

HEADWAY BIRMINGHAM & SOLIHULL

England & Wales · Charity number 1008798

Details

Other names HEADWAY(WEST MIDLANDS)LIMITED

Status Registered

Legal form Charitable company

Company number [02686647](#)

Registered 1992-02-26

Register [View on the Charity Commission register](#)

Contact

Address Headway
Leighton House
20 Chapel Rise
Rednal
Birmingham

Phone 01214577541

Email enquiries@headway-bs.org.uk

Website www.headway-bs.org.uk

Activities

Objects: THE RELIEF OF PERSONS WHO HAVE SUFFERED HEAD INJURIES FROM THE CONSEQUENCES OF SUCH INJURIES AND THE RE-ABILITATION OF SUCH PERSONS

Activities: Supporting adults with Acquired Brain Injury (ABI) through the provision of person-centred activities at its three brain injury hubs across Birmingham and one-to-one support through its Community Outreach programme to help brain injured people access social, leisure & vocational opportunities in the community. Also supporting the wider family through its Family & Carer Services via a helpline, hos

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** People With Disabilities, Other Defined Groups

Geography

- Birmingham City
- Solihull

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|------------|-------------|------------|-----------|
| 2025-03-31 | £2,233,204 | £2,205,572 | £1,071,564 | 92 |
| 2024-03-31 | £1,923,275 | £2,023,179 | £1,043,932 | 92 |
| 2023-03-31 | £1,669,797 | £1,735,548 | £1,143,836 | 80 |
| 2022-03-31 | £1,526,629 | £1,589,575 | £1,209,587 | 75 |
| 2021-03-31 | £1,644,899 | £1,510,427 | £1,272,533 | 76 |

Trustees

| Name | Role | Appointed |
|---------------------------------|-------|------------|
| RICHARD CRISPIAN LANGTON | Chair | 2024-10-21 |
| Ceri Jane Armstrong | | 2024-11-07 |
| Colin Jones | | 2024-03-21 |
| Dr Nicola Louise Wheeler | | 2025-05-01 |
| Hayley Green | | 2025-05-01 |
| Jayne Elizabeth Campbell | | 2019-07-15 |
| Jonathan Cassidy | | 2018-10-22 |
| PETER EDWARD DURHAM | | |
| Sandra Jayne Morris | | 2023-10-09 |

HEADWAY BIRMINGHAM & SOLIHULL

England & Wales - Charity number 1008798

Accounts



**DIRECTORS
REPORT
2024-25**

Reg. Charity No. 1008798

Company No. 2686547

Charity registration number 1008798

Company registration number 02686647 (England and Wales)

**HEADWAY BIRMINGHAM & SOLIHULL
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025**

HEADWAY BIRMINGHAM & SOLIHULL

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|--------------------------|---|---|
| Trustees | Mrs J E Campbell Mr J Cassidy Mr P Durham Mr R Langton Mr C Jones Mrs S Morris Mrs H Green Dr N Wheeler Mrs C Armstrong | (Appointed 1 May 2025) (Appointed 1 May 2025) (Appointed 7 November 2024) |
| Secretary | Mr R Langton | |
| Charity number | 1008798 | |
| Company number | 02686647 | |
| Registered office | Leighton House 20 Chapel Rise Rednal Birmingham West Midlands B45 9SN | |
| Auditor | BK Plus Audit Limited 2 Highlands Court Cranmore Avenue Solihull West Midlands B90 4LE | |
| Patron | Professor Toni Belli | |
| Chief Executive | Sue Tyler | |

HEADWAY BIRMINGHAM & SOLIHULL

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HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charitable group's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Organisational Structure

A carers' group for the relatives of head-injured persons in the West Midlands was formally established in 1983 and first registered as a charity in 1987. As activities expanded a more formal organisational structure was required and hence Headway (West Midlands) Ltd was constituted in 1992. On 21st March 2016, the Charity passed a special resolution changing its name to Headway Birmingham & Solihull from Headway (West Midlands) Ltd. It is a private company, limited by guarantee, registered at Cardiff, No. 2686647 and a registered charity, No. 1008798. Our principal aims concern the relief of suffering from the effects of brain injury. The Memorandum and Articles of Association were updated in October 2024 following a Special Resolution to adopt the Charity Commission's model articles. We are affiliated to Headway UK - the Brain Injury Association, based at Nottingham.

Subsidiary Company

Headway Birmingham & Solihull Trading Ltd. derives its income from Headway Birmingham & Solihull's charity shop outlets. Any profits generated by the Charity's subsidiary company are donated to the charity.

Trustee Directors

In accordance with our Articles of Association directors are elected by company members at the Annual General Meeting. In addition, the Executive Board has powers to fill any vacancies by co-option during the year. Following the Coronavirus Pandemic and the easing of restrictions, it was again possible to hold normal Board Meetings throughout the year albeit with certain continuing problems. The disciplines of monthly progress reports and Key Performance Indicators were maintained and circulated to all the Directors. Regular contact between the Chair of Trustees and the Chief Executive ensured strict monitoring of overall performance. Following agreement of the Strategic Plan the proposed Budget for the following year is formally approved by the Executive Board. Quarterly reconciliations of Income and Expenditure are produced during the year to monitor progress against this agreed Budget. This remained of key importance during the years following the pandemic, then the cost of living increases and further announcements of rises in Living wage.

Recruitment and appointment of new Trustees

When selecting individuals for appointment as trustees, emphasis is placed on the prospective trustee's skills, knowledge and experience needed for effective administration of the charity. All prospective Trustees will be interviewed and vetted and the roles and responsibilities made clear prior to engagement.

Trustee Induction and Training

Trustees must make available to each new trustee on their first appointment a copy of the Deed and any amendments made to it, a copy of the Charity's latest Annual Report and statement of accounts. In addition training opportunities are offered to ensure the trustee is able to fulfil their new role.

The Use of Volunteers

Headway Birmingham & Solihull greatly benefit from the support of volunteers where appropriate and is extremely grateful for the contribution they make to the work of the charity. Whilst volunteer numbers have dropped over the years, we have managed to recruit enough to meet most of our vacancies and continue to attract student placements. We also have a core of 'long term' volunteers who help form the core of or teams.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Pay Policy for Senior Staff

The trustees comprise the board of directors, who are also the Charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing, controlling and operating the Charity on a day-to-day basis. All trustees give their time freely and no trustee received remuneration in the year ending 31 March 2025. The remuneration paid to the Charity's employees is reviewed annually and a performance related increase is made where appropriate. The pay is benchmarked against pay levels for other roles with similar responsibilities elsewhere within the sector and we have also maintained our Real Living Wage employer status.

Public Benefit

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, objectives and operations. They believe the provision of the range and services listed in this report enables Headway Birmingham & Solihull to meet its obligation to provide public benefit.

Objectives and Activities

Our Mission is "to promote greater understanding of all aspects of brain injury and provide support, information and services for people who have sustained brain injury, their families and carers".

Our Objectives are to:

- Promote awareness of brain injury & its consequences and actively seek to reduce potential incidents.
- Make services known to newly brain injured people/families at the earliest stage and throughout the whole journey
- Provide information, advice and support services for people with brain injuries, their families, carers and concerned professional people
- Provide specialised rehabilitative activities to assist people with brain injury to regain independence, continued recovery and re-integration into the community
- Develop links with appropriate agencies & establish working partnerships
- Maintain good governance, management and staff ratios

Code of Ethics

Headway Birmingham & Solihull have a set of six core values that will flow through our culture and behaviour and to which all employees, volunteers and Trustees are committed to.

Every day, we do our best to put our values into action through our work and our relationships with our users, business partners, communities and one another.

- Putting 'People First'

We support & care for our clients as we would like to be treated ourselves. Users will be treated with dignity and respect and we will always act in their best interest. We value all individuals and celebrate diversity.

- Being 'Safe'

Every client, person who works for or comes into contact with, Headway Birmingham & Solihull should be treated with dignity and respect and feel that they are in a safe and supportive environment.

- Being open, honest & accountable

We are open and honest with others and ourselves. We ensure that our interactions with people are above reproach and we maintain the confidentiality of those we work with. We accept constructive criticism. We accept responsibility & hold ourselves accountable for our work, actions and our results.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

- Striving for Excellence

We strive to deliver a service we are proud of through continuous improvements and are dedicated to providing the highest quality across all services. All staff should be passionate about the cause and be willing to give a bit more than '9 to 4' when the work requires this. We want Staff to be proud of their work and uphold our good name.

