

Headway Essex

Providing brain injury care and support

Annual Report and Financial Statements For the year ending 31st March 2015

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Registered Charity No. 1008807
Company Limited by Guarantee 2674755

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The Work of Headway Essex

Mission Statement

Everyone living with the effects of acquired brain injury has the opportunity to lead a fulfilling life.

Our Vision

Through the work of Headway Essex:

- people with acquired brain injury will fulfil their potential
- families and carers will be better able to cope with their caring role
- the wider community will understand the causes and effects of acquired brain injury

What we do

Headway Essex provides community support and specialist day opportunities to people living with acquired brain injury (ABI) and their families and carers in Essex.

- Day opportunities provide a specialist person centred approach to rehabilitate, educate, inform and support each client on their own personal recovery through the achievement of realistic, achievable and measurable goals.
- The Community Support Service provides emotional and practical support, crisis support, education and ongoing help with health and social issues faced by individuals with acquired brain injury and their families and carers.

How we support our services users

Supporting the Carers

- Access to a specialised support and advice helpline
- Information and advice covering a wide range of topics
- Information and training on all aspects of brain injury and the caring role
- One to one with a community support worker
- Condition Specific Support group meetings
- Respite from the cared-for person attending Headway's specialist facilities
- Support available at any stage – from hospital to many years later
- Counselling
- Signposting and referrals to other agencies and voluntary organisations as required

Supporting the survivors of brain injury

- Information and education covering a wide range of topics relating to brain injury and its effects
- Information and advice including practical and financial aspects
- Neuro Physio
- Speech and Language Therapy
- Adult education – relearning lost skills and learning new ones
- IT training
- Life skills
- Communication and social interaction
- Health and self-care advice and support
- Social and sporting activities in the community
- Artistic activities for self expression
- Behaviour management
- Support group meetings
- Support with educational, vocational and volunteering opportunities
- Counselling
- Signposting and referrals to other agencies and voluntary organisations

Our core values

Headway Essex believes in:

- **Working together**

Headway Essex works in partnership with many organisations. We are a condition specific organisation who signpost to avoid duplication of services and who share resources and expertise to provide a seamless service for our clients.

- **Consultation**

Headway Essex is an organisation who consults with its service users/stakeholders to meet their changing needs, in order to ensure the best possible outcomes for its service users.

- **Valuing the individual**

Headway Essex wants the best possible outcome for its services users and will listen to and respect their personal views on how they would like to be supported. All staff, volunteers and service users are respected and encouraged to reach their full potential.

- **Maximising opportunities**

Headway Essex strives to keep informed of opportunities through networking, and consultation with its stakeholders and the wider public. As an organisation led by an experienced board of trustees and management team, Headway is able to change, evolve and adapt and remains flexible to meet the needs of its service users.

Model of Care

Our model of care follows these guiding principles:

- Services will provide informed choice, quality outcomes and a high quality experience for our clients.
- Clients (including carers) are at the centre of services, which are designed to meet their needs.
- Services will meet or exceed Headway Centre standards as defined by Headway UK.
- Services are appropriate to the needs of an adult with acquired brain injury and their carer(s).
- Rehabilitation will be provided within a community setting.
- Services will provide value for money and are enhanced by volunteer support and fundraising.
- We work closely together, with external organisations to provide a cohesive and seamless service for our clients.
- Services will deliver appropriate person centred rehabilitation outcomes to increase clients independence, health and wellbeing.
- Services should meet the needs of our client group and be innovative and continually evolving.
- Services will promote brain injury awareness and prevention.

ACQUIRED BRAIN INJURY

Headway Essex follows the UK Acquired Brain Injury Forum (UKABIF) definition of acquired brain injury:

“Acquired Brain Injury (ABI) is defined as a non-degenerative injury to the brain occurring since birth. It can be caused by external physical force or by metabolic derangement. The term ‘acquired brain injury’ includes traumatic brain injury, such as open or closed head injuries, non-traumatic brain injuries such as those caused by strokes and other vascular accidents, tumours, infectious diseases, hypoxia, metabolic disorders (e.g. liver and kidney diseases or diabetic coma), and toxic products taken into the body through inhalation or ingestion.”

THE CAUSE

Brain injuries are happening all the time and will occur generally as a result of road traffic accidents, sporting injuries, disease, strokes/brain tumours, alcohol or drug abuse and violence. Often the effect will be loss of employment, breakdown of the family unit, loss of partner, physical and psychological disability, and social isolation.

Traumatic brain injury is a well-documented, growing national problem due to the increases in survival rate following severe brain injuries. *“Brain injury is the foremost cause of death and disability in young people”* found the House of Commons Health Select Committee Enquiry into Head Injury. Improved medical techniques means a greater survival rate for people who have suffered a brain injury and, in turn, are likely to require long-term rehabilitation to live in society with a normal life expectancy.

THE SCALE OF THE PROBLEM IN THE COMMUNITY

It is estimated that at least 1 million people in the UK have persistent disabilities as a result of acquired brain injury (*United Kingdom Acquired Brain Injury Forum (2012) Life after Brain Injury: A Way Forward*). However, in all likelihood, this is a conservative estimate. The lack of accumulated data in the UK means it is not possible to quantify the exact number of people with ABI in each area.

Research on hospital admission data has shown clearly that the problem is a large and growing one.

Approximately 215,000 people in the UK were admitted to hospital with a head injury in 2011-12 and overall, accounting for ABI related conditions such as stroke, anoxia, meningitis, encephalitis, hydrocephalus, tumours, abscess and others, over 350,000 people are admitted to hospital each year in the UK (*NHS Information Centre for Health and Social Care, 2013*).

Accounting for the conditions described above, approximately 8,500 Essex residents are admitted to hospital per year (*NHS Information Centre for Health and Social Care, 2013*). A large proportion of these people and their families will require help and support for at least a short time after injury and many will require long-term support. Headway Essex has a vital role to play in helping these people.

Impairments may range from subtle to severe, although the consequences may all be serious. Some people may be physically disabled, but the large majority have 'hidden' disabilities which are less easy to observe and, as a result, lead to misunderstanding, loss of employment, relationship breakdown and social isolation. The cost of these problems to society is difficult to quantify but research has shown that 40% of people with traumatic brain injuries fail to return to employment (*Radford et al, 2013*). It has been widely reported that over 50% of the prison population has a history of traumatic brain injury and that failure to identify and manage this leads to repeat offending (*Williams et al, 2010*).

