East Northants Headway Limited
Financial Statements
31 December 2007

MACINTYRE HUDSON LLP
Chartered Accountants
Peterbridge House
The Lakes
Northampton
NN4 7HB
East Northants Headway Limited
Financial statements
Year ended 31 December 2007

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<td>12</td>
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</tbody>
</table>
East Northants Headway Limited
Legal and administrative details

Company registered number 03788049
Charity registration number 1085311

Trustees
P McCabe
A Hassall
J Simpson
T Chambers

Company Secretary
T Chambers

Registered Office
61 High Street
Irlamington
Wellingborough
Northamptonshire
NN9 5PU

Accountants
MacIntyre Hudson LLP
Chartered Accountants
Peterbridge House
The Lakes
Northampton
NN4 7HB

Banker
Lloyds TSB
64 Harborough Road
Kingsthorpe
Northampton
NN2 7SM

East Northants Headway Limited is affiliated to Headway the brain injury association. This relationship is governed by Rules of Affiliation which have been adopted by East Northants Headway Board of Trustees.
The trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 December 2007

Objectives and activities
The principal activity of the charity during the year was providing support and guidance to people who suffered either traumatic brain injury, or acquired brain injury. In order to achieve the objective of the support of people who have suffered brain injuries, the charity runs a day centre.

Constitution
The charity is a company limited by guarantee and is governed by the Rules and Regulations of the Memorandum and Articles of Association incorporated on 11 June 1999. Future recruiting of trustees is via networking and advertising.

Trustees
The trustees who served the company during the year were as follows:

- L Marshall was appointed as a trustee on 24 April 2008 and resigned on 17 June 2008
- M Sawford was appointed as a trustee on 24 April 2008 and resigned on 17 June 2008
- M Dowdy was appointed as a trustee on 24 April 2008 and resigned on 17 June 2008
- Ms Hackney was appointed as a trustee on 24 April 2008 and resigned on 17 June 2008
- L Rolfe was appointed as a trustee on 24 April 2008 and resigned on 17 June 2008
- S E Wood resigned as a trustee on 24 April 2008
- Ms D M Perkins resigned as a trustee on 24 April 2008
- P McCabe was appointed as a trustee on 11 June 2008
- A Hassall was appointed as a trustee on 11 June 2008
- P Devlin was appointed as a trustee on 11 June 2008 and resigned on 30 September 2008
- J Simpson was appointed as a trustee on 8 September 2008
- T Chambers was appointed as a trustee on 15 October 2008

Organisational structure
The Board of Trustees is responsible for the governance of the charity and meets monthly or as required. The board sets the strategic direction of the charity and monitors the budgets.

Achievements and performance
The charity continued to provide support and assistance during the year to people with a brain injury, their carers and families. All trustees who served during 2007 have resigned. Since the end of the financial year the current trustees have undertaken a thorough review of the charity and have put in place controls to ensure the effective provision of services to the service users in the future.
Risk Management
The trustees review the risks to which the charity is exposed and monitor the risk areas and seek to minimise risks.

Reserves policy
A small amount of reserves is necessary to meet unexpected or exceptional costs. The trustees believe that a reserve equivalent to 6 months of regular expenditure and being the amount required to settle all liabilities in the event of winding-up is adequate.

The charity has managed to maintain a bank balance in excess of this amount for sometime, although this can change as future income levels cannot be guaranteed. However, continued fund raising from both new and old sources will hopefully enable reserves to be maintained at the desired level. The trustees meet regularly to monitor and review the policy.

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

Company law requires the trustees to prepare financial statements for each financial year 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
- make judgements and estimates that are reasonable and prudent
- state whether applicable 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 which disclose with reasonable accuracy at any time the financial position of the charitable company which enable them to ensure that the financial statements comply with the Companies Act 1985. 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

Small company provisions
This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985

In so far as the trustees are aware

- there is no relevant accountancy information of which the company’s accountants are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the accountants are aware of that information

These financial statements comply with the charity’s governing document, the statement of Recommended Practice for Charities and the Companies Act 1985

Registered office
61High Street
Irthlingborough
Wellingborough
Northamptonshire
NN9 5PU

Signed by order of the trustees

Signed by T Chambers
Company Secretary

Approved by the trustees on 15 October 2008
East Northants Headway Limited

Reporting accountants' report to the members on the unaudited financial statements of East Northants Headway Limited (continued)

Year ended 31 December 2007

In accordance with the engagement letter dated 14 December 2007, we report on the unaudited financial statements for the year ended 31 December 2007.