- Being professional & ethical

The charity and all who work for us shall always uphold the highest levels of institutional integrity and personal conduct. People work cohesively across all departments for the good of the whole of Headway BS and recognise and respect the value and strengths of each other.

- Doing 'more with less'

We use resources to the full, waste nothing and do only what we can do best as specialists. We strive to maintain our principles by the ability to organize all our assets - physical, financial and human - for maximum productivity. In this way, our services will be delivered with the highest quality and efficiency at the least possible cost providing excellent 'value for money'.

How do we measure success?

As part of the wider 5-Year Strategy for the charity, we are committed to achieving results to meet our overall company objectives. We have many systems for monitoring results to ensure we keep evidence of our results in a clear and accessible format. Every department works towards set performance targets each year which are based on the aims, objectives and their performance indicators for each service. These target indicators are set in line with the Strategy and play a major part in the overall development of the charity and framework for future planning. Each Service Manager also identifies each of the targets that are relevant to specific staff and these are monitored on their quarterly staff review, so that everyone is involved.

The results give us a true indication of what we are achieving, or not, as well as identifying ways to improve. These measures also provide crucial outcomes which tell us if we are making a difference to people who have received our services. Each year following completion of the results the relevant managers update and add to the measures to ensure they remain appropriate and meet the changing needs of our users and services.

Our 2024-25 Performance Review is available on request or via our website.

Overall Review

We have been delivering services to brain injured people and their families/ carers now for over 35 years and during this time have evolved from having one member of staff to nearly a hundred employees and sixty plus volunteers. Headway Birmingham & Solihull is the only organisation in our region that provides support for the whole family and for as long as they need us. Our services are aimed to be holistic and transitional, so that people can get all the different types of support they may need, at a time that best suits them. They can move to other services as their needs change and return at any time.

In October we bid a sad farewell to our longstanding Chair - David Chater, who retired after 25 years with Headway. He has been instrumental in many changes over the years, including the purchase of our Leighton House building. David was also presented with a Lifetime Achievement Award by Headway UK. Richard Langton (our previous Company Secretary) has now taken the helm and looks forward to getting involved, helping building on what has previously been achieved.

We started 2024 with more realistic targets for placements and hours sold, having now come to the conclusion that we are unlikely to meet our pre-COVID goals. This is due to the time taken in getting referrals allocated to Social Workers, resulting in only a few starting each month, despite having the highest number of referrals ever during the year. We are also successful in 'moving people on', which consequently means we consistently finish as many placements as we start each month, making it hard to increase the numbers.

Working to these targets and with a very tight budget, we actually managed to finish the year end with a small surplus for the first time since COVID. This will very much go towards building back up our now depleted reserves.

We continued to work with Birmingham City Council on the reform of day services and by the year end had submitted our tender for the new framework. We now await news of our bid and what the future will look like.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Services For People with Acquired Brain Injury (ABI)

Despite new referrals taking a long time to be allocated a Social Worker, we still managed to start as many new people as we finished, thus maintaining our budget places of 280. We continued to receive a high number of new referrals across the year, but we only got 36 of these started due to how long the allocation/funding is taking and so still unable to increase the targets.

The therapies were now in their second year and although we struggled with recruitment to begin with, we now have a good team in place. We made the decision to move from placements specifically for therapies and wellbeing and set up a new model. This included introducing 'clinics' – one being the Therapy Clinic. This means that ALL our day service users can access the Physiotherapist or SALT as part of the service. The clinic will offer a full therapy assessment and if needed, follow up sessions. Once a treatment plan is in place this then become part of a client's daily programme. This has proved a far better model, and we look forward to Year 3. The Wellbeing has expanded also and is now open to all programmes at every Hub.

Family & Carer Services

The team worked hard to meet all the new targets set by the Carers Hub and had to allocate more time for Carer Assessments.

Our new partnerships continued to strengthen, e.g. Birmingham Disability Resource Centre and The Circle. We hope to develop these going forwards. We also extended the hours of Hospital Link Work this year. This doubled our workers for the QE and also meant we are now covering all of the other hospitals across Birmingham and Solihull, with regular visits and ward walks.

The team struggled throughout the year with varying absences due to sickness and filling vacancies, but seem to more on track by the year end.

Community Outreach (formally known as - Lifestyle Services)

We have continued to maintain the Community Outreach hours at around the 600 sold, throughout the year. By the year end we had filled all the positions to fully cover all hours and had some more waiting. We still have a big waiting list of referrals yet to be assessed due to time pressures and how long it takes to get them allocated to social workers.

We see many more client referrals now coming from Case Managers and self funding. Birmingham makes up about 72% of users funded.

We have had to re-instate the 'floater' post to cover holidays, despite this not being paid anywhere. We also saw the departure of one of our Supervisors during the year, but have appointed one of our Support Workers to the post.

The team work much better together now and have regular meetings and coaching sessions, as well as attending team building events.

Services for All

Services For All is aimed at every person who is impacted by the brain injury. Whilst it is facilitated by a Headway staff member, we do not take responsibility for the people who attend. Therefore, brain injured people need to attend with family or their PAs if they need support.

SFA provides the opportunity for all our community to come together at different times of the day and weekends. It helps people to form friendships and look after their mental and physical health.

We provide a full programme to include sports, outdoor activities, events, lunch clubs, hobbies and much more, all at the request of the users. We delivered nearly 20 activities/events across last year.

We are now in our last year of Lottery funding, but plan to continue this for the long term, as we now have over 69 family members.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Fundraising, Publicity and Partnerships

Finding suitable trusts and attracting new funders always remains a battle, but despite this we managed to raise over £127k this year, mainly from trusts with there being a rare focus on 'core funding'. As a lot of this was unrestricted funds, this very much helped us plug our gaps and end the year without a deficit.

The Birmingham Community Lottery was launched in 2024 and we raised £901 in the first year.

As well as having two great Skydive days throughout the year, we trialled a Zip Wire event in North Wales. With the transport provided, this proved very successful with over 30 participants.

Our social media presence continued to grow throughout the year, with positive engagement through both Facebook and X (formerly twitter).

- Lovely item on BBC Midlands Today about clients at Redpoint climbing centre
- 11 press releases issued
- Extended Social Media reach to 1,509 followers on Facebook & 1045 on X (twitter)
- Nearly £111K unrestricted funds raised
- Over £16k raised for restricted projects/ items, through trusts
- 40 Trust applications made with a great 45% success rate
- 5 fundraising events in the year raising over £25k
- Over £10k raised by local businesses
- Our Grand Raffle raised over £2,500
- £2,400 raised by individual fundraisers – mainly Louise Fisher

Charity Shops

Our charity shops have always given us a much-needed boost of unrestricted income towards the running of services. However, this year for the first time ever, we have not managed to make a profit at all from the shops and ended the year just about breaking even overall.

While there are other aspects that are important to us, such as getting the Headway name out in the community and providing a great provision for our clients to be able to volunteer in our shops, we cannot take the risk of the shops 'costing the charity' money to run.

It is therefore, with a sad heart, that we had to make the hard decision to close one of our two shops in Great Barr and combine them. We started work on this at the year end and plan to open the new refurbished shop in 2025.

All of our shop staff and volunteers have worked extremely hard this year, and any closure is by no means any reflection on the great work they do. We hope everyone continues to donate to our shops.

Quality

Lifestyle Services continued to meet the standards required of the Care Quality Commission and currently continue to hold a GOOD rating. We continue to assess against our internal standards but have no formal external audit yet for any service other than Lifestyles.

We reviewed all our Quality tools during 2024-25 and continue to introduce new systems as they are relevant, to include this year Dyslexia Friendly, Cyber Essential and Age Friendly.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Operations/Buildings

There has been a significant amount of time spent around the area of Finance this year due to increased high debtors list and making many changes to adjust to cost of living issues.

Following a great deal of hard work, the team managed to reduce the debtors by more than half by year end.

The external auditors complimented the Finance team on improving their systems and level of debtors/creditors.

All our financial systems are now much tighter and we received positive feedback from our auditors acknowledging many improvements.

We were not successful in renting out any of our 'out of hours' spaces but will continue to push this next year.