FACILITIES FOR REHABILITATION

Statutory provision for rehabilitation is very limited and tends to only be offered to those who are severely affected. It is often aimed at the physical problems and is usually situated within regional, rather than local, hospitals. When severe behavioural problems exist the person is often sent to one of only a few private behaviour modification units, which are spread around the country. The cost of these can be as much as several thousand pounds a week and treatment is usually funded by the Health services or compensation claims. In practice this only tends to happen where the behaviour is extreme, or where it is thought the person will only need a short time there. When rehabilitation is not provided a lack of motivation and continuous inactivity at home can place an impossible strain on families.

Evidence suggests that early, co-ordinated and intense rehabilitation can generate savings to the NHS of between £0.7 million and £1.6 million per patient over their lifetime (*Hawe et al, 2013*). Headway Groups and Branch services can make a significant contribution to these savings.

THE EFFECT

Rehabilitation following acquired brain injury is a long-term process requiring active participation. Following discharge from acute care in hospital, life can be very problematic, both for the survivor and their families and friends.

There may be obvious physical disabilities such as:

- One-sided weakness
- Poor mobility
- Loss of balance
- Reduced vision
- Speech problems
- Extreme tiredness

But it is the cognitive, emotional and psychological problems that create the most havoc with people's lives.

Impaired cognitive functions include:

- Memory
- Information processing
- Concentration
- Organisational skills
- Planning

Emotional issues include:

- Inability to show emotions
- Laughing or crying inappropriately
- Inability to show affection
- Inappropriate behaviour

Psychological problems can include:

- Depression
- Aggression and violence
- Loss of impulse control
- Mood swings
- Lack of motivation
- Lethargy

The long-term disabilities may not correspond to the physical severity of the original injury, and can become apparent some time, even years, after the cause. A person can appear to make a good recovery but may be difficult to live with and become unemployable because of the above problems. The personality changes can be the most difficult for close family to accept and this causes many families or relationships to break up: 'she is not the person I fell in love with and married'; 'he's the third child I never wanted'.

CHAIRMAN'S REPORT

Last year my report spoke of the financial challenges faced by Headway and how we did not want this to stop us from planning for the future.

I am proud, that despite the issues we face, we have worked hard to make the charity as cost effective as possible and focused on future sustainability. Over the past few years we have streamlined our expenditure and reduced our costs to prepare us to ride out a difficult financial period ahead. We have strived to ensure that our current service provision is not hampered by our funding concerns and have worked hard to ensure that we have pursued all appropriate commissioning, procurement and grant-making opportunities. As a result, we have increased our reserves position so that we can continue to invest in our care and support of people living with the effects of brain injury.

Whilst we appreciate that our funding is under pressure we are also acutely aware that our services need to be developed to meet the needs of our service users. To formalise this we have produced a three year business plan called "Delivering the Vision" which encompasses our vision for service delivery and growth. Some of our growth aspirations will come to fruition in 15/16 as we have secured funding for a two year period to provide condition specific support for the carers we support, we will also be establishing a dedicated Community Support Worker in West Essex which has been a long term ambition, and a part-time Occupational Therapist in the Headway Centre which is another exciting new development.

During the year under review we have supported more than 500 survivors of brain injury and their carers throughout Essex. The highest areas of need among those we provide care for are in health and social care, followed by benefits, finance and housing issues.

Stroke continues to be the main cause of brain injury among those we are supporting, followed by Road Traffic Accidents. For all these people – as with all survivors of brain injury - life has changed overnight, which can be devastating and frightening for all those involved, and we need to ensure that Headway will always be there to support them through this very difficult time.

Whilst many things are running smoothly, there is an ongoing risk that the Headway Centre may need to relocate as the land in which our day centre is situated is currently up for sale. We face a similar situation with our office in Colchester Town Centre.

As a result of two potential moves, last year we have designated reserves to enable us to address this situation when it arises as relocation will be costly. I want to reassure attenders and their families that we will do everything possible to minimise the impact of any move on the services we provide.

Headway is heavily reliant on its fundraising team and its excellent supporters. I would like to take this opportunity to thank everyone who fundraised for us throughout the year; and, in particular, to the Colchester Round Table whose half marathon raised a magnificent £50,000 for Headway which has enabled us to end the financial year with £60,000 in reserves. This fantastic contribution to our work will help to lessen the impact of the loss in statutory funding in the short term, particularly as we start the year with a deficit budget and some of our reserves will need to be spent.

I could not complete my report without thanking my fellow Trustees, our dedicated and hard working staff team so ably led by our CEO Jo Wright who continues to provide our unique services and also our fantastic volunteer team. Together we look forward to the forthcoming year and embrace all its challenges and, developments.

Christopher White-Thomson

REFERENCE DETAILS

REGISTERED OFFICE

The Headway Centre
2 Boxted Road
Mile End
Colchester
Essex CO4 5JD

BOARD OF TRUSTEES

Chris White-Thomson	Chair
David Parkins	Treasurer
Bob Juniper	
Chris Humbles RN	
Fiona Dorey	
Jean Livingstone	
Paul Metcalfe	
Peter Macdonald	
Alan Bacon	
Sean Attwood	

CHIEF EXECUTIVE OFFICER: Joanna Wright

FINANCE MANAGER & COMPANY SECRETARY:

Gemma Perkins appointed 16th October 2014
Louise Allen resigned 9th October 2014

SERVICE MANAGERS

Andrew Plowright	-	Headway Centre
Angie O'Toole	-	Community Support Service

ADVISORS

Auditors	-	Griffin Chapman 4&5 The Cedars, Apex 12, Old Ipswich Road, Colchester, Essex CO7 7QR.
Bankers	-	CAF Bank Ltd 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ Lloyds Bank PLC 27 High Street, Colchester, CO1 1DU

REPORT OF THE TRUSTEES

The board presents its annual report and accounts for the year ended 31st March 2015.

The Annual Report and Financial Statements are produced in accordance with the Statement of Recommended Practice “Accounting and Reporting by Charities” (SORP revised 2005).

The trustees confirm that they have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing the Charity’s aims and objectives and in planning future activities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

LEGAL STATUS

Headway Essex is a Company Limited by Guarantee (Company No. 2674755) and a Registered Charity (Charity No. 1008807).

