

**HEAD INJURED PEOPLE IN CHESHIRE**

Private Company Limited by Guarantee

**FINANCIAL STATEMENTS  
YEAR ENDED 31st JULY 2016**

**Company Number : 8615598**

**Charity Number: 1162365**

**SIDERY & CO**

Chartered Accountant

Independent Examiner

Wrexham Road, Chester, CH4 7QQ

# HEAD INJURED PEOPLE IN CHESHIRE

## FINANCIAL STATEMENTS YEAR ENDED 31st JULY 2016

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## HEAD INJURED PEOPLE IN CHESHIRE

Private Company Limited by Guarantee

### LEGAL AND ADMINISTRATIVE INFORMATION

<b>Company registered number</b>	8615598
<b>Charity registered number</b>	1162365 Registered 24th June 2015
<b>Governing instrument</b>	Memorandum & Articles of Association dated 18th July 2013
<b>Trustees</b>	Dr Crawford Thomas (Chair) Deidre Healy (Secretary) Anne Mansfield (Treasurer) Mary E. Fisher Nicholas Ankers Helen Bichard (appointed 26th August 2015) Thomas Mitchell Lesley Higham (resigned 31st December 2015) Fiona Guggiari (resigned 13th August 2015) David Higham (appointed 21st January 2016)
<b>Registered Office</b>	Acorn Suite 1829 Building Countess of Chester Health Park Liverpool Road ChesterCH2 1HJ
<b>Independent Examiner</b>	Gerald Sidery ACA Sidery & Co Chartered Accountant Wrexham Road Chester, CH4 7QQ

## HEAD INJURED PEOPLE IN CHESHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st JULY 2016

The trustees, who are also directors of the charity for the purpose of the Companies Act, present their report and the financial statements of Head Injured People in Cheshire for the year ended 31st July 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) *Accounting and Reporting by Charities (revised 2005)* in preparing the annual report and the financial statements of the charity.

#### CONSTITUTION

HIP is a charitable company limited by guarantee incorporated on 18th July 2013 number 8615598 and became a registered charity on 24th June 2015 number 1162365 in England and Wales.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is controlled by the trustees who are also the directors of the company. At regular meetings, the trustees agree the broad strategy and areas of activity for the charity, including consideration of grant making, reserves and risk management policies and performance. The trustees keep their skill requirements under review and in the event that a trustee retires or additional new trustees are required, they will seek out someone who is able to bring in the needed expertise. The appointment is the decision of the board.

#### PUBLIC BENEFIT AND PRINCIPAL ACTIVITY

HIP is a charity which aims to help and support head injury survivors, their family, friends and carers. The charity's aim is to reduce loneliness, isolation and improve quality of life.

#### SUMMARY OF FINANCIAL ACTIVITIES

Through various fund raising initiatives, the income of the charity increased from £27,747 to £32,915. The major event in the year was a Winter Ball held at Chester Town Hall.

#### RESERVES POLICY

The trustees consider that liquid reserves should represent at least three months' of administrative expenditure.

## HEAD INJURED PEOPLE IN CHESHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st JULY 2016

#### **SMALL COMPANY PROVISIONS**

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

By order of the board

Dr Crawford Thomas

Chair

Dated: 29th November 2016

## HEAD INJURED PEOPLE IN CHESHIRE

### REPORT OF THE CHAIRMAN FOR THE YEAR ENDED 31st JULY 2016

2015/16 has once again been an extremely good year for our charity Head Injured People in Cheshire (HIP).

After doing most of the work to enable us to become a fully registered Charity, with the Charity Commission, Helen Bichard, Trustee, has undertaken to forward a new strategic plan for the Trustees and thus HIP. This will be ratified in the next six months by the wider membership as the plan is for the next five (5) years and it is crucial we all agree on our way forward. This was after the membership survey conducted at the end of last year and the beginning of this one. We hope that the plan will cement our future well-being as a charity that is focused on its membership.

Financially HIP has had its best year ever regarding fund raising and sponsorship and this has widened the scope of the activities offered to members.

Our funds are now in excess of £33k. We aim to appoint an additional member of staff to assist our existing Fundraiser / Co-ordinator in the next 2 months.