- Updated all invoicing procedures to coincide and be easier to produce
- Many new systems introduced in the shops follow support from Headway UK Head of Retail
- The garage at LH has been spray insulated so that it can be used as a dry storage area for the shop stock
- Work started on converting a store room to a new disabled friendly toilet upstairs at Sutton House
- A sit on mower was purchased for our caretaker to help limit the physical work involved
- We have a new smoking shelter for clients at Leighton House
- The roof was repaired at Sutton House
- All staff received new Cyber training

Personnel Matters

Having a Personnel Manager in post for the last year has already made a big difference. We now have a team that is developing well as a separate department, rather than being reliant on the CEO.

Already we have much improved procedures and the monitoring of training is far better, as well as attendance at training. Many new training courses have been introduced as well as refreshers and an annual programme of booked training.

Recruitment showed great improvement and by the end of year we had filled all vacancies. The amount of volunteer enquiries also massively improved and we introduced new 'taster days' which worked well.

Future Plans

We look forward to going into the new year with no real deficit and hope that we can work with Birmingham Council towards establishing greater financial stability over the next few years. We aim to be able to maintain all new services once the lottery grants end and provide our 'vision' of services for all areas along the brain injury journey.

Financial review

The results for the year are shown on pages 12-36

Our clients are funded by a combination of Local Authorities, personal independence payments (PIP's) and self-funding. We are extremely grateful for the various grants and donations from Companies together with other income, that help subsidise our rates and the various services of supporting individuals and families of people with ABI. The Charity continues to have an ongoing professional structure able to support the delivery of our services and help towards securing the future, thanks to the support of volunteers and staff, and sound financial management.

Risk Management and Reserves Policy

The Executive Board having looked at the main risks to the organisation, for example, not receiving any grant funding, or a possible fall in number of clients due to the financial restraints of Authorities, and has established a policy whereby we should maintain unrestricted funds to cover between 3 and 6 months of expenditure.

The budget for 2025-26 anticipates expenditure of over £2 million during the year, indicating that unrestricted reserves should be in the range of £500,000 to £1m. Unrestricted funds at the year end 31 March 2025 were £734,459 equating to around 4 months in the range set out in our policy.

Events since the year end

Information relating to events since the end of the year is given in the notes to the financial statements.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Structure, governance and management

Governing document

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

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

| | |
|------------------|------------------------------|
| Mrs J E Campbell | |
| Mr J Cassidy | |
| Mr D Chater | (Retired 21 October 2024) |
| Mr P Durham | |
| Mrs R Kinning | (Resigned 29 April 2024) |
| Mr R Langton | |
| Mr C Jones | |
| Mrs S Morris | |
| Mr W O Hughes | (Resigned 25 September 2024) |
| Mrs H Green | (Appointed 1 May 2025) |
| Dr N Wheeler | (Appointed 1 May 2025) |
| Mrs C Armstrong | (Appointed 7 November 2024) |

Qualifying third party indemnity provisions

The Charity has Indemnity insurance in place in respect of the Officers of the Charity at a cost of £227 per annum.

Auditor

In accordance with the company's articles, a resolution proposing that BK Plus Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.


Mr R Langton
Chairman

20 October 2025

HEADWAY BIRMINGHAM & SOLIHULL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2025

The trustees, who are also the directors of Headway Birmingham & Solihull for the purpose 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 group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 judgements 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable group will continue in operation.

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

HEADWAY BIRMINGHAM & SOLIHULL

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

Opinion

We have audited the financial statements of Headway Birmingham & Solihull (the 'Charitable group') for the year ended 31 March 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable group's affairs as at 31 March 2025 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charitable group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

HEADWAY BIRMINGHAM & SOLIHULL

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charitable group and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the Charitable group for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the Charitable group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Enquiry of management, those charged with governance around actual and potential litigation and claims;
- Enquiry of entity staff to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.
- Performing audit work over the risk of understatement of income including substantive testing and obtaining corroborated explanations from Management.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

HEADWAY BIRMINGHAM & SOLIHULL

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

Use of our report

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.

BK Plus Audit Limited

Paul Mannion FCCA, FCA (Senior Statutory Auditor)

For and on behalf of BK Plus Audit Limited, Statutory Auditor

Chartered Certified Accountants

2 Highlands Court

Cranmore Avenue

Solihull

West Midlands

B90 4LE

20 October 2025

HEADWAY BIRMINGHAM & SOLIHULL

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

| | Notes | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Income and endowments from: | | | | | | | |
| Donations and legacies | 3 | 66,455 | 127,973 | 194,428 | 11,813 | 100,914 | 112,727 |
| Charitable activities | | | | | | | |
| ABIP | 6 | 1,007,302 | - | 1,007,302 | 871,563 | - | 871,563 |
| Community Outreach services | 6 | 554,837 | - | 554,837 | 503,604 | - | 503,604 |
| F & C services | 6 | - | 221,040 | 221,040 | - | 176,023 | 176,023 |
| Wellbeing | 6 | 4,449 | - | 4,449 | 4,244 | - | 4,244 |
| Other trading activities | 4 | 249,315 | - | 249,315 | 238,923 | - | 238,923 |
| Investments | 5 | 1,833 | - | 1,833 | 3,191 | - | 3,191 |
| Other income | 7 | - | - | - | 13,000 | - | 13,000 |
| Total income | | 1,884,191 | 349,013 | 2,233,204 | 1,646,338 | 276,937 | 1,923,275 |
| Expenditure on: | | | | | | | |
| Raising funds | 8 | 152,630 | - | 152,630 | 152,597 | - | 152,597 |
| Charitable activities | 9 | 1,688,935 | 364,007 | 2,052,942 | 1,578,436 | 292,146 | 1,870,582 |
| Total expenditure | | 1,841,565 | 364,007 | 2,205,572 | 1,731,033 | 292,146 | 2,023,179 |
| Net income/(expenditure) for the year/ | | | | | | | |
| Net movement in funds | | 42,626 | (14,994) | 27,632 | (84,695) | (15,209) | (99,904) |
| Fund balances at 1 April 2024 | | 691,833 | 352,099 | 1,043,932 | 776,528 | 367,308 | 1,143,836 |
| Fund balances at 31 March 2025 | | 734,459 | 337,105 | 1,071,564 | 691,833 | 352,099 | 1,043,932 |

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY BIRMINGHAM & SOLIHULL

CONSOLIDATED AND CHARITY BALANCE SHEET

AS AT 31 MARCH 2025

| | Notes | Group 2025 £ | 2024 £ | Charity 2025 £ | 2024 £ |
|---|-------|-------------------------|-------------------------|-------------------------|-------------------------|
| Fixed assets | | | | | |
| Tangible assets | 15 | 713,715 | 734,563 | 707,392 | 734,067 |
| Investments | 14 | - | - | 100 | 100 |
| | | <u>713,715</u> | <u>734,563</u> | <u>707,492</u> | <u>734,167</u> |
| Current assets | | | | | |
| Debtors | 17 | 160,010 | 143,485 | 165,412 | 153,657 |
| Cash at bank and in hand | | 356,460 | 253,332 | 344,813 | 234,177 |
| | | <u>516,470</u> | <u>396,817</u> | <u>510,225</u> | <u>387,834</u> |
| Creditors: amounts falling due within one year | 18 | <u>(158,621)</u> | <u>(87,448)</u> | <u>(146,153)</u> | <u>(78,069)</u> |
| Net current assets | | <u>357,849</u> | <u>309,369</u> | <u>364,072</u> | <u>309,765</u> |
| Total assets less current liabilities | | <u><u>1,071,564</u></u> | <u><u>1,043,932</u></u> | <u><u>1,071,564</u></u> | <u><u>1,043,932</u></u> |
| Income funds | | | | | |
| Restricted funds | 20 | 337,105 | 352,099 | 337,105 | 352,099 |
| Unrestricted funds | | 734,459 | 691,833 | 734,459 | 691,833 |
| | | <u>1,071,564</u> | <u>1,043,932</u> | <u>1,071,564</u> | <u>1,043,932</u> |

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 20 October 2025

Mr R Langton
Chairman



Company registration number 02686647

HEADWAY BIRMINGHAM & SOLIHULL

CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

| | Notes | 2025 £ | £ | 2024 £ | £ |
|---|-------|-----------|----------|-----------|-----------|
| Cash flows from operating activities | | | | | |
| Cash generated from/(absorbed by) operations | 25 | | 119,253 | | (98,021) |
| Investing activities | | | | | |
| Purchase of tangible fixed assets | | (17,958) | | (56,332) | |
| Proceeds from disposal of tangible fixed assets | | - | | 13,000 | |
| Investment income received | | 1,833 | | 3,191 | |
| Net cash used in investing activities | | | (16,125) | | (40,141) |
| Net increase/(decrease) in cash and cash equivalents | | | 103,128 | | (138,162) |
| Cash and cash equivalents at beginning of year | | | 253,332 | | 391,494 |
| Cash and cash equivalents at end of year | | | 356,460 | | 253,332 |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Headway Birmingham & Solihull is a private company limited by guarantee incorporated in England and Wales. The registered office is Leighton House, 20 Chapel Rise, Rednal, Birmingham, West Midlands, B45 9SN.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charitable group's Constitution, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charitable group is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charitable group. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

The financial statements consolidate the results of the charity and its wholly owned subsidiary Headway Birmingham & Solihull Trading Limited. The results of the subsidiary are consolidated within the statement of Financial Activities (SOFA) on a line by line basis.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charitable group has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charitable group.