Copies of the Memorandum and Articles of Association can be obtained by writing to: Gemma Perkins, Company Secretary, Headway Town Office, 58b Head Street, Colchester CO1 1PB.

The liability of the Members in the event of Headway Essex being wound up is limited to a sum not exceeding £1. At 31st March 2015 there were 63 company members.

BOARD OF TRUSTEES

Members of the Board of Trustees are elected from the membership of the Company and are subject to re-election following a term of office not exceeding three years.

The Company is managed and controlled by a Board of Trustees whose names are given on page 10. For the purposes of the Companies Act 2006 the Members of the Board are placed in the same position as a Board of Directors.

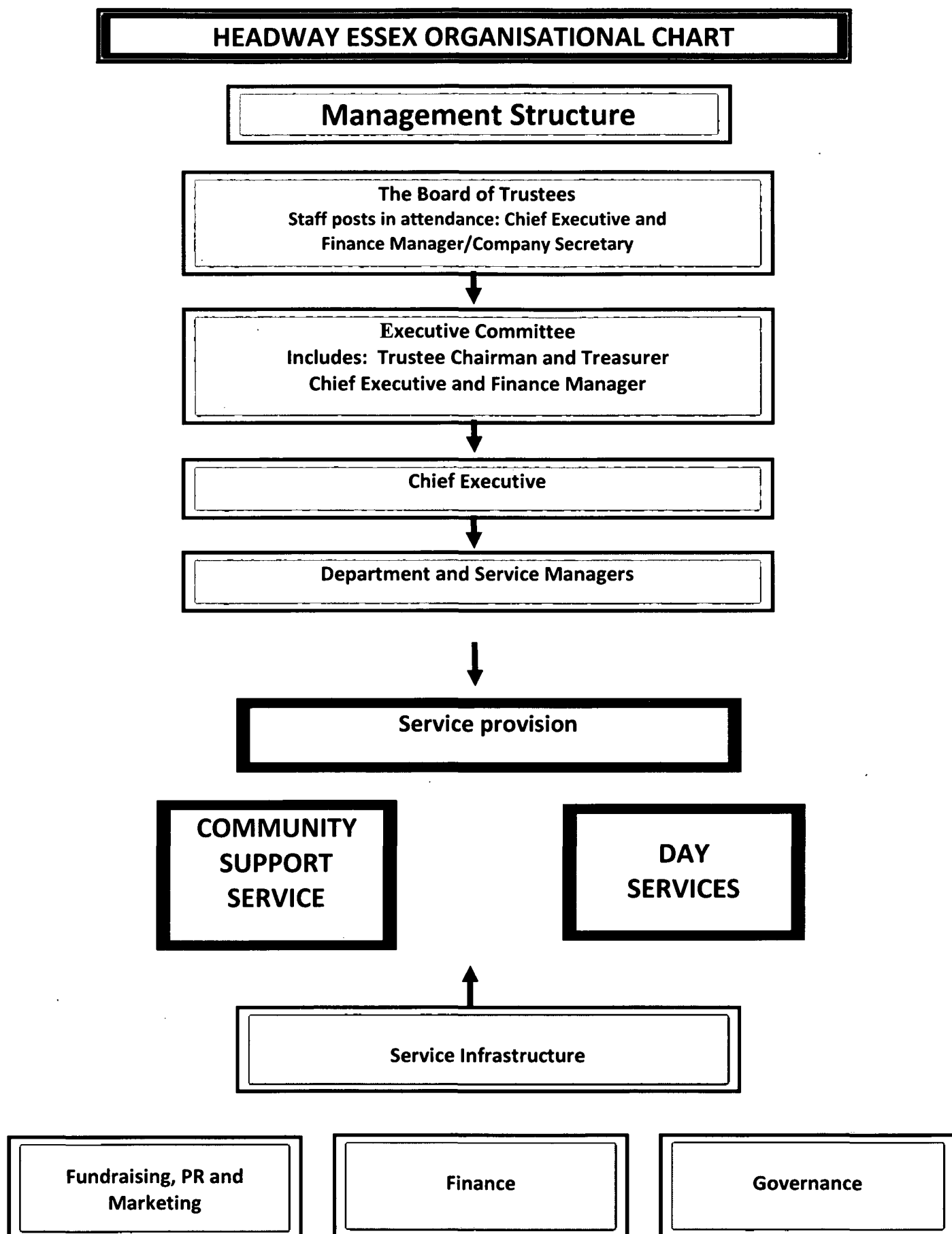
The Board has a strategic role and meets at least four times a year. It has responsibility for determining the direction of the Charity within the framework set out in the Memorandum and Articles of Association. This includes: ensuring financial viability and achievement of its aims; planning for the future; monitoring activities and outcomes against objectives; risk management; and ensuring legal requirements are met.

The Board have delegated certain responsibilities to the Executive Committee, which comprises:

- Treasurer
- Chairman
- Chief Executive Officer
- Finance Manager/Company Secretary

It meets bi-weekly and covers all the general work of the organisation including service delivery and development, funding and fundraising, personnel and premises. It reports directly to the Board of Trustees.

Each new Trustee is given a personalised induction programme and receives copies of the Company documents, details of policies and procedures, job description and code of conduct. Trustees are encouraged to attend the Headway Centre and appropriate external training events where these facilitate the undertaking of their role.



SENIOR MANAGEMENT

The Chief Executive Officer has overall responsibility for all aspects of service delivery and development. The key tasks are:

- To undertake overall responsibility for, and to manage, all existing service provision and future development of services;
- To be responsible for the organisation's financial health and ensure expenditure is controlled in line with budget as approved by the board of trustees;
- To negotiate funding, service level agreements and contracts with statutory bodies. To maximise other income generation, enabling fulfilment of the aims and objectives of the organisation;
- To be responsible for all aspects of human resource management;
- To be aware of legislative requirements and good practice, and ensure all relevant policies and procedures are in place;
- To promote the organisation and increase awareness of the effects of brain injury.

The Finance Manager and Company Secretary is responsible for all aspects of finance and accounting. The key tasks are:

- To maintain appropriate and accurate financial records;
- To produce monthly management reports and annual financial statements;
- To ensure the organisation meets all relevant company legislation.

SERVICE MANAGERS

The Headway Centre Manager is responsible for the delivery of the day care service. The key tasks are:

- Management of the specialist day service at The Headway Centre in Colchester;
- To provide leadership and support for the care staff;
- Ensuring relevant legislative requirements are met.

