

Second Chance Headway Centre

**Report of the Trustees and
Financial Statements**

Year Ended 31 December 2014

Jolliffe Cork LLP
Chartered Accountants
33 George Street
Wakefield
West Yorkshire
WF1 1LX

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Second Chance Headway Centre

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for the year ended 31 December 2014**

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Second Chance Headway Centre

Chairperson's Report for the year ended 31 December 2014

This is my second report as Chair of the Second Chance Headway Centre. As always for Second Chance this has been another busy year with lots of great things going on.

Thankfully this year has been a settled year in terms of staff structure. Sadly we lost Holly Blacker as one of our rehab assistants last March. The only other change is that Michelle Sanderson started in February last year as a support assistant as well as continuing her role as our domestic technician.

Peter Morse our business manager and Sharlene Featherston our clinical manager continue to provide great leadership on the ground to the charity. The need for a good solid business base alongside strong clinical management continues to be essential to providing the right level of support to our members.

We continue to provide occupational therapy to those members who require it either within groups or on a one to one basis through our specialist occupational therapist, Meral Altılar, ably assisted by her rehabilitation assistant Reece Hampshire. This continues to be an important element of the support provided to our members in terms of developing their ability to move forward, gain independence and make positive progress.

All members attending the centre are provided with varied and challenging groups and sessions. Mary Brummitt, Alison Ingleby and Sue Marsay continue to do great work in this area. Karla Firth our hospital co-ordinator has been providing more community based support and is an essential member of the team.

The three year financial support provided through the big lottery fund came to an end this year. These funds have been applied as required by the Big Lottery to support and enhance the service that the Charity provides. As a Board careful consideration has been given to how we moved forwards at the end of this funding and I am delighted to report that through the hard work of in particular Peter and Sharlene that we have been successful in obtaining another big lottery fund for a further three years. These funds will help us to continue to deliver and develop the excellent service that we provide and to further enhance that service going forwards. There is therefore lots to do over the next three years to maximise the potential of this further fund.

In my report last year I noted that the current number of members was 66. This year we currently have 70 members so this has increased. There are also increasing numbers of people waiting for a place at Second Chance as we enhance our reputation and as our services become increasingly in demand. We continue to be stretched from a space perspective. The staff team continue to be inventive about how best to use the facilities that we have. The positive steer on this is that this is a nice problem to have as it shows that we are reaching more and more individuals and providing support to them. This is something for the trustees to consider over the next 12 months in the hope that we can find a solution to this challenging situation.

The centre's administrator Janice Lloyd continues to provide excellent support and service to the charity continuing to keep all the plates spinning (somehow) and I would once again like to express special thanks to Janice for all the hard work that she does for the centre.

Our volunteer numbers are down this year from last year's 23 to around 18 on average this year. We have however had more placements from college/university with an average of one placement attendee per month. Volunteers and placement students are an essential element of keeping the charity moving forwards and we are very grateful for their support.

In terms of fund raising we have had another busy year. In the current climate fund raising is challenging and we are very grateful for all those individuals who have fundraised on the charity's behalf. I would like to mention the following fund raising highlights:-

- Judiciary of England and Wales Wakefield and Pontefract branch held a raffle raising £115;
- Asda have raised £300;
- Briestfield Ramblers (Mr and Mrs Pickles, parents of our member M Pickles) continue to support us regularly with donations raised;
- Catholic Women's League Leeds branch raised through one of their volunteers £250;

**Chairperson's Report
for the year ended 31 December 2014**

- The Wakefield College sold Krispy Kreme Donuts and raised £130.18;
- The Nuffield Hospital provided a grant of £1500 which was applied for by one of our volunteers. This £1500 was used to purchase a wheelchair, ipad and paid for members to go to the theatre at Christmas;
- Trustee Alison Chappell's parents raised £700 which was used to buy cognitive memory programmes;
- Heptonstalls Solicitors at Goole raised £500 following their engagement in a half marathon and a further £145.93 through dress down day money;
- CHEP UK Limited - we were dominated as their charity of the year and were given a donation of £1000;
- One of our volunteers was successful in receiving a small grant for both herself and Second Chance in recognition of her volunteering efforts contributing £140;
- Andrew Pickering did a coast to coast cycle ride and raised £750.