1.4 Income

Income is recognised when the Charitable group is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charitable group has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charitable group has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Assets for distribution are recognised only when distributed. Assets given for use by the Charitable group are recognised when receivable. Stocks of undistributed donated goods are not valued for balance sheet purposes.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|-----------------------------|--|
| Freehold land and buildings | 2% on costs |
| Leasehold improvements | Straight line over the life of the lease |
| Fixtures and fittings | 50% on cost and 25% on cost |
| Motor vehicles | 20% on cost |
| Craft equipment | 100% on cost |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charitable group reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charitable group has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charitable group's balance sheet when the Charitable group becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charitable group's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charitable group is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Stock

The Charity receives donated goods which are sold in its subsidiary's Charity shops. Donated goods are not recognised as stock as it is impractical to reliably measure the fair value of donated goods.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

Recoverability of debtors - Management are required to estimate prudent provision for any amounts considered irrecoverable. The value of the provision is estimated and reviewed annually to ensure accuracy..

Useful economic life of non-current assets - Management estimate the useful economic life of non-current assets based on the period over which the asset is expected to be used and provide for depreciation accordingly. Where an indication of impairment is identified the estimation of recoverable value requires estimation.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|--|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Donations and gifts | 66,455 | - | 66,455 | 11,813 | - | 11,813 |
| Grants | - | 127,973 | 127,973 | - | 100,914 | 100,914 |
| | <u>66,455</u> | <u>127,973</u> | <u>194,428</u> | <u>11,813</u> | <u>100,914</u> | <u>112,727</u> |
| Grants | | | | | | |
| Sutton House - repairs | - | 1,000 | 1,000 | - | - | - |
| Leighton House - repairs | - | 1,500 | 1,500 | - | - | - |
| Minibus Grants | - | - | - | - | 6,260 | 6,260 |
| Activities Grants | - | 9,747 | 9,747 | - | 15,424 | 15,424 |
| Sports England | - | - | - | - | 11,415 | 11,415 |
| National Lottery Community Fund - Wellbeing Hub | - | 115,726 | 115,726 | - | 58,573 | 58,573 |
| National Lottery Community Fund - Vocational Assistance Programme | - | - | - | - | 9,242 | 9,242 |
| | <u>-</u> | <u>127,973</u> | <u>127,973</u> | <u>-</u> | <u>100,914</u> | <u>100,914</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

4 Income from other trading activities

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|--------------------------|------------------------------------|------------------------------------|
| Fundraising events | 47,756 | 28,149 |
| Shop income | 201,559 | 210,774 |
| | <u>249,315</u> | <u>238,923</u> |
| Other trading activities | <u>249,315</u> | <u>238,923</u> |

5 Income from investments

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | 1,833 | 3,191 |
| | <u>1,833</u> | <u>3,191</u> |

6 Charitable activities

| | ABIP 2025 £ | Community Outreach services 2025 £ | F & C services 2025 £ | Wellbeing 2025 £ | Total 2025 £ | Total 2024 £ |
|---|-------------------|--|--------------------------------|------------------------|--------------------|--------------------|
| Income generating charitable activities: | 1,007,302 | 554,837 | 221,040 | 4,449 | 1,787,628 | 1,555,434 |
| | <u>1,007,302</u> | <u>554,837</u> | <u>221,040</u> | <u>4,449</u> | <u>1,787,628</u> | <u>1,555,434</u> |
| Analysis by fund | | | | | | |
| Unrestricted funds | 1,007,302 | 554,837 | - | 4,449 | 1,566,588 | 1,379,411 |
| Restricted funds | - | - | 221,040 | - | 221,040 | 176,023 |
| | <u>1,007,302</u> | <u>554,837</u> | <u>221,040</u> | <u>4,449</u> | <u>1,787,628</u> | <u>1,555,434</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

6 Charitable activities (Continued)

For the year ended 31 March 2024

| | ABIP | Community F & C services Outreach services | Wellbeing | Total 2024 | |
|--|---------|--|-----------|---------------|-----------|
| | £ | £ | £ | £ | |
| Income generating charitable activities: | 871,563 | 503,604 | 176,023 | 4,244 | 1,555,434 |
| Analysis by fund | | | | | |
| Unrestricted funds | 871,563 | 503,604 | - | 4,244 | 1,379,411 |
| Restricted funds | - | - | 176,023 | - | 176,023 |
| | 871,563 | 503,604 | 176,023 | 4,244 | 1,555,434 |

7 Other income

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---|------------------------------------|------------------------------------|
| Net gain on disposal of tangible fixed assets | - | 13,000 |

8 Expenditure on raising funds

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|----------------------|------------------------------------|------------------------------------|
| Trading costs | | |
| Staff costs | 88,657 | 81,695 |
| Support costs | 63,973 | 70,902 |
| | 152,630 | 152,597 |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

9 Expenditure on charitable activities

| | ABIP | Community Outreach services | F and C services | Wellbeing | Total |
|--|----------------|-----------------------------------|---------------------|----------------|------------------|
| | 2025 | 2025 | 2025 | 2025 | 2025 |
| | £ | £ | £ | £ | £ |
| Direct costs | | | | | |
| Staff costs | 517,996 | 518,063 | 133,976 | 109,970 | 1,280,005 |
| Depreciation and impairment | 36,756 | 1,554 | - | - | 38,310 |
| Premise expenses | 109,928 | - | - | 23,940 | 133,868 |
| Communication & IT costs | 10,004 | 6,879 | 1,654 | 1,758 | 20,295 |
| Motor and travel costs | 9,836 | 15,675 | 2,180 | 393 | 28,084 |
| Sundry expenses | 2,821 | 624 | 915 | 6,265 | 10,625 |
| Legal and professional fees | 6,425 | 5,815 | 2,016 | 247 | 14,503 |
| Activities and associated costs | 20,137 | (832) | 631 | 169 | 20,105 |
| | <u>713,903</u> | <u>547,778</u> | <u>141,372</u> | <u>142,742</u> | <u>1,545,795</u> |
| Share of support and governance costs (see note 10) | | | | | |
| Support | 223,433 | 141,397 | 78,163 | 50,779 | 493,772 |
| Governance | 7,324 | 3,986 | 1,504 | 561 | 13,375 |
| | <u>944,660</u> | <u>693,161</u> | <u>221,039</u> | <u>194,082</u> | <u>2,052,942</u> |
| Analysis by fund | | | | | |
| Unrestricted funds | 918,973 | 691,607 | - | 78,355 | 1,688,935 |
| Restricted funds | 25,687 | 1,554 | 221,039 | 115,727 | 364,007 |
| | <u>944,660</u> | <u>693,161</u> | <u>221,039</u> | <u>194,082</u> | <u>2,052,942</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

