 31 August 2016	<u>8,909</u>
NET BOOK VALUE	
At 31 August 2016	<u>795</u>
At 31 August 2015	<u>1,445</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Taxation and social security	26	14
Other creditors	1,133	1,242
	<u>1,159</u>	<u>1,256</u>

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
Fixed assets	795	-	795	1,445
Current assets	11,424	1,090	12,514	17,909
Current liabilities	<u>(1,159)</u>	-	<u>(1,159)</u>	<u>(1,256)</u>
	<u>11,060</u>	<u>1,090</u>	<u>12,150</u>	<u>18,098</u>

HEADWAY ROTHERHAM

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED For The Year Ended 31 August 2016

11. MOVEMENT IN FUNDS

	At 1/9/15 £	Net movement in funds £	Transfers between funds £	At 31/8/16 £
Unrestricted funds				
General fund	16,023	4,037	(9,000)	11,060
Restricted funds				
Rotherham PCT	(97)	97	-	-
Committee restrictions	2,172	(10,382)	9,000	790
Irwin Mitchell	-	300	-	300
	<u>2,075</u>	<u>(9,985)</u>	<u>9,000</u>	<u>1,090</u>
TOTAL FUNDS	<u><u>18,098</u></u>	<u><u>(5,948)</u></u>	<u><u>-</u></u>	<u><u>12,150</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	13,450	(9,413)	4,037
Restricted funds			
Committee restrictions	3	(10,385)	(10,382)
BRELMs	3,000	(3,000)	-
Irwin Mitchell	300	-	300
Rotherham PCT	-	97	97
	<u>3,303</u>	<u>(13,288)</u>	<u>(9,985)</u>
TOTAL FUNDS	<u><u>16,753</u></u>	<u><u>(22,701)</u></u>	<u><u>(5,948)</u></u>

12. RELATED PARTY DISCLOSURES

There have been no material transactions with any related parties, other than those with the directors.

13. ULTIMATE CONTROLLING PARTY

The company is controlled by its directors, by virtue of their shareholdings.

14. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee. Each of the members is a guarantor to the extent of £1 each.

HEADWAY ROTHERHAM**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2016**

	2016 £	2015 £
INCOMING RESOURCES		
Voluntary income		
Donations	8,206	9,590
Grants	3,300	3,000
	<hr/> 11,506	<hr/> 12,590
Activities for generating funds		
Fundraising events	5,244	6,895
Investment income		
Deposit account interest	3	8
	<hr/> 16,753	<hr/> 19,493
RESOURCES EXPENDED		
Costs of generating voluntary income		
Wages	13,549	17,158
Fundraising trading: cost of goods sold and other costs		
Purchases	3,759	4,719
Telephone	779	716
Motor and travel costs	1,067	1,776
Insurance	236	177
Repairs and renewals	-	35
Other office costs	757	1,974
Professional fees	278	278
Counselling supervision	600	600
	<hr/> 7,476	<hr/> 10,275
Governance costs		
Costs of trustees' meetings	150	198
Accountancy	876	875
Fixtures and fittings	650	700
	<hr/> 1,676	<hr/> 1,773
Total resources expended	<hr/> 22,701	<hr/> 29,206
Net expenditure	<hr/> (5,948)	<hr/> (9,713)

This page does not form part of the statutory financial statements