The Community Support Manager is responsible for the delivery of the community service. The key tasks are:

- Management of the community service across the county;
- To provide leadership and support for the service team.

RISK AND INTERNAL CONTROL

The Trustees have overall responsibility for ensuring that the Charity has an appropriate system of controls, financial and otherwise. They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees acknowledge their responsibility for the Charity's system of internal control and for reviewing its effectiveness. The Trustees recognise that such a system is designed to manage (but not eliminate) risk of failure to achieve the Charity's objectives, and can only provide reasonable (not absolute) reassurance against material misstatement or loss.

The Board of Trustees delegates powers to the Executive Committee, as detailed above. Systems of control designed to mitigate risk include a three year strategic plan, an annual budget, regular consideration by the Trustees of actual results compared to budget, forecasts and monitoring of reserve levels.

A Risk Register is maintained that identifies potential risks and impact of those risks to each part of the Charity. The Register details the controls in place to mitigate each risk, together with the associated monitoring processes. The risks, control and monitoring procedures are reviewed and reassessed regularly. Areas of potential improvement are identified and timetables for action implemented. The Risk Register may be added to at any time and will be reviewed by the Board of Trustees annually.

Risks involving the Charity's client group are dealt with within the control procedures of each department.

RESERVES

The Trustees feel it is appropriate to provide for short-term commitments and ongoing programmes and feels that a minimum level of unrestricted general reserves to be held is an amount equal to at least three months' average unrestricted expenditure. However, the three-month policy represents the minimum and the aim is to keep reserves at a level to cover at least six months expenditure. This will ensure that we have sufficient funds to cover any late arrivals of funding from statutory bodies and cover the fluctuations in fundraising income through the year. The Trustees recognise that certain aspects of the Charity's finances offer increased risk and the Board will designate specific amounts from free reserves to help mitigate these risks. Furthermore the Trustees may designate funds from reserves to assist in future development plans. This policy is reviewed annually and the current reserves position is detailed on page 36.

VOLUNTEERS

In all aspects of our work volunteers play a vital role. The board is grateful to everyone who has volunteered their time in furthering the work of Headway Essex and it is recognised that the donation of time is every bit as important as money or gifts. We estimate that during the year to 31st March 2015 volunteers donated their time in the following areas:

Day Service	4858 hours
Community Support	496 hours
Fundraising	1,228 hours
Total	6,582 hours
Full time equivalent number of staff	3.4

CHARITABLE ACTIVITIES

SPECIALIST DAY OPPORTUNITIES

The Headway Centre in Colchester is open five days a week and operates specialist day opportunities for people with traumatic and acquired brain injury.

Open from 10.00am to 3.30pm Monday to Friday this dynamic, innovative centre provides a range of physical, educational, emotional and practical activities, both in-house and in the community, all delivered by an experienced team.

Headway Essex has a simple ethos; that every person is unique and every brain injury different and carves a pathway that allows the person with brain injury to be placed in the absolute centre of their care in order to realise their aspirations and goals.

Unique in that the service is condition specific, The Headway Centre supports individuals to improve personal health and self care, increase their understanding of how their brain injury has affected them and those around them, improves self-esteem and self-confidence, increases independence, improves life skills and reduces isolation.

Some people will only need Headway's help for a few months while others may attend for a number of years, particularly where respite is required for the carer.

OBJECTIVES

- ❖ To provide support, information and advice to people with traumatic and acquired brain injury.
- ❖ To provide respite for carers.

- ❖ To improve the health and well-being of people with acquired brain injury.
- ❖ To increase self-awareness and understanding of brain injury and its effects.
- ❖ To increase independence.
- ❖ To reduce social isolation.
- ❖ To identify the unmet need of brain injury survivors

ACHIEVEMENTS DURING 2014 / 15

- ❖ 11 new people started attending the Headway centre during the year.
- ❖ A total of 70 places are occupied across 5 days.
- ❖ 13 individuals moved on from Headway services, 1 person went back into full time employment and 3 went onto pursue college/volunteering opportunities.
- ❖ Ran a 20 week drama therapy session, producing successful outcomes.
- ❖ Established a day centre forum consisting of clients, volunteers and staff
- ❖ Successful partnership working with Essex County Council and the North East Essex Clinical Commissioning group.
- ❖ Third Sector partnerships forged.
- ❖ Met 100% of Headway UK Minimum Standards for Headway Houses
- ❖ Funding achieved to employ a part-time Occupational Therapist

FUTURE PLANS

- ❖ To establish and integrate an Occupational Therapy Service into the day service provision.
- ❖ To pilot a day service satellite in the South of the county.
- ❖ Develop the service user forum.
- ❖ Integrate a new outcomes measurement system.
- ❖ Looking at criteria for attendance (age profile and conditions).
- ❖ To optimise attendance income.

COMMUNITY SUPPORT SERVICE

The Service provides information, advice and emotional support to people with acquired brain injury their families and carers in the community. Community support workers make home and hospital visits, run support group meetings across the county and signpost people to other agencies when appropriate.

OBJECTIVES

- ❖ To increase awareness, knowledge and understanding of acquired brain injury.
- ❖ To improve carers' coping abilities.
- ❖ To improve the skills of people with acquired brain injury.
- ❖ To empower people to become independent.
- ❖ To increase access to appropriate services.

ACHIEVEMENTS DURING 2014/15

- ❖ Completed three 8 week modules of the "Life After Brain Injury Group" in South Essex.
- ❖ Introduced a charging system into support group meetings
- ❖ 408 individuals from 253 families were supported during the year, including 222 survivors and 186 carers.
- ❖ 126 new referrals received.
- ❖ There were 831 attendances at Support Group Meetings around the county.
- ❖ Provided an away day for carers across Essex
- ❖ Introduced a free counselling service for clients/carers
- ❖ Introduced free legal surgeries at our Benfleet and Colchester offices
- ❖ Secured funding from Clinical Commissioning Group for a West Essex Support Worker
- ❖ Organised social events for clients
- ❖ Facilitated presentations to health professionals
- ❖ Developed new and maintained existing links with Hospitals across Essex

- ❖ Supported the production of a film by Healthwatch by organising Headway carers to be interviewed. The film about carers was made to demonstrate the lack of support for carers to health commissioners.
- ❖ Established a Headway Carers User Forum

FUTURE PLANS 2015/16

- ❖ To work with commissioners to gain funding of the service.
- ❖ To develop the Life After Brain Injury Group across Essex.
- ❖ To place a dedicated worker in each Essex region
- ❖ To facilitate support groups in West Essex
- ❖ Develop services for carers across Essex
- ❖ Compile dedicated literature for carers and people with ABI

FUNDING AND PROMOTIONAL ACTIVITIES

Fundraising income remains a crucial element to making up Headway Essex's total income budget. The team approach Trust Funds, run events and promote other fundraising initiatives to meet the funding demands of the Charity as well as maintaining the charity's profile throughout Essex.