9 Expenditure on charitable activities (Continued)

| Previous year: | ABIP | Community Outreach services | F and C services | Wellbeing | Total |
|--|----------------|-----------------------------|------------------|----------------|------------------|
| | 2024 | 2024 | 2024 | 2024 | 2024 |
| | £ | £ | £ | £ | £ |
| Direct costs | | | | | |
| Staff costs | 562,327 | 464,261 | 116,453 | 64,255 | 1,207,296 |
| Depreciation and impairment | 32,077 | 2,007 | 1,794 | - | 35,878 |
| Premise expenses | 97,981 | - | - | 26,129 | 124,110 |
| Communication & IT costs | 9,599 | 6,403 | 988 | 1,476 | 18,466 |
| Motor and travel costs | 13,425 | 14,863 | 2,403 | 363 | 31,054 |
| Sundry expenses | 12,983 | 1,226 | 2,397 | 6,884 | 23,490 |
| Legal and professional fees | 2,160 | 6,125 | 2,016 | 508 | 10,809 |
| Activities and associated costs | 16,149 | (332) | 1,914 | 2,099 | 19,830 |
| | <u>746,701</u> | <u>494,553</u> | <u>127,965</u> | <u>101,714</u> | <u>1,470,933</u> |
| Share of support and governance costs (see note 10) | | | | | |
| Support | 195,463 | 125,368 | 53,051 | 9,914 | 383,796 |
| Governance | 8,504 | 4,725 | 1,959 | 665 | 15,853 |
| | <u>950,668</u> | <u>624,646</u> | <u>182,975</u> | <u>112,293</u> | <u>1,870,582</u> |
| Analysis by fund | | | | | |
| Unrestricted funds | 912,660 | 623,092 | - | 42,684 | 1,578,436 |
| Restricted funds | 38,008 | 1,554 | 182,975 | 69,609 | 292,146 |
| | <u>950,668</u> | <u>624,646</u> | <u>182,975</u> | <u>112,293</u> | <u>1,870,582</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

10 Support costs allocated to activities

| | 2025 | 2024 |
|-----------------------------|----------------|----------------|
| | £ | £ |
| Staff costs | 318,798 | 269,418 |
| Depreciation | 495 | 793 |
| Premises Cost | 128,080 | 89,793 |
| Communication and IT | 22,817 | 21,711 |
| Motor & travel costs | 4,416 | 4,624 |
| Sundry expenses | 28,131 | 19,572 |
| Legal and professional | 18,932 | 15,657 |
| Activities & associated | 28,007 | 24,416 |
| Interest payable | 5,110 | 5,031 |
| Governance costs | 16,334 | 19,536 |
| | <u>571,120</u> | <u>470,551</u> |
| Analysed between: | | |
| Fundraising | 63,973 | 70,902 |
| ABIP | 230,757 | 203,967 |
| Community Outreach services | 145,383 | 130,093 |
| F and C services | 79,667 | 55,010 |
| Wellbeing | 51,340 | 10,579 |
| | <u>571,120</u> | <u>470,551</u> |

11 Net movement in funds

| | 2025 | 2024 |
|--|---------------|---------------|
| | £ | £ |
| The net movement in funds is stated after charging/(crediting): | | |
| Fees payable for the audit of the charity's financial statements | 16,334 | 19,536 |
| Depreciation of owned tangible fixed assets | 38,805 | 36,671 |
| Loss/(profit) on disposal of tangible fixed assets | - | (13,000) |
| | <u>55,144</u> | <u>43,207</u> |

12 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Charitable group during the year.

13 Employees

The average monthly number of employees during the year was:

| | 2025 | 2024 |
|-----------------------|-----------|-----------|
| | Number | Number |
| Charity staff | 86 | 86 |
| Trading company staff | 6 | 6 |
| | <u>92</u> | <u>92</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

13 Employees (Continued)

| Employment costs | 2025 £ | 2024 £ |
|-----------------------|------------------|------------------|
| Wages and salaries | 1,557,880 | 1,445,264 |
| Social security costs | 103,821 | 90,210 |
| Other pension costs | 25,759 | 22,935 |
| | <u>1,687,460</u> | <u>1,558,409</u> |

The number of employees whose annual remuneration was more than £60,000 is as follows:

| | 2025 Number | 2024 Number |
|-------------------|----------------|----------------|
| £60,000 - £70,000 | <u>1</u> | <u>1</u> |

Contributions totalling £1,320 (2024: £1,320) were made to defined contribution pension schemes on behalf of employees whose emoluments exceed £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

| | 2025 £ | 2024 £ |
|------------------------|----------------|----------------|
| Aggregate compensation | <u>137,300</u> | <u>135,631</u> |

14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

15 Tangible fixed assets

Group

| | Freehold land and buildings £ | Leasehold improvements £ | Fixtures and Motor vehicles fittings £ | Craft equipment £ | Total £ |
|------------------------------------|-------------------------------------|--------------------------------|--|-------------------------|------------|
| Cost | | | | | |
| At 1 April 2024 | 814,300 | 63,811 | 111,534 | 5,092 | 1,128,944 |
| Additions | - | 3,350 | 14,608 | - | 17,958 |
| At 31 March 2025 | 814,300 | 67,161 | 126,142 | 5,092 | 1,146,902 |
| Depreciation and impairment | | | | | |
| At 1 April 2024 | 169,714 | 29,031 | 104,948 | 5,092 | 394,382 |
| Depreciation charged in the year | 11,958 | 6,577 | 7,956 | - | 38,805 |
| At 31 March 2025 | 181,672 | 35,608 | 112,904 | 5,092 | 433,187 |
| Carrying amount | | | | | |
| At 31 March 2025 | 632,628 | 31,553 | 13,238 | - | 713,715 |
| At 31 March 2024 | 644,587 | 34,780 | 6,586 | - | 734,563 |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

| 15 Tangible fixed assets | | (Continued) | | | | | |
|------------------------------------|--|-----------------------------|------------------------|-----------------------|----------------|-----------------|-----------|
| Charity | | Freehold land and buildings | Leasehold improvements | Fixtures and fittings | Motor vehicles | Craft equipment | Total |
| | | £ | £ | £ | £ | £ | £ |
| Cost | | | | | | | |
| At 1 April 2024 | | 808,845 | 63,811 | 104,238 | 134,207 | 5,092 | 1,116,193 |
| Additions | | - | - | 11,637 | - | - | 11,637 |
| At 31 March 2025 | | 808,845 | 63,811 | 115,875 | 134,207 | 5,092 | 1,127,830 |
| Depreciation and impairment | | | | | | | |
| At 1 April 2024 | | 164,259 | 29,031 | 98,148 | 85,597 | 5,092 | 382,127 |
| Depreciation charged in the year | | 11,958 | 6,577 | 7,462 | 12,314 | - | 38,311 |
| At 31 March 2025 | | 176,217 | 35,608 | 105,610 | 97,911 | 5,092 | 420,438 |
| Carrying amount | | | | | | | |
| At 31 March 2025 | | 632,628 | 28,203 | 10,265 | 36,296 | - | 707,392 |
| At 31 March 2024 | | 644,586 | 34,780 | 6,090 | 48,610 | - | 734,066 |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

15 Tangible fixed assets (Continued)

The carrying value of land included in land and buildings comprises:

| | 2025 | 2024 |
|-----------------|----------------|----------------|
| | £ | £ |
| Freehold | 632,628 | 644,587 |
| Short leasehold | 31,553 | 34,780 |
| | <u>664,181</u> | <u>679,367</u> |

16 Investments

The investment comprises of a 100% holding of the ordinary share capital of Headway Birmingham & Solihull Trading Limited, a company registered in England and Wales.

The principle activity of Headway Birmingham & Solihull Trading Limited is that of operating charity shops.