This report is made to the company's members, as a body, in accordance with Section 249C of the Companies Act 1985. Our work has been undertaken so that we might state to the company's members those matters we are required to state to them in a reporting accountants' 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 company and the company's members as a body, for our work, for this report, or for the opinions we have formed.

Respective responsibilities of members and reporting accountants
The company's trustees are responsible for the preparation of the financial statements, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion
Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion
In our opinion,

1. the financial statements are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985.

2. having regard only to, and on the basis of, the information contained in those accounting records,
   a. the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act,
   b. the company satisfied the conditions for exemption from an audit of the financial statements for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).

MACINTYRE HUDSON LLP
Chartered Accountants

28 October 2008
East Northants Headway Limited

Statement of financial activities

Year ended 31 December 2007

<table>
<thead>
<tr>
<th>Note</th>
<th>Total Funds 2007 £</th>
<th>Total Funds 2006 £</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Incoming resources

*Incoming resources from charitable activities*

Daycare services  
63,815  
50,786

*Incoming resources from generated funds*

Voluntary income  
68,934  
77,762

Investment income  
1  
-

Total incoming resources  
132,750  
128,548

Resources expended

Charitable activities  
2  
123,100  
122,644

Governance costs  
2  
7,212  
5,467

Total resources expended  
130,312  
128,111

Net incoming resources  
2,438  
437

Reconciliation of funds

Fund balance brought forward at 1 January 2007  
8  
63,261  
62,824

Fund balance carried forward at 31 December 2007  
8  
65,699  
63,261

The total incoming resources and resources expended all relate to unrestricted funds.

The accounting policies and notes on pages 9 to 13 form part of these financial statements.
East Northants Headway Limited

Balance sheet

31 December 2007

<table>
<thead>
<tr>
<th>Note</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Fixed assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible assets</td>
<td>4</td>
<td>6,115</td>
</tr>
<tr>
<td>Current assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors</td>
<td>5</td>
<td>435</td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td></td>
<td>67,743</td>
</tr>
<tr>
<td></td>
<td></td>
<td>68,178</td>
</tr>
<tr>
<td>Creditors: amounts falling due within one year</td>
<td>6</td>
<td>8,594</td>
</tr>
<tr>
<td>Net current assets</td>
<td></td>
<td>59,584</td>
</tr>
<tr>
<td>Total assets less current liabilities</td>
<td></td>
<td>£65,699</td>
</tr>
<tr>
<td>Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td>8</td>
<td>65,699</td>
</tr>
<tr>
<td>Accumulated reserves</td>
<td></td>
<td>£65,699</td>
</tr>
</tbody>
</table>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(2), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The trustees acknowledge their responsibilities for

(i) ensuring that the company keeps proper accounting records which comply with section 221 of the Act, and

(ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

The accounting policies and notes on pages 9 to 13 form part of these financial statements.
East Northants Headway Limited

Balance sheet (continued)

31 December 2007

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2007)

These financial statements were approved by the trustees relying on information provided by previous trustees and authorised for issue on 15 October 2008, and are signed on their behalf by

Signed by
P McCabe
Trustee

The accounting policies and notes on pages 9 to 13 form part of these financial statements.
East Northants Headway Limited

Accounting policies

Year ended 31 December 2007

Basis of accounting
The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005)

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.

Donations under ‘gift aid’ are included in full in the financial statements when recoverable, provided there are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition is deferred until the pre-condition has been met.

Legacies to which the charitable company is entitled are included in the statement of financial activities unless they are incapable of measurement.

Revenue grants recoverable are credited as income resources when they are receivable provided conditions for receipt have been complied with, unless they relate to a specified future period in which case they are deferred.

Resources expended
All expenditure is accounted for on an accrual basis and has been listed under headings that aggregate all the costs related to that activity. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of the resources.

Direct costs are allocated on an actual basis to the key strategic areas of activity.

Governance costs are those incurred in connection with the management of East Northants Headway Limited assets organisation and compliance with constitutional and statutory requirements.