Then of particular special note we were recently delighted by the Spring Ball organised by Liz Corbett and Janice Lloyd. We had a change of venue this year to Bagden Hall and the event was a huge success - selling all available tables and providing a fantastic evening of entertainment and enjoyment - along with some amazing fund raising. We raised a huge £8,000 on the night which is a fantastic contribution to the funds of the charity. I know that organising a ball is a stressful and anxiety inducing pastime and I want to thank Liz and Janice again for coping with the stresses and strains of putting on such a magnificent event and to thank you for all their hard work and efforts in this regard. I hope that they have now recovered and will consider organising a similar event next year.

Turning now to the Board of Directors. I am pleased to say that we have had a settled year with a good breadth of representation on our board. We hold meetings every two months. Peter and Sharlene attend so that they can update the trustees on what is happening day to day at the centre. Julie Moss continues to provide rehabilitation guidance as a retired neuro-occupational therapist. Alison Chappell and Liz Corbett have provided invaluable insight as carer representatives from the board and Peter Bourne continues as our service user representative. Lucy Mills Secretary (supporting us through her pregnancy and following the birth of her gorgeous little boy Joshua) and myself as Chair are both personal injury solicitors so as a group we have a good balance of background and views/opinions. It is with sadness that I must report that Alison has confirmed that due to other demands on her time she wishes to step down from her role as trustee. Her sound ideas, common sense and understanding of what Second Chance is all about will be missed but we wish her well in all that she does in the future (and hope that she keeps in touch).

I mentioned in my last report that we have been assisted by Professor Al-Din who is a consultant in neurology at Pinderfields Hospital in Wakefield. Professor Al-Din continues to be keen to assist the charity given his years of service in his clinical role and expertise in head injury but continues to be very busy from a clinical and research perspective. He therefore currently feels unable to accept the formal role of President of the Charity. In view of the above the Board are looking for a President for the Charity and additional Trustees. If you are aware of anyone who would be interested in exploring this further then please ask them to make contact.

I cannot provide this report for the AGM without thanking all of our members. They bring fun, enthusiasm and a willingness to engage in the services that the charity offers. Our staff work tirelessly to provide for the needs of our members and to capture their positive engagement. This makes Second Chance a very special place. As a result of the hard work of our members, staff and volunteers the charity has continued on its journey to become even more recognised and valued within our community. As other services diminish, Second Chance grows and I have no doubt that this will continue over the next years to come as we strive to support those in need.



Mrs J A Horton – Chair

16 April 2015

Second Chance Headway Centre

Report of the Trustees for the year ended 31 December 2014

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 December 2014. 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

05992718 (England and Wales)

Registered Charity number

1121645

Registered office

Almshouse Lane
Wakefield
West Yorkshire
WF1 1DS

Trustees

Mr P Bourne
Mrs J A Horton
Mrs A C Chappell
Mrs J Moss
Mrs L Mills
Mrs C Corbett

Independent examiner

Timothy Hill FCA
Institute of Chartered Accountants in England and Wales
Jolliffe Cork LLP
Chartered Accountants
33 George Street
Wakefield
West Yorkshire
WF1 1LX

Bankers

The Royal Bank of Scotland Plc
35 - 37 Northgate
Wakefield
WF1 3XA

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.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

To relieve and rehabilitate individuals living in or near Yorkshire and Humberside who have sustained an acquired brain injury likely to cause significant disability;
provide, assist and promote facilities for the provision of their support, enablement, education, training and welfare; and
advising and supporting carers, family and friends of such individuals.

Significant activities

The principal activity of the company throughout the year was to provide support and advice to adults with acquired brain injury and their families and carers, through the provision of a day care centre.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Refer to the Chairperson's report on pages one to two.

FINANCIAL REVIEW

Reserves policy

The reserves of the Charity are defined as income which becomes available to the charity and is to be spent at the trustees' discretion in furtherance of any of the charity's objectives but which is not yet spent, committed or designated.

Approved by order of the board of trustees on 16 April 2015 and signed on its behalf by:



Mrs J A Horton - Trustee

Independent Examiner's Report to the Trustees of Second Chance Headway Centre

I report on the accounts for the year ended 31 December 2014 set out on pages seven to fifteen.

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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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.