The profits earned by the subsidiary are donated to the charity. A summary of the subsidiary's results are shown below.

| | 2025 | 2024 |
|---------------------------------------|-----------|-----------|
| | £ | £ |
| Turnover | 201,557 | 210,773 |
| Direct costs and administration costs | (193,129) | (187,688) |
| Net Profit | 8,428 | 23,085 |
| Amount donated to the charity | (8,428) | (23,085) |
| | <u>-</u> | <u>-</u> |

The assets and liabilities of the subsidiary were:

| | 2025 | 2024 |
|--------------------------------------|------------|------------|
| | £ | £ |
| Fixed assets | 6,321 | 496 |
| Current assets | 23,185 | 33,635 |
| Current liabilities | (29,406) | (34,031) |
| Total net assets | <u>100</u> | <u>100</u> |
| Aggregate share capital and reserves | <u>100</u> | <u>100</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

| | | |
|--|----------------|----------------|
| 17 Debtors | | |
| | 2025 | 2024 |
| Group | £ | £ |
| Trade debtors | 149,114 | 123,358 |
| Other debtors | 4,534 | 3,949 |
| Prepayments and accrued income | 6,362 | 16,178 |
| | <u>160,010</u> | <u>143,485</u> |
| | | |
| | 2025 | 2024 |
| Charity | £ | £ |
| Trade debtors | 146,645 | 120,002 |
| Prepayments and accrued income | 1,830 | 9,002 |
| Amounts owed by subsidiary undertakings | 16,937 | 24,653 |
| | <u>165,412</u> | <u>153,657</u> |
| | | |
| 18 Creditors: amounts falling due within one year | | |
| Group | | |
| | 2025 | 2024 |
| | £ | £ |
| Trade creditors | 30,922 | 11,424 |
| Other creditors | 37,463 | 30,159 |
| Accruals and deferred income | 90,236 | 45,865 |
| | <u>158,621</u> | <u>87,448</u> |
| | | |
| Charity | | |
| | 2025 | 2024 |
| | £ | £ |
| Trade creditors | 24,337 | 7,888 |
| Other creditors | 35,551 | 28,418 |
| Accruals and deferred income | 86,265 | 41,763 |
| | <u>146,153</u> | <u>78,069</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Retirement benefit schemes

| | 2025 | 2024 |
|---|--------|--------|
| | £ | £ |
| Defined contribution schemes | | |
| Charge to profit or loss in respect of defined contribution schemes | 20,072 | 18,095 |

The Charitable group operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charitable group in an independently administered fund.

20 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

| | At 1 April 2024 | Incoming resources | Resources expended | At 31 March 2025 |
|---|--------------------|-----------------------|-----------------------|---------------------|
| | £ | £ | £ | £ |
| Carer's Services Fund | - | 221,040 | (221,040) | - |
| Leighton House Building Fund-Capital | 283,740 | - | (11,958) | 271,782 |
| Minibus Fund-Capital | 754 | - | - | 754 |
| Stained Glass repairs | 2,000 | - | - | 2,000 |
| Sutton House Lift Fund -Capital | 23,431 | - | (4,055) | 19,376 |
| Activities Fund | 11,441 | 9,747 | (2,865) | 18,323 |
| Sutton House Gym and Wellbeing Fund-Capital | 8,875 | - | (1,554) | 7,321 |
| Minibus Fund (2023) - Capital | 18,186 | - | (6,141) | 12,045 |
| Sutton House Kitchen/DLS | 3,672 | - | (668) | 3,004 |
| National Lottery Community Fund - Wellbeing Hub | - | 115,726 | (115,726) | - |
| Sutton House repairs | - | 1,000 | - | 1,000 |
| Leighton House repairs | - | 1,500 | - | 1,500 |
| | <u>352,099</u> | <u>349,013</u> | <u>(364,007)</u> | <u>337,105</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

| 20 Restricted funds | | (Continued) | | | |
|--|-------------------------|----------------------------|----------------------------|--------------------------|--|
| Previous year: | At 1 April 2023 £ | Incoming resources £ | Resources expended £ | At 31 March 2024 £ | |
| Carer's Services Fund | - | 176,023 | (176,023) | - | |
| Leighton House Building Fund-Capital | 295,698 | - | (11,958) | 283,740 | |
| Minibus Fund-Capital | 7,021 | - | (6,267) | 754 | |
| IT Equipment Fund-Capital | 1,017 | - | (1,017) | - | |
| Stained Glass repairs | 2,000 | - | - | 2,000 | |
| Sutton House Lift Fund -Capital | 26,866 | - | (3,435) | 23,431 | |
| Activities Fund | 4,307 | 26,839 | (19,705) | 11,441 | |
| Sutton House Gym and Wellbeing Fund-Capital | 10,429 | - | (1,554) | 8,875 | |
| Minibus Fund (2023) - Capital | 13,750 | 6,260 | (1,824) | 18,186 | |
| Sutton House Kitchen/DLS | 6,220 | - | (2,548) | 3,672 | |
| National Lottery Community Fund - Wellbeing Hub | - | 58,573 | (58,573) | - | |
| National Lottery Community Fund - Vocational Assisted Programme | - | 9,242 | (9,242) | - | |
| | 367,308 | 276,937 | (292,146) | 352,099 | |
| | 367,308 | 276,937 | (292,146) | 352,099 | |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

20 Restricted funds

(Continued)

Family and Carer Services Fund

This carer services work includes care carried out by Community Outreach workers and carer support and training co-ordinators.

Leighton House Building Fund-Capital

This restricted fund relates to the purchase and development of Leighton House in Birmingham. Leighton House is used for social rehabilitation activities for brain injured people. Grants and donations were received to fund the original property purchase and development in July 2007. During subsequent years further grants were received to facilitate the building an annex and a foyer to provide much needed accommodation. The annexe was completed during the year ended 31 March 2017 and the foyer was complete in the year ended 31 March 2020. The property is subject to depreciation charge in accordance with the charity's accounting policies. A first legal charge is held on this property by the Lottery Board in respect of grant monies paid to the Charity in order to fund the property's original purchase.

Minibus Fund-Capital

This grant was received to fund the purchase of the minibus which the Charity will use in order to transport staff, carers and clients.

IT Equipment Fund-Capital

This grant was received to purchase a new computer for use by clients and staff.

Stained Glass Repairs Fund

This grant was raised to repair the damaged stained glass window.

Sutton House Lift Fund-Capital

This fund has been raised to provide a lift for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Sutton House Gym and wellbeing Fund-Capital

This fund has been raised to provide a gym and equipment for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Activities Fund

This fund has been received to assist carers on the charity's premises with the provision of the social rehabilitation activities for brain injured people.

Minibus Fund (2023)-Capital

The grants have been received to fund the purchase of a minibus which the Charity will use in order to transport staff, carers and clients.

Leighton House Heating Fund

This fund was raised to repair the heating system at Leighton House.

Sutton House Kitchen / DLS

This grant was received to re-fit a Kitchen for the DLS (Daily Living Sessions) which assist brain injured people to learn/re-learn how to plan, prepare and cook which helps them understand the impact of nutrition on their wellbeing and also boost their self-confidence.

National Lottery Community Fund - Vocational Assistance Programme

The grant was to fund a pilot programme aimed at helping brain injured people move onto the next level of their recovery journey which will include specialist brain injury training, vocational training and qualification/ placement support.

National Lottery Community Fund - Wellbeing Hub

The grant is the first years funding of a 3 year programme to help fund the costs of care carried out by Community Outreach workers and care support and training co-ordinators

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

21 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

| | At 1 April 2024 £ | Incoming resources £ | Resources expended £ | Transfers £ | At 31 March 2025 £ |
|-----------------------|----------------------------------|-------------------------------------|-------------------------------------|------------------------|-----------------------------------|
| General funds | 691,833 | 1,884,191 | (1,841,565) | - | 734,459 |
| Previous year: | At 1 April 2023 £ | Incoming resources £ | Resources expended £ | Transfers £ | At 31 March 2024 £ |
| Motor vehicle | 24,000 | - | - | (24,000) | - |
| General funds | 752,528 | 1,646,338 | (1,731,033) | 24,000 | 691,833 |
| | 776,528 | 1,646,338 | (1,731,033) | - | 691,833 |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

22 Analysis of net assets between funds

| Group | Unrestricted funds | Restricted funds | Total Unrestricted funds | | Restricted funds | Total |
|--|--------------------|------------------|--------------------------|----------------|------------------|------------------|
| | 2025 | 2025 | 2025 | 2024 | 2024 | 2024 |
| | £ | £ | £ | £ | £ | £ |
| Fund balances at 31 March 2025 are represented by: | | | | | | |
| Tangible assets | 399,433 | 314,282 | 713,715 | 395,905 | 338,658 | 734,563 |
| Current assets/(liabilities) | 335,026 | 22,823 | 357,849 | 295,928 | 13,441 | 309,369 |
| | <u>734,459</u> | <u>337,105</u> | <u>1,071,564</u> | <u>691,833</u> | <u>352,099</u> | <u>1,043,932</u> |
| Charity | | | | | | |
| | Unrestricted funds | Restricted funds | Total Unrestricted funds | | Restricted funds | Total |
| | 2025 | 2025 | 2025 | 2024 | 2024 | 2024 |
| | £ | £ | £ | £ | £ | £ |
| Fund balances at 31 March 2025 are represented by: | | | | | | |
| Tangible assets | 393,110 | 314,282 | 707,392 | 395,409 | 338,658 | 734,067 |
| Investments | 100 | - | 100 | 100 | - | 100 |
| Current assets/(liabilities) | 341,249 | 22,823 | 364,072 | 296,324 | 13,441 | 309,765 |
| | <u>734,459</u> | <u>337,105</u> | <u>1,071,564</u> | <u>691,833</u> | <u>352,099</u> | <u>1,043,932</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