Dr Crawford Thomas  
Chair of HIP  
9th September 2016

**HEAD INJURED PEOPLE IN CHESHIRE**  
(Company limited by guarantee)  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE**  
**UNAUDITED FINANCIAL STATEMENTS**

I report on the accounts of the Trust for the year ended the 31st July 2016, which are set out on pages 7 to 12.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for 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 needed. The charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to :

examine the accounts under section 145 of the Charities Act 2011;

to follow 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 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 statement 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 130 of the Charity's Act 2011 and section 386 of the Companies Act 2006; and

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE**  
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- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Accounting 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.

.....

**Gerald J. Sidery ACA**

Sidery & Co

Chartered Accountants

Ashfield, Wrexham Road

Chester, CH4 7QQ

**Dated 5th January 2017**



**HEAD INJURED PEOPLE IN CHESHIRE**  
(A company limited by guarantee)  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31st JULY 2016**

	Note	Unrestricted Funds	Restricted Funds	Totals 2016	Totals 2015
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	32,565	957	<b>33,522</b>	27,747
Investment income		-	-	-	-
<b>TOTAL INCOMING RESOURCES</b>		<b>32,565</b>	<b>957</b>	<b>33,522</b>	<b>27,747</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds	3	21,727	-	<b>21,727</b>	20,264
Charitable activities:					
Grants paid & social events	4	4,414	72	<b>4,486</b>	5,031
Administration costs	5	1,479	-	<b>1,479</b>	865
Governance Costs	6	837	-	<b>837</b>	400
<b>TOTAL RESOURCES EXPENDED</b>		<b>28,457</b>	<b>72</b>	<b>28,529</b>	<b>26,560</b>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>					
		4,108	885	<b>4,993</b>	1,187
Transfer of funds		2,587	(2,587)	-	-
Net movement in funds for the year		6,695	(1,702)	<b>4,993</b>	1,187
Balances brought forward		26,039	2,833	<b>28,872</b>	27,685
Balances carried forward		<b>32,734</b>	<b>1,131</b>	<b>33,865</b>	<b>28,872</b>

The charity has no recognised gains or losses other than the results for the year as set out above.  
All the activities of the charity are classed as continuing.

**The notes on pages 9 to 12 form part of these financial statements**

**HEAD INJURED PEOPLE IN CHESHIRE**

(A company limited by guarantee)

**BALANCE SHEET****AS AT 31st JULY 2016**

	Note	2016	2015
<b>FIXED ASSETS</b>			
Tangible assets	8	-	-
<b>CURRENT ASSETS</b>			
Debtors	9	-	550
Cash at bank and in hand		<u>34,265</u>	<u>28,722</u>
		<b>34,265</b>	<b>29,272</b>
<b>CREDITORS:</b> amounts falling due within one year	10	<u>(400)</u>	<u>(400)</u>
<b>NET CURRENT ASSETS</b>		<b>33,865</b>	<b>28,872</b>
<b>NET ASSETS</b>		<u><b>33,865</b></u>	<u><b>28,872</b></u>
<b>FUNDS</b>			
	11		
Unrestricted funds		<b>32,734</b>	26,039
Restricted funds		<b>1,131</b>	2,833
<b>TOTAL FUNDS</b>		<u><b>33,865</b></u>	<u><b>28,872</b></u>

These financial statements have been prepared in accordance with the special provisions for companies subject to the small companies' regime, and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These financial statements were approved by the trustees on 29th November 2016 and are signed on their behalf by:

Dr Crawford Thomas  
Chair

Mrs Anne Mansfield  
Treasurer

**The notes on pages 9 to 12 form part of these financial statements**

**HEAD INJURED PEOPLE IN CHESHIRE**  
(A company limited by guarantee)  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31st JULY 2016**

**1. ACCOUNTING POLICIES**

**Basis of Preparation**

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, The Charities Act 2011, the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities (revised 2005)", and the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008.

**Company Status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**Fund accounting**

Unrestricted funds are general funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

**Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated services or facilities which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time of the investment income is received.

No amounts are included in the financial statement for services donated by volunteers.