Fixed assets
All fixed assets are initially recorded at cost.
East Northants Headway Limited

Accounting policies

Year ended 31 December 2007

Depreciation
Depreciation is calculated so as to write off the cost of an asset, net of anticipated disposal proceeds, over the useful economic life of that asset as follows

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Depreciation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improvement to property</td>
<td>2% on cost</td>
</tr>
<tr>
<td>Fixtures &amp; Fittings</td>
<td>20% on cost</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>20% on cost</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>20% on cost</td>
</tr>
</tbody>
</table>

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
East Northants Headway Limited

Notes to the financial statements

Year ended 31 December 2007

1. **Net incoming resources**
   Net incoming resources is stated after charging

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation of owned fixed assets</td>
<td>1,822</td>
<td>11,336</td>
</tr>
</tbody>
</table>

2. **Resources expended**

<table>
<thead>
<tr>
<th>Charitable activities</th>
<th>Governance costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Wages and salaries</td>
<td>85,580</td>
</tr>
<tr>
<td>Establishment expenses</td>
<td>9,593</td>
</tr>
<tr>
<td>Motor and travelling expenses</td>
<td>7,252</td>
</tr>
<tr>
<td>Depreciation</td>
<td>1,822</td>
</tr>
<tr>
<td>Office running costs</td>
<td>6,880</td>
</tr>
<tr>
<td>Fund raising and activity costs</td>
<td>10,753</td>
</tr>
<tr>
<td>Accountancy</td>
<td></td>
</tr>
<tr>
<td>General expenses</td>
<td>1,220</td>
</tr>
</tbody>
</table>

   |                      | £123,100 | £122,644 | £7,212 | £5,467 |

3. **Staff costs**
   The average number of staff employed by the charity during the year was 5 (2006 - 5)
   There were no employees with emoluments exceeding £60,000
East Northants Headway Limited

Notes to the financial statements

Year ended 31 December 2007

4 Tangible fixed assets

<table>
<thead>
<tr>
<th></th>
<th>Improvement to property £</th>
<th>Fixtures &amp; Fittings £</th>
<th>Motor Vehicles £</th>
<th>Equipment £</th>
<th>Total £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost At 1 January 2007 and 31 December 2007</td>
<td>7,297</td>
<td>8,635</td>
<td>26,975</td>
<td>8,089</td>
<td>50,996</td>
</tr>
<tr>
<td>Depreciation At 1 January 2007</td>
<td>4,014</td>
<td>5,643</td>
<td>26,975</td>
<td>6,427</td>
<td>43,059</td>
</tr>
<tr>
<td>Charge for the year</td>
<td>1,095</td>
<td>1,142</td>
<td>-</td>
<td>(415)</td>
<td>1,822</td>
</tr>
<tr>
<td>At 31 December 2007</td>
<td>£5,109</td>
<td>£6,785</td>
<td>£26,975</td>
<td>£6,012</td>
<td>£44,881</td>
</tr>
</tbody>
</table>

Net book value

| At 31 December 2007 | £2,188 | £1,850 | - | £2,077 | £6,115 |
| At 31 December 2006 | £3,283 | £2,992 | - | £1,662 | £7,937 |

5. Debtors

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other debtors</td>
<td>435</td>
<td>12,632</td>
</tr>
</tbody>
</table>

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East Northants Headway Limited

Notes to the financial statements

Year ended 31 December 2007

6. Creditors: amounts falling due within one year

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade creditors</td>
<td>3,252</td>
<td>2,001</td>
</tr>
<tr>
<td>Other taxation and social security</td>
<td>2,404</td>
<td>1,470</td>
</tr>
<tr>
<td>Other creditors</td>
<td>2,938</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total:** €8,594  €3,471

7. Controlling related parties

The trustees are the company's controlling related party by virtue of their office.

8. Unrestricted funds

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance brought forward – general funds</td>
<td>63,261</td>
<td>62,824</td>
</tr>
<tr>
<td>Net incoming resources for the financial year</td>
<td>2,438</td>
<td>437</td>
</tr>
</tbody>
</table>

**Balance carried forward:** €65,699 €63,261

9. Company limited by guarantee

The company is limited by guarantee and does not have a share capital. In the event of the charity being wound-up, the liability of the members is limited to £10.

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