23 Operating lease commitments

At the reporting end date, commitments for future minimum lease payments under non-cancellable operating leases fall due as follows:

Group

| | 2025 £ | 2024 £ |
|----------------------------|----------------|---------------|
| Within one year | 85,700 | 47,783 |
| Between two and five years | 240,385 | 14,700 |
| | <u>326,085</u> | <u>62,483</u> |

Charity

| | 2025 £ | 2024 £ |
|----------------------------|----------------|---------------|
| Within one year | 65,000 | 27,083 |
| Between two and five years | 222,085 | - |
| | <u>287,085</u> | <u>27,083</u> |

24 Parent Company's Statement of Financial Activities

The Parent Company has taken advantage of the exemption permitted by Section 408 of the Companies Act 2006 and has not published its own Statement of Financial Activities. The total comprehensive income attributable to the parent company, was a surplus of £64,189 (2024: deficit of £99,904).

| 25 Cash generated from/(absorbed by) operations | 2025 £ | 2024 £ |
|---|----------------|-----------------|
| Surplus/(deficit) for the year | 27,632 | (99,904) |
| Adjustments for: | | |
| Investment income recognised in statement of financial activities | (1,833) | (3,191) |
| Gain on disposal of tangible fixed assets | - | (13,000) |
| Depreciation and impairment of tangible fixed assets | 38,805 | 36,671 |
| Movements in working capital: | | |
| (Increase) in debtors | (16,524) | (10,641) |
| Increase/(decrease) in creditors | 71,173 | (7,956) |
| Cash generated from/(absorbed by) operations | <u>119,253</u> | <u>(98,021)</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

26 Analysis of changes in net funds

The Charitable group had no material debt during the year.

THANK YOU to our commissioners, partners, funders and everyone who supported us in 2024-25.

Birmingham City Council, Solihull Metropolitan Borough Council, Worcestershire City Council

Birmingham Forward Carers, Birmingham Disability Resource Centre
BVSC, Ageing Better, The Circle Group

Higgs PLC Solicitors, CFG Law, Slater & Gordon, Express Solicitors, Thompsons Solicitors,
Irwin Mitchell, Rothley Law

The National Lottery Community Fund – Reaching Communities
The National Lottery Community Fund – Building Better Connections Fund
The Henry Smith Charity
The Eveson Trust
Sutton Coldfield Charitable Trust
Provincial Grand Lodge of Warwickshire

Other charitable trusts, community groups and the many wonderful individuals who fundraised for us during the year.

We also thank the corporate groups who kindly gave up their time to come along and volunteer with us this year, to help with a variety of tasks at our brain injury hubs.

Barclays
Infor
Rothley Law
Secure Trust Bank
Vanderlande
Virgin Media

We really appreciate all the support we get, as this helps us immensely to maintain and develop our core services that have no means of generating income.



HEADWAY BIRMINGHAM & SOLIHULL 2024/25 PERFORMANCE REPORT



KEY DATA

Headway Birmingham & Solihull has a strong reputation for delivering a wide range of services that make a real difference to people's lives. These have been specifically designed to address the specific complex needs that people with acquired brain injury may have to deal with. We work collaboratively with others, both in the public and not for profit sectors, to ensure those in our community get the best possible range of advice and support to address these individual needs.

Total number of Users of all our services:
2,037

89% of all users reported that they had made an improvement in at least one of their goal areas through Headway's support

We received **POSITIVE** Feedback from over **125** Users

115 People employed across the year
85 People volunteered across the year

37% of all clients accessing our services were from a BAME background

Over **£503k** extra income awarded to families
100% success rate at Tribunal

62% of people accessing our services were female
38% were male

1,059 Facebook Followers

84 changes & improvements made following user suggestions/requests

Users said that Headway had made a big difference
91%

HEADWAY BIRMINGHAM & SOLIHULL

England & Wales - Charity number 1008798

Accounts



**DIRECTORS
REPORT
2023-24**

Reg. Charity No. 1008798

Company No. 2686647

Charity registration number 1008798

Company registration number 02686647 (England and Wales)

**HEADWAY BIRMINGHAM & SOLIHULL
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

HEADWAY BIRMINGHAM & SOLIHULL

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|--------------------------|---|--|
| Trustees | Mrs J E Campbell Mr J Cassidy Mr D Chater Mr P Durham Mr R Langton Mr C Jones Miss S J Murrell Mr W O Hughes | (Appointed 21 March 2024) (Appointed 6 September 2023) (Appointed 25 April 2023) |
| Secretary | Mr R Langton | |
| Charity number | 1008798 | |
| Company number | 02686647 | |
| Registered office | Leighton House 20 Chapel Rise Rednal Birmingham West Midlands B45 9SN | |
| Auditor | BK Plus Audit Limited 2 Highlands Court Cranmore Avenue Solihull West Midlands B90 4LE | |
| Patron | Professor Toni Belli | |
| Chief Executive | Sue Tyler | |

HEADWAY BIRMINGHAM & SOLIHULL

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| Consolidated Balance Sheet | 15 |
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HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charitable group's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Our Mission is "to promote greater understanding of all aspects of brain injury and provide support, information and services for people who have sustained brain injury, their families and carers".

Our Objectives are to:

- Promote awareness of brain injury & its consequences and actively seek to reduce potential incidents.
- Make services known to newly brain injured people/families at the earliest stage and throughout the whole journey
- Provide information, advice and support services for people with brain injuries, their families, carers and concerned professional people
- Provide specialised rehabilitative activities to assist people with brain injury to regain independence, continued recovery and re-integration into the community
- Develop links with appropriate agencies & establish working partnerships
- Maintain good governance, management and staff ratios

Code of Ethics

Headway Birmingham & Solihull have a set of six core values that will flow through our culture and behaviour and to which all employees, volunteers and Trustees are committed to. Every day, we do our best to put our values into action through our work and our relationships with our users, business partners, communities and one another.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

The six core values are:

- Putting 'People First'

We support & care for our clients as we would like to be treated ourselves. Users will be treated with dignity and respect and we will always act in their best interest. We value all individuals and celebrate diversity.

- Being 'Safe'

Every client, person who works for or comes into contact with, Headway Birmingham & Solihull should be treated with dignity and respect and feel that they are in a safe and supportive environment.

- Being open, honest & accountable

We are open and honest with others and ourselves. We ensure that our interactions with people are above reproach and we maintain the confidentiality of those we work with. We accept constructive criticism. We accept responsibility & hold ourselves accountable for our work, actions and our results.

- Striving for Excellence

We strive to deliver a service we are proud of through continuous improvements and are dedicated to providing the highest quality across all services. All staff should be passionate about the cause and be willing to give a bit more than '9 to 4' when the work requires this. We want Staff to be proud of their work and uphold our good name.

- Being professional & ethical

The charity and all who work for us shall always uphold the highest levels of institutional integrity and personal conduct. People work cohesively across all departments for the good of the whole of Headway BS and recognise and respect the value and strengths of each other.

- Doing 'more with less'

We use resources to the full, waste nothing and do only what we can do best as specialists. We strive to maintain our principles by the ability to organize all our assets - physical, financial and human - for maximum productivity. In this way, our services will be delivered with the highest quality and efficiency at the least possible cost providing excellent 'value for money'.

Public benefit

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, objectives and operations. They believe the provision of the range and services listed in this report enables Headway Birmingham & Solihull to meet its obligation to provide public benefit.

Volunteers

Headway Birmingham & Solihull greatly benefit from the support of volunteers where appropriate and is extremely grateful for the contribution they make to the work of the charity. Whilst volunteer numbers have dropped over the years, we have managed to recruit enough to meet most of our vacancies and continue to attract student placements. We also have a core of 'long term' volunteers who help form the core of our teams.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance

Significant activities and achievements against objectives

How do we measure success?