**HEAD INJURED PEOPLE IN CHESHIRE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31st JULY 2016**

**ACCOUNTING POLICIES (continued)****Resources expended**

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

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but accrued as expenditure.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

**Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Assets are capitalised where the value of each individual asset exceeds £250.

Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment - 33% straight line

Fixtures & fittings - 25% straight line

<b>2. VOLUNTARY INCOME</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Unrestricted donations	32,565	25,989
Restricted donations	350	1,758
	<u>32,915</u>	<u>27,747</u>
<b>3. COSTS OF GENERATING FUNDS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Fundraising costs - salaries	10,799	9,137
Fundraising events	9,547	10,390
Other fundraising cost	1,381	737
	<u>21,727</u>	<u>20,264</u>

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<b>4. GRANTS PAYABLE</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Grants made to, events funded for individuals	4,414	1,967
Grants made to organisations	72	-
	<u>4,486</u>	<u>1,967</u>
<b>5. COSTS OF CHARITABLE ACTIVITIES</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Depreciation	-	-
Other administrative costs	1,479	865
	<u>1,479</u>	<u>865</u>
<b>6. GOVERNANCE COSTS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Independent examiner fee	400	400
Payroll services	42	-
Insurances	395	-
	<u>837</u>	<u>400</u>
<b>7. STAFF COSTS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Wages and salaries	10,433	9,017
Employer's national insurance	366	120
	<u>10,799</u>	<u>9,137</u>

No employee received emoluments, as defined for taxation purposes, amounting to over £60,000 in the tax year.

The average number of employees during the year was 1 part time staff (2015: 1)

<b>8. FIXED ASSETS</b>	Fixtures & Fittings	Computer Equip	Total
<b>Cost or valuation</b>			
Opening & closing balances	<u>-</u>	<u>315</u>	<u>315</u>
<b>Depreciation</b>			
Opening & closing balances	<u>-</u>	<u>315</u>	<u>315</u>
<b>Net Book Value</b>			
Opening & closing balances	<u>-</u>	<u>-</u>	<u>-</u>

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<b>9. DEBTORS</b>		<b>2016</b>		<b>2015</b>
		<b>£</b>		<b>£</b>
Income tax recoverable		-		-
Prepaid expenditure		-		550
		<u>-</u>		<u>550</u>
		<u>-</u>		<u>550</u>
<b>10. CREDITORS</b>		<b>2016</b>		<b>2015</b>
		<b>£</b>		<b>£</b>
Falling due within one year:				
Prepaid income		-		-
Accruals		400		400
		<u>400</u>		<u>400</u>
		<u>400</u>		<u>400</u>
<b>11. STATEMENT OF FUNDS</b>				
	As at 1st Aug		Expenditure	As at 31st
	2015	Income	& Tfrs	July 2016
Unrestricted funds				
General reserves	24,963	32,565	(25,298)	32,230
Designated funds	1,076		(572)	504
	<u>26,039</u>	<u>32,565</u>	<u>(25,870)</u>	<u>32,734</u>
Restricted funds				
Advocacy fund	2,587		(2,587)	-
IT Training fund	246	957	(72)	1,131
	<u>2,833</u>	<u>957</u>	<u>(2,659)</u>	<u>1,131</u>
<b>Total funds</b>	<u>28,872</u>	<u>33,522</u>	<u>(5,318)</u>	<u>33,865</u>

The general reserves are the free funds of the charity which are not designated for particular purposes. Designated funds are those funds which are ear marked by the trustees for specific purposes, but do not have any restrictions placed on those funds.

With regards to the restricted funds in respect of Advocacy monies, HIP is now in the fortunate position of receiving benefits advice and advocacy services on a pro bono basis from Birchall Blackburn Law, and as such the Trustees deemed the original fund was in fact a discretionary fund and consequently any residual funds should be moved to general funds.

<b>12. ANALYSIS OF NET ASSETS BETWEEN FUNDS</b>	Unrestricted	Restricted	
	funds	funds	<b>Total</b>
Fixed assets	-	-	-
Current assets	33,134	1,131	34,265
Current liabilities	(400)	-	(400)
	<u>32,734</u>	<u>1,131</u>	<u>33,865</u>

Sufficient resources are held to enable each fund to be applied in accordance with any restrictions.