OBJECTIVES

- ❖ To increase awareness of the organisation to a wider community.
- ❖ To secure funding to sustain and develop the services of Headway Essex.

ACHIEVEMENTS DURING 2014/15

- ❖ Secured new corporate partners and received great support during the year
- ❖ Continued to build on the success of Headways 1st mass participation event the Colour5k
- ❖ Introduced a new family fun run event The Onesie Runsie
- ❖ Chosen as the benefiting charity of the Colchester Half Marathon 2015. A prestigious mass participation event in Colchester.

- ❖ Maintained a high level of press publicity
- ❖ Increased the on-line profile of Headway Essex achieving over 2600 followers on Twitter (a 25% increase for the 2nd year running) and nearly 1,000 likes for our Facebook page
- ❖ Secured Essex County Council Carers Funding and funding to expand our Community Support Service in West Essex
- ❖ Embedded the CRM (management information) system into our working processes
- ❖ Won a major grant award giving us 3 years funding towards the cost of the Community Support Service

FUTURE PLANS

- ❖ Consider a Big Lottery Application
- ❖ Review and update website
- ❖ Review, update and produce new literature relating to brain injury and service provision
- ❖ Expand PR and Fundraising activities beyond the North East Essex area.
- ❖ Develop new income streams
- ❖ Develop Google AdWords and other online promotional activity
- ❖ Developing existing events to increase profile and income..

GOVERNANCE

Headway Essex requires a strong governance infrastructure to ensure that the charity is run appropriately, legally and has policies, procedures, monitoring systems and Information Technology in place to ensure best practice.

OBJECTIVES

- ❖ To provide direction and strategy
- ❖ To ensure business continuity
- ❖ To ensure that appropriate policies and procedures are in place, reviewed and adhered to

- ❖ To maintain quality standards within the organisation
- ❖ To ensure services are monitored and evidenced to demonstrate Headway is achieving its aims and required outcomes
- ❖ To meet Headway's contractual obligations
- ❖ To monitor the IT infrastructure
- ❖ To provide an HR function

ACHIEVEMENTS DURING 2014/15

- ❖ Production of a 3 year business plan called Delivering the Vision
- ❖ Established an IT renewal programme which reduces the impact of IT failure
- ❖ Production of a staff handbook to complement the policies and procedures
- ❖ Ensured all monitoring was recorded and submitted in a timely manner
- ❖ Achieved 100% within the Headway Standards
- ❖ Established new policies and maintained the renewal programme

FUTURE PLANS

- ❖ Attain the NHS Information Governance Level 2 and IOS9001 quality standards accreditation
- ❖ Establish a new monitoring software system into the IT system
- ❖ Install a new Internet phone system into the organisation to reduce costs and provide direct dialling.
- ❖ Streamline volunteer paperwork and recruitment across the organisation

FINANCIAL REVIEW

The results for the year are shown in the Statement of Financial Activities on page 26 and the financial position is shown in the Balance Sheet on page 27.

The year under review produced an increase in total reserves of £66,101 although total reserves at 31st March 2015 are £788,807 a high proportion of this amount is restricted, designated or held in tangible assets, leaving only £403,030 in Unrestricted Assets, as detailed below:

	£
Restricted Fixed Assets	131,917
Restricted Current Assets	-
Designated Current Assets	245,000
Unrestricted Fixed Assets	8,860
Unrestricted Assets	<u>403,030</u>
Total Reserves	<u>788,807</u>

Expenditure of restricted funds is higher than the restricted income due to continuing depreciation relating to restricted fixed assets.

FUNDING SOURCES

The total incoming resources during the year were £647,565 (2014: £664,924).

	2015		2014	
Made up as follows:				
Grants and service contract income from				
Essex Primary Care Trusts	127,516	19.7%	154,457	23.2%
Attendance, training and Transport Income	<u>195,716</u>	<u>30.2%</u>	<u>192,692</u>	<u>29.0%</u>
	323,232	49.9%	347,149	52.2%
Fundraising Income:				
Trust and Council grants	129,510		173,779	
Company/personal donations	66,510		36,848	
Gift Aid Reclaimed	8,268		9,028	
Legacy Income	-		7,128	
Events	110,209		72,789	
Trading	<u>6,755</u>		<u>14,025</u>	
	321,252	49.6%	313,597	47.2%
Investment/Other Income	<u>3,081</u>	0.5%	<u>4,178</u>	0.6%
	<u>647,565</u>		<u>664,924</u>	

FUTURE PLANS

The year to 31st March 2015 saw a significant fall in funding from the local health bodies and Essex County Council. Further significant reductions in funding in the coming years, already announced, mean that we have to operate at a reduced level of costs in the future. In anticipation of this we took steps to improve the cost base of the Charity whilst at the same time improving the range and quality of our services. These improvements have achieved two things. Firstly, this years result is a surplus of £66,101 which has increased the reserves to provide a better buffer future years. Secondly the lower cost base will put in a better position to cope with the funding challenges in the years to come.

Precise income flows become difficult to forecast with great accuracy in these changing times and so the Trustees will take a prudent approach to the future plans outlined on pages 17 to 21.

RESERVES

As at 31st March 2015, the Unrestricted Free Reserves, after deduction of Designated Funds and fixed assets from the total reserves, were £403,030. This represents the equivalent of eight months of unrestricted expenditure compared to a minimum policy requirement of three months. The Trustees consider the additional reserves appropriate as the three-month policy represents a bare minimum only. Reserves are expected to keep to at least six months during the year.

In accordance with the Reserves policy detailed on page 15, the Trustees have identified areas of highlighted risk or future development and have designated funds from reserves as follows:

£25,000	South Essex Day Care - The Trustees have designated funds to support the introduction of specialist Day Care services in South Essex.
£220,000	Property – The Trustees have designated funds to establish a long-term solution to the question of accommodation before the current lease of the Headway Centre expires in 2023.