Timothy Hill FCA
Institute of Chartered Accountants in England and Wales
Jolliffe Cork LLP
Chartered Accountants
33 George Street
Wakefield
West Yorkshire
WF1 1LX

16 April 2015

Second Chance Headway Centre

Statement of Financial Activities
for the year ended 31 December 2014

		Unrestricted fund £	Restricted funds £	Total 2014 funds £	Total 2013 funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	78,477	-	78,477	106,218
Activities for generating funds	3	2,217	-	2,217	10,379
Investment income	4	3,757	24	3,781	4,802
Incoming resources from charitable activities	5				
Provision of day care services		<u>187,615</u>	<u>-</u>	<u>187,615</u>	<u>160,474</u>
Total incoming resources		272,066	24	272,090	281,873
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	6	24,112	7,811	31,923	32,506
Fundraising trading: cost of goods sold and other costs	7	235	-	235	1,002
Charitable activities	8				
Provision of day care services		200,824	23,127	223,951	227,035
Governance costs	10	7,991	1,424	9,415	14,000
Other resources expended	5	5	869	874	2,312
Total resources expended		233,167	33,231	266,398	276,855
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		38,899	(33,207)	5,692	5,018
Gross transfers between funds	17	(167)	167	-	-
Net incoming/(outgoing) resources before other recognised gains and losses		38,732	(33,040)	5,692	5,018
Other recognised gains/losses					
Gains/losses on investment assets		<u>-</u>	<u>-</u>	<u>-</u>	<u>(952)</u>
Net movement in funds		38,732	(33,040)	5,692	4,066
RECONCILIATION OF FUNDS					
Total funds brought forward		258,212	53,743	311,955	307,889
TOTAL FUNDS CARRIED FORWARD		<u>296,944</u>	<u>20,703</u>	<u>317,647</u>	<u>311,955</u>

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

The notes form part of these financial statements

Second Chance Headway Centre

Balance Sheet
At 31 December 2014

		Unrestricted fund £	Restricted funds £	Total 2014 funds £	Total 2013 funds £
	Notes				
FIXED ASSETS					
Tangible assets	14	5,603	-	5,603	7,602
CURRENT ASSETS					
Debtors	15	19,173	4,703	23,876	19,006
Cash at bank and in hand		<u>279,794</u>	<u>16,000</u>	<u>295,794</u>	<u>294,797</u>
		298,967	20,703	319,670	313,803
CREDITORS					
Amounts falling due within one year	16	(7,626)	-	(7,626)	(9,450)
NET CURRENT ASSETS		<u>291,341</u>	<u>20,703</u>	<u>312,044</u>	<u>304,353</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		296,944	20,703	317,647	311,955
NET ASSETS		<u>296,944</u>	<u>20,703</u>	<u>317,647</u>	<u>311,955</u>
FUNDS	17				
Unrestricted funds				296,944	258,212
Restricted funds				<u>20,703</u>	<u>53,743</u>
TOTAL FUNDS				<u>317,647</u>	<u>311,955</u>

The notes form part of these financial statements

Second Chance Headway Centre

Balance Sheet - continued
At 31 December 2014

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2014.


The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2014 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.

The financial statements were approved by the Board of Trustees on 16 April 2015 and were signed on its behalf by:



Mrs J A Horton -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

No changes have been made to accounts for previous years.

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

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:
the charity becomes entitled to the resources;
the trustees are virtually certain they will receive the resources; and
the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income

This is included in the accounts when receivable.

Resources expended

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Includes costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

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

Short leasehold	- Over the term of the lease
Fixtures & equipment	- 10% on cost
Computers and other equipment	- 25% on cost

Tangible fixed assets for use by the charity are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Taxation

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

Fund accounting

Unrestricted funds comprise of amounts donated to the charity for general use, fundraising income and fee income which 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.

All income and expenditure is shown on the Statement of Financial Activities.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. VOLUNTARY INCOME

	2014 £	2013 £
Donations	78,477	17,118
Grants	-	89,100
	<u>78,477</u>	<u>106,218</u>

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

	2014 £	2013 £
Big Lottery Fund Grant	-	89,100

3. ACTIVITIES FOR GENERATING FUNDS

	2014 £	2013 £
Fundraising events	<u>2,217</u>	<u>10,379</u>

Notes to the Financial Statements - continued
for the year ended 31 December 2014

4. INVESTMENT INCOME

	2014	2013
	£	£
Deposit account interest	<u>3,781</u>	<u>4,802</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	2014	2013
		£	£
Fees	Provision of day care services	<u>187,615</u>	<u>160,474</u>