As part of the wider 5-Year Strategy for the charity, we are committed to achieving results to meet our overall company objectives. We have many systems for monitoring results to ensure we keep evidence of our results in a clear and accessible format. Every department works towards set performance targets each year which are based on the aims, objectives and their performance indicators for each service. These target indicators are set in line with the Strategy and play a major part in the overall development of the charity and framework for future planning. Each Service Manager also identifies each of the targets that are relevant to specific staff and these are monitored on their quarterly staff review, so that everyone is involved.

The results give us a true indication of what we are achieving, or not, as well as identifying ways to improve. These measures also provide crucial outcomes which tell us if we are making a difference to people who have received our services. Each year following completion of the results the relevant managers update and add to the measures to ensure they remain appropriate and meet the changing needs of our users and services.

Overall Review

Though still recovering from the COVID closures and then dealing with the impact of the Cost of Living Crisis, we did feel that we were starting to see positive changes during 2023-24.

Recruitment started to improve and we managed to fill all our vacancies across the year. We also received a small uplift from the councils, which at least helped us to maintain the Living Wage. We also introduced more benefits for staff as well as Menopause and Working Carer Champions.

We did, however, continue to face difficulties with getting new client referrals allocated to Birmingham City Council (BCC) Social Workers, with some taking as long as 6 months. We received more referrals than ever before but found it impossible to reach our requisite number of placements, due to lack of new starters. Whilst we welcome a good 'turnaround' and strive to be able to move people on, this is not conducive to our economic situation if we cannot then replace them. The situation was further aggravated later in the year with the effective 'bankruptcy' of our main funder Birmingham Council with the obvious concern for us as to future funding. We managed to meet with stakeholders and local councilors to discuss our concern and received some positive feedback. However, we feel that the lack of social workers continues to be the main problem and unlikely to change anytime soon. In the meantime, we continue to spend many hours chasing allocations, just to maintain the numbers.

We have played a big part in BCC Day Service Reform and have been part of the Co-production team. We feel that the BCC new plans for 2024-25 will be of benefit for HBS and we will continue to work with them to be included in the new commissioning framework.

We were really pleased to be able to equip our Therapy suite and start to recruit the team to start our Wellbeing & Therapy services. There was a slow start due to recruitment issues, but we still managed to meet most Lottery targets and were able to move into Year 2. We were also extremely grateful to the Lottery, who awarded us a further grant to help with the cost of living rises so avoiding the need to scale down the project. We look forward to moving this onwards and upwards.

We feel extremely grateful and proud that we have survived the difficulties of the past few years and that despite having to tweak and restructure, we have still managed to maintain all of the post-COVID services. In fact we have managed to introduce new services, which mean we are heading towards a model that support our users on the brain injury journey, across all of the pathways we have aimed for. We now just want to continue to seek greater future economic stability for the Charity.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Services for people with Acquired Brain Injury (ABI)

We continued to struggle with obtaining funding for new clients to start but still managed to move many more people on during the year. Unfortunately, funding ceased for Shencare and this left many clients at Leighton House needing to source alternative transport. Luckily this did not impact our placement figures.

The highlight of the year was the opening of the Wellbeing Therapy Suite at Sutton House. This officially opened in November 2023 with a coordinator, physiotherapist, speech therapist and therapy assistants in place. This new service had started to develop nicely by the year end.

Our first VAP (Vocational Assistance Programme) started in May 2023 and has proved successful, with the clients all achieving their goals and reporting how much they benefitted and enjoyed the course.

The Daily Living Skills at Sutton House also started this year due to the generous grant awarded for equipment and adaptations. The clients have made good progress in this area and are working towards personal, transferrable goals.

Family & Carer Services

The work of the team continued to pick up since the events of recent years. One of the biggest challenges the team faced were the many outcomes and specific demands now required by funders/stakeholders. With the Forward Carers Hub, we now have to focus more on Carer Assessments in order to meet payment targets. This has become quite intense and meant a different way of working, resulting in less face-to-face support time with families.

We were fortunate to be awarded a further grant for Birmingham Carers to set up a couples counselling service.

We were delighted to start up a new partnership with Birmingham Disability Resource Centre to support 'maximising income' and look forward to working with them.

Despite the significant changes, as well as being new to many aspects of the role, the new team manager has settled in well and is 'steering the ship' forwards admirably.

Lifestyle Services

With Lifestyles (as with ABI Services) we noticed that since COVID we had still struggled to get the sold hours up to previous targets. We therefore had to do some more re-structuring in order to bring our staff costs down in line with selling less hours. We did this through Supervisors covering some clients. We also lost the luxury of the 'floating support workers' and made a change so that the hourly rate paid no longer covers the user's worker holidays or bank holidays, so no worker now on these days. The unfunded post of Brain Injury Keyworker also had to finish.

At the year end, we then also had to reduce the target sold hours to 600 and have staffing to meet this amount. With all these adjustments, this means that we will start the new year with a 'break even' budget for the first time ever in Lifestyle services.

By the year end, we had been successful in recruiting more people and seem to be building a more permanent team.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Fundraising, Publicity and Partnerships

Despite fundraising continuing to be even more difficult, we still exceeded our fundraising targets for the year, raising over £78k. There was a noticeable shift in the amount of reporting now required for even the smaller grants and this in turn takes up considerably more time.

We decided to draw a close on our Fun Runs, as since COVID, we had found it harder to attract sufficient numbers of runners, and time spent organising the events seemed to outweigh the gain. Instead, we re-introduced Sky Diving which proved very successful.

We also became part of the annual Wheel'n'Walk event in Cannon Hill Park, a fully inclusive event involving several local disability charities.

Our social media presence continued to grow throughout the year, with positive engagement through both Facebook and X (formerly twitter).

- Our new Minibus finally arrived in October 2023 thanks to funds raised
- The return to the Sky Dive raised £6,000
- Our Grant Raffle raise £2,500
- Successful with grant applications to Sport Birmingham (£11,414) and National Grid (£3,780) enabling us to offer new sports at all three of our Hubs
- 21 people joined us on Wheel'n'Walk 2023 helping raise over £1,500
- The total amount raised through Trusts being over £30k
- Over £5k raised by individuals who fundraised on our behalf
- Over £13k raised through fundraising events

Charity Shops

Our charity shops continue to be a much-valued source of income that is unrestricted and can therefore support our core running costs.

Customers regularly compliment both Dave & Kev, our drivers, when collecting and delivering items. This service has proved a big hit, both for delivering furniture items, but also collecting larger donations.

Following our struggle since COVID to recruit volunteers, we actually saw a significant improvement in 2023 and by the year end had met our required volunteer helper targets.

We are proud that our shops are well-kept and always have good window displays, whilst at the same time, we make it our policy to keep prices low. This seems to be a formula that works and we very much hope to find our fourth charity shop in 2024.

- All the shops together achieved a profit of over £23K donated to the charity
- We had many great windows displays to represent different seasons and events
- Rubery profit increased for the first time since opening
- We saw an increase in the number of brain injured clients working as shop volunteers

Quality

Lifestyle Services continued to meet the standards required of the Care Quality Commission and currently hold a GOOD rating. We continue to assess against our internal standards but have no formal external audit yet for any service other than Lifestyles. Due to CQC making changes to their systems this year, we are still waiting for an updated rating.

We reviewed all our Quality tools during 2023-24 and introduce new systems to include Carer Friendly Quality Standards and Charity Framework.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Operations/Buildings

There has been a significant amount of additional time spent in the Finance Department this year due to an increased high debtors list and making many changes to adjust to cost of living issues. Following a great deal of hard work, the team managed to reduce the debtors by more than half by year end. The external auditors complimented the Finance team on improving their systems and level of debtors/creditors.

Further building work was also completed at Sutton House in 2023, which included opening up the Physio room in the Therapy Suite upstairs and fitting out the new kitchen area to start up the Daily Living Skill sessions.

We have many rooms/spaces not utilised outside of service times and so, as part of our income generation plan, we aim to try and generate new income by hiring out these spaces in 2024.

- As a result of securing new phone and photocopier contracts, we will save over £7k over 3 years
- We have completed the required Cyber Essential Certificates
- 72% of staff enrolled in Company Pensions
- All computers were updated as part of the 5 yearly rotations
- COVID numbers reduced, but we still had 36 cases
- We managed to sell the MPV and replaced this with a new minibus

Personnel Matters