LEGACY

The Charity was named as a beneficiary of an estate in 2006, which distributed funds of £Nil (2014: 7,128) in the year. The will was subject to a legal challenge and although this was resolved in our favour and the majority of costs awarded against the challenger, further distributions are unlikely, with the balance of the estate being retained to cover potential future costs to recover the past legal challenge costs, which have been agreed as recoverable.

STATEMENT OF TRUSTEE RESPONSIBILITIES

The trustees 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

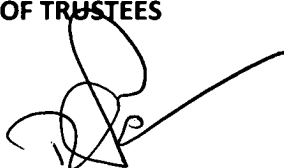
Statement as to Disclosure of Information to Auditors

So far as the trustees are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all steps that he ought to have taken as a trustee in order to make himself aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Auditors

The auditors, Griffin Chapman, will be proposed for re-appointment at the forthcoming Annual General Meeting.

BY ORDER OF THE BOARD OF TRUSTEES



David Parkins : Trustee

Dated: 6th August 2015

Independent Auditor's Report to the members of Headway Essex Ltd

We have audited the financial statements of Headway Essex Ltd for the year ended 31 March 2015 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement on page 24, 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

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 2015, 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.

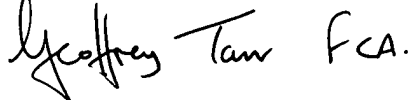
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the 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.



G H Tarr (Senior Statutory Auditor)

For and on behalf of Griffin Chapman, Statutory Auditor
4&5 The Cedars
Old Ipswich Road
Colchester
CO7 7QR

Date.....^{13th} August 2015.....

**STATEMENT OF FINANCIAL ACTIVITIES (incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31ST MARCH 2015**

	Notes	Unrestricted funds £	Restricted funds £	2015 Total Funds £	2014 Total Funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	85,776	68,512	154,288	117,915
Activities for generating funds	3	116,964	-	116,964	86,814
Investment income	4	2,418	-	2,418	3,932
Incoming resources from charitable activities					
Day Care	5	193,229	45,316	238,545	261,796
Community Support Service		2,487	132,200	134,687	194,221
Other incoming resources		<u>663</u>	<u>-</u>	<u>663</u>	<u>246</u>
Total incoming resources		401,537	246,028	647,565	664,924
RESOURCES EXPENDED					
Costs of generating funds					
Costs of activities for generating funds and voluntary income	6	130,633	-	130,633	125,950
Fundraising trading costs	7	1,697	-	1,697	2,798
Charitable activities					
Day Care	8	143,630	87,802	231,432	248,525
Community Support Service		16,707	176,170	192,877	203,126
Governance costs	10	<u>24,825</u>	<u>-</u>	<u>24,825</u>	<u>32,889</u>
Total resources expended		317,492	263,972	581,464	613,288
NET (OUTGOING)/ INCOMING RESOURCES					
		84,045	(17,944)	66,101	51,636
RECONCILIATION OF FUNDS					
Total funds brought forward		572,845	149,861	722,706	671,070
TOTAL FUNDS CARRIED FORWARD		<u>656,890</u>	<u>131,917</u>	<u>788,807</u>	<u>722,706</u>

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

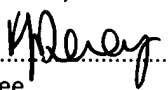
BALANCE SHEET
AT 31ST MARCH 2015

	Notes	Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total Funds £
FIXED ASSETS					
Tangible assets	14	<u>8,860</u>	<u>131,917</u>	<u>140,777</u>	<u>164,248</u>
CURRENT ASSETS					
Stocks	15	1,801	-	1,801	2,021
Debtors: amounts falling due within one year	16	88,298	-	88,298	32,104
Cash at bank and in hand		<u>604,697</u>	<u>2,816</u>	<u>607,513</u>	<u>570,061</u>
		694,796	2,816	697,612	604,186
CREDITORS					
Amounts falling due within one year	17	<u>(43,766)</u>	<u>(2,816)</u>	<u>(46,582)</u>	<u>(41,528)</u>
NET CURRENT ASSETS		<u>651,030</u>	<u>-</u>	<u>651,030</u>	<u>562,658</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		659,890	131,917	791,807	726,906
CREDITORS					
Amounts falling due after more than one year	19	<u>(3,000)</u>	<u>-</u>	<u>(3,000)</u>	<u>(4,200)</u>
NET ASSETS		<u>656,890</u>	<u>131,917</u>	<u>788,807</u>	<u>722,706</u>
FUNDS					
Unrestricted funds	23			656,890	572,845
Restricted funds				<u>131,917</u>	<u>149,861</u>
TOTAL FUNDS				<u>788,807</u>	<u>722,706</u>

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.

The financial statements were approved by the Board of Trustees on 6th August 2015 and were signed on its behalf by:

Fiona Dorey



 Trustee

David Parkins



 Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2015****1. ACCOUNTING POLICIES****Accounting convention**

The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

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.

Grants

Grants are recognised in full in the statement of financial activities in the year in which they are receivable, unless these relate to a specific future period in which case they are deferred.

Volunteers and donated services

Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable. Volunteer time is not included in the financial statements.

Resources expended

Resources expended include VAT which cannot be recovered. 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. The main basis is staff time.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Short leasehold	- Period of lease
Fixtures and fittings	- 3 to 4 years
Motor vehicles	- 4 years (new) and 3 years (second-hand)

Individual Fixed Assets costing, or donated assets valued, at £750 or more are capitalised.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

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.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015

Hire purchase and leasing commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is shorter.

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the statement of financial activities in the year in which they fall due.

The interest element of these obligations is charged to the statement of financial activities over the relevant period. The capital element of the future payments is treated as a liability.

Legacies

Legacies are recognised when the Charity is entitled to the money and the amount known. Entitlement is the earlier of estate account being finalised or cash received.