6. COSTS OF GENERATING VOLUNTARY INCOME

	2014	2013
	£	£
Rent	20,389	17,983
Rates and water	787	770
Insurance	980	1,145
Light and heat	1,197	1,585
Telephone and internet	872	1,644
General postage	395	345
Sundry expenses	745	167
Stationery and office supplies	1,166	1,865
Cleaning	924	931
Repairs and renewals	2,066	3,152
Headway - Sundry expenses	20	28
Advertising	380	568
Depreciation	1,998	2,323
Interest payable and similar charges	4	-
	<u>31,923</u>	<u>32,506</u>

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

	2014	2013
	£	£
Fund raising expenses	<u>235</u>	<u>1,002</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 9)	Totals
	£	£
Provision of day care services	<u>223,951</u>	<u>223,951</u>

Notes to the Financial Statements - continued
for the year ended 31 December 2014

9. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2014	2013
	£	£
Staff costs	220,573	225,663
Games, equipment and activities	1,059	1,013
Volunteers travelling expenses	641	359
OT & SALT Assessment Materials	1,678	-
	<u>223,951</u>	<u>227,035</u>

10. GOVERNANCE COSTS

	2014	2013
	£	£
Consultancy	4,177	8,774
Independent examiner's fees	1,260	1,080
Legal fees	3,978	4,146
	<u>9,415</u>	<u>14,000</u>

11. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2014	2013
	£	£
Depreciation - owned assets	1,999	2,322
Rent	<u>20,389</u>	<u>17,983</u>

12. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2014 nor for the year ended 31 December 2013.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2014 nor for the year ended 31 December 2013.

Notes to the Financial Statements - continued
for the year ended 31 December 2014

13. STAFF COSTS

	2014 £	2013 £
Wages and salaries	203,256	208,717
Social security costs	<u>17,317</u>	<u>16,946</u>
	<u>220,573</u>	<u>225,663</u>

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

	2014	2013
Direct supervision and activities	6	8
Management and administration	<u>4</u>	<u>4</u>
	<u>10</u>	<u>12</u>

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

14. TANGIBLE FIXED ASSETS

	Short leasehold £	Fixtures & equipment £	Computers and other equipment £	Totals £
COST				
At 1 January 2014 and 31 December 2014	<u>5,817</u>	<u>20,830</u>	<u>4,124</u>	<u>30,771</u>
DEPRECIATION				
At 1 January 2014	5,808	13,346	4,015	23,169
Charge for year	<u>9</u>	<u>1,914</u>	<u>76</u>	<u>1,999</u>
At 31 December 2014	<u>5,817</u>	<u>15,260</u>	<u>4,091</u>	<u>25,168</u>
NET BOOK VALUE				
At 31 December 2014	<u>-</u>	<u>5,570</u>	<u>33</u>	<u>5,603</u>
At 31 December 2013	<u>9</u>	<u>7,484</u>	<u>109</u>	<u>7,602</u>

There were no capital commitments, either authorised, or contracted for, at the balance sheet date.

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014 £	2013 £
Trade debtors	18,880	14,021
Prepayments and accrued income	<u>4,996</u>	<u>4,985</u>
	<u>23,876</u>	<u>19,006</u>

Notes to the Financial Statements - continued
for the year ended 31 December 2014

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Trade creditors	238	1,876
Social security and other taxes	6,308	6,259
Accruals and deferred income	<u>1,080</u>	<u>1,315</u>
	<u>7,626</u>	<u>9,450</u>

17. MOVEMENT IN FUNDS

	At 1.1.14	Net movement in funds	Transfers between funds	At 31.12.14
	£	£	£	£
Unrestricted funds				
General fund	258,212	38,899	(167)	296,944
Restricted funds				
Property Purchase Fund	16,000	-	-	16,000
Big Lottery Fund	<u>37,743</u>	<u>(33,207)</u>	<u>167</u>	<u>4,703</u>
	53,743	(33,207)	167	20,703
TOTAL FUNDS	<u>311,955</u>	<u>5,692</u>	<u>-</u>	<u>317,647</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	272,066	(233,167)	38,899
Restricted funds			
Big Lottery Fund	24	(33,231)	(33,207)
TOTAL FUNDS	<u>272,090</u>	<u>(266,398)</u>	<u>5,692</u>

18. RELATED PARTY DISCLOSURES

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

19. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have any share capital.