2. VOLUNTARY INCOME

	2015	2014
	£	£
Donations	66,510	43,976
Gift aid	8,268	9,028
Grants	79,510	64,911
	<u>154,288</u>	<u>117,915</u>

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

	2015	2014
	£	£
Other Trusts' grants	<u>79,510</u>	<u>64,911</u>

3. ACTIVITIES FOR GENERATING FUNDS

	2015	2014
	£	£
Fundraising events	110,209	72,789
Trading	<u>6,755</u>	<u>14,025</u>
	<u>116,964</u>	<u>86,814</u>

4. INVESTMENT INCOME

	2015	2014
	£	£
Bank interest	<u>2,418</u>	<u>3,932</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

		2015	2014
	Activity	£	£
Grants and other service contract income	Day Care	45,316	82,118
Attendance	Day Care	192,344	178,763
Minibus income	Day Care	885	915
Grants and other service contract income	Community Support Service	132,200	181,207
Training	Community Support Service	450	11,980
Attendance	Community Support Service	2,037	1,034
Other		663	246
		<u>373,895</u>	<u>456,263</u>

6. COSTS OF GENERATING VOLUNTARY INCOME

	2015	2014
	£	£
Staff costs	88,027	85,964
Other personnel expenses	1,127	834
Premises expenses	8,285	9,050
Other overheads	356	526
Service expenses	807	363
Office expenses	10,459	12,324
Fundraising promotion costs	1,818	1,842
Fundraising events	17,158	12,559
Other expenses	377	866
Depreciation	2,219	1,622
	<u>130,633</u>	<u>125,950</u>

7. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	2015	2014
	£	£
Purchases	<u>1,697</u>	<u>2,798</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 9)	Totals
	£	£
Day Care	231,432	248,525
Community Support Service	<u>192,877</u>	<u>203,126</u>
	<u>424,309</u>	<u>451,651</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015

9. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2015	2014
	£	£
Staff costs	309,911	322,311
Other personnel expenses	5,718	8,148
Premises expenses	30,265	29,042
Other overheads	129	209
Sundry fixed assets	1,214	-
Service expenses	34,216	38,101
Transport expenses	5,602	8,979
Office expenses	15,564	17,517
Other expenses	1,209	5,464
Loss on disposal of fixed asset	-	-
Bad debts	-	50
Depreciation	20,481	21,830
	<u>424,309</u>	<u>451,651</u>

10. GOVERNANCE COSTS

	2015	2014
	£	£
Staff costs	16,654	20,790
Auditors' remuneration	3,400	4,320
Other personnel expenses	1,984	3,453
Premises expenses	417	398
Other overheads	(152)	857
Sundry fixed assets	110	-
Service expenses	328	268
Office expenses	1,313	1,993
Other expenses	-	-
Depreciation	771	810
	<u>24,825</u>	<u>32,889</u>

11. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/ (crediting):

	2015	2014
	£	£
Auditors' remuneration	3,400	4,320
Depreciation - owned assets	21,972	23,622
Depreciation - assets on hire purchase contracts and finance leases	1,500	625
Loss on disposal of asset	-	-
Property rentals under Operating Leases	<u>23,608</u>	<u>23,608</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015

12. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2015 nor for the year ended 31st March 2014.

Trustees' Expenses

	2015	2014
	£	£
Trustees' expenses	<u>-</u>	<u>-</u>

13. STAFF COSTS

	2015	2014
	£	£
Wages and salaries	381,356	394,450
Social security costs	33,237	34,701
	<u>414,593</u>	<u>429,151</u>

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

	2015	2014
Day Care	8	8
Community Support Service	6	7
Fund-raising and Publicity	5	5
Governance of the Charity	1	1
	<u>20</u>	<u>21</u>

The average number of employees, calculated on a full time equivalent basis, during the year was as follows:

	2015	2014
Day Care	7	7
Community Support Service	5	5
Fund-raising and Publicity	3	4
Governance of the Charity	1	1
	<u>16</u>	<u>17</u>

No Staff were paid at a rate above £60,000 per annum in the current and previous years.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015

14. TANGIBLE FIXED ASSETS

	Short leasehold £	Fixtures and fittings £	Motor vehicles £	Totals £
COST				
At 1st April 2014	361,233	113,349	37,310	511,892
Additions	-	-	-	-
Disposals	-	-	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31st March 2015	<u>361,233</u>	<u>113,349</u>	<u>37,310</u>	<u>511,892</u>
 DEPRECIATION				
At 1st April 2014	210,556	99,778	37,310	347,644
Charge for year	17,352	6,119	-	23,471
Disposals	-	-	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31st March 2015	<u>227,908</u>	<u>105,897</u>	<u>37,310</u>	<u>371,115</u>
 NET BOOK VALUE				
At 31st March 2015	<u>133,325</u>	<u>7,452</u>	<u>-</u>	<u>140,777</u>
At 31st March 2014	<u>150,677</u>	<u>13,571</u>	<u>-</u>	<u>164,248</u>

Fixed assets included in the above that are held under finance leases are as follows:

	Fixtures and fittings £
COST	
At 1st April 2014	-
Additions	6,000
	<u> </u>
At 31st March 2015	<u>6,000</u>
 DEPRECIATION	
At 1st April 2014	625
Charge for year	1,500
	<u> </u>
At 31st March 2015	<u>2,125</u>
 NET BOOK VALUE	
At 31st March 2015	<u>3,875</u>
At 31st March 2014	<u>5,375</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015

15. STOCKS

	2015	2014
	£	£
Stocks	<u>1,801</u>	<u>2,021</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Other debtors	25,258	11,807
Prepayments	11,540	17,337
Accrued income	51,500	2,960
	<u>88,298</u>	<u>32,104</u>

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Finance leases (see note 20)	1,200	6,138
Social security and other taxes	8,656	8,168
Other creditors	18,460	14,137
Accrued expenses	5,700	6,778
Deferred income	<u>12,566</u>	<u>6,307</u>
	<u>46,582</u>	<u>41,528</u>

18. DEFERRED INCOME

	£
Balance as at 1 st April 2014	6,307
Amount released to incoming resources	(6,307)
Amount deferred in year	<u>12,566</u>
Balance as at 31st March 2015	<u>12,566</u>

19. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2015	2014
	£	£
Finance leases (see note 20)	<u>3,000</u>	<u>4,200</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015

20. OBLIGATIONS UNDER LEASING AGREEMENTS

	Finance leases	
	2015	2014
	£	£
Gross obligations repayable:		
Within one year	1,499	6,437
Between one and five years	<u>3,748</u>	<u>5,248</u>
	<u>5,247</u>	<u>11,685</u>
Finance charges repayable:		
Within one year	299	299
Between one and five years	<u>748</u>	<u>1,048</u>
	<u>1,047</u>	<u>1,347</u>
Net obligations repayable:		
Within one year	1,200	6,138
Between one and five years	<u>3,000</u>	<u>4,200</u>
	<u>4,200</u>	<u>10,338</u>

The following operating lease payments are committed to be paid within one year:

	Other	Land and buildings	
	2015	2015	2014
	£	£	£
Expiring :			
Within one year	553	8,508	8,508
Between one and five years	-	8,500	8,500
In more than five years	-	<u>6,600</u>	<u>6,600</u>
	<u>553</u>	<u>23,608</u>	<u>23,608</u>

	Other finance lease payments	
	2015	2014
	£	£
Expiring:		
Within one year	-	-
Between one and five years	<u>1,200</u>	<u>1,200</u>
	<u>1,200</u>	<u>1,200</u>

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015

21. CAPITAL COMMITMENTS

The following capital commitments have been made at 31 March 2015:

	2015 £	2014 £
Expiring:		
Within one year	-	-
	<u>-</u>	<u>-</u>

22. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	131,917	-	8,860	140,777
Stock	-	-	1,801	1,801
Cash	2,816	245,000	359,697	607,513
Net debtors less creditors	(2,816)	-	41,532	38,716
	<u>131,917</u>	<u>245,000</u>	<u>411,890</u>	<u>788,807</u>
Net assets as at 31st March 2015	<u>131,917</u>	<u>245,000</u>	<u>411,890</u>	<u>788,807</u>

23. MOVEMENT IN FUNDS

	At 1.4.14 £	Net movement in funds £	At 31.3.15 £
Unrestricted funds			
General fund	327,845	84,045	411,890
Designated fund	245,000	-	245,000
	<u>572,845</u>	<u>84,045</u>	<u>656,890</u>
Restricted funds			
Extension – various	36,281	(4,227)	32,054
Extension - Big lottery fund	112,361	(13,094)	99,267
Specific grants / donations	1,219	(623)	596
	<u>149,861</u>	<u>(17,944)</u>	<u>131,917</u>
TOTAL FUNDS	<u>722,706</u>	<u>66,101</u>	<u>788,807</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	401,537	(317,492)	84,045
Restricted funds			
Extension - Big lottery fund	-	(13,094)	(13,094)
Specific grants / donations	246,028	(246,651)	(623)
Extension – various	-	(4,227)	(4,227)
	246,028	(263,972)	(17,944)
TOTAL FUNDS	647,565	(581,464)	66,101

RESTRICTED FUNDS

Extension Funds - Various

The extension to the day centre was completed in November 2006. The balance remaining in these funds at 31st March 2015 represents the net asset value of the improvements.

Extension Funds - Big Lottery Fund

The extension to the day centre was completed in November 2006. The balance remaining in this fund at 31st March 2015 represents the net asset value of the improvements.

Specific Grants / Donations Fund

These are accumulated amounts given for the purchase of specific items or other specific purposes. The balance of the fund at 31st March 2015 represents amounts received not yet expended, or the net book value of assets held.

DESIGNATED FUNDS

The Trustees have identified areas of highlighted risk or future development and have designated funds from reserves as follows:

£25,000 South Essex Day Care - The Trustees have designated funds to support the introduction of Day Care services in South Essex.

£220,000 Property - The Trustees have designated funds to establish a long-term solution to the question of accommodation before the current lease of the Headway Centre expires in 2023.

24. RELATED PARTY DISCLOSURES

During the year under review there were no related party transactions.

25. MATERIAL LEGACY

The Charity was named as a beneficiary of an estate in 2006, which distributed funds of £Nil (2014: £7,128) in the year. The will was subject to a legal challenge and although this has now been resolved in our favour with the majority of costs awarded against the challenger. It is not possible to predict either the value or timing of any further distributions from the estate as the residual estate is to be held to cover possible future litigation fees to recover past costs.

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2015**

	2015 £	2014 £
INCOMING RESOURCES		
Voluntary income		
Donations	66,510	36,848
Gift aid	8,268	9,028
Legacies	-	7,128
Grants	79,511	64,911
	<hr/>	<hr/>
	154,289	117,915
Activities for generating funds		
Fundraising events	110,209	72,789
Trading	<u>6,755</u>	<u>14,025</u>
	116,964	86,814
Investment income		
Bank interest	2,418	3,932
Incoming resources from charitable activities		
Grants and other service contract income	177,516	263,325
Attendance	194,381	179,797
Minibus income	<u>885</u>	<u>915</u>
	372,782	444,037
Other incoming resources		
Other income	<u>1,112</u>	<u>12,226</u>
Total incoming resources	647,565	664,924
RESOURCES EXPENDED		
Costs of generating voluntary income		
Wages	81,305	79,010
Social security	6,722	6,954
Other personnel expenses	1,127	834
Premises and insurance expenses	8,284	9,050
Other overheads	356	527
Sundry fixed assets	225	-
Service expenses	807	363
Office expenses	10,459	12,325
Fundraising promotion costs	1,818	1,842
Fundraising events	17,158	12,558
Other expenses	153	865
Depreciation of tangible fixed assets	<u>2,219</u>	<u>1,622</u>
	130,633	125,950
Fundraising trading: cost of goods sold and other costs		
Purchases	1,697	2,798

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2015**

	2015 £	2014 £
Charitable activities		
Wages	284,977	296,563
Social security	24,934	25,835
Other personnel expenses	5,718	8,148
Premises and insurance expenses	30,265	29,042
Other overheads	129	209
Sundry fixed assets	1,214	-
Service expenses	34,216	38,014
Transport expenses	5,602	8,979
Office expenses	15,564	17,517
Other expenses	1,209	5,464
Loss on disposal of fixed asset	-	-
Bad debts	-	50
Depreciation of tangible fixed assets	20,481	21,830
	<hr/>	<hr/>
	424,309	451,651
Governance costs		
Trustees' expenses	-	-
Wages	15,073	18,877
Social security	1,581	1,912
Auditors' remuneration	3,400	4,320
Other personnel expenses	1,984	3,453
Premises and insurance expenses	417	398
Other overheads	(152)	857
Sundry fixed assets	110	-
Service expenses	328	268
Office expenses	1,313	1,994
Other expenses	-	-
Depreciation of tangible fixed assets	771	810
	<hr/>	<hr/>
	24,825	32,889
Total resources expended	<hr/>	<hr/>
	581,464	613,288
	<hr/>	<hr/>
Net (outgoings)/income	<u>66,101</u>	<u>51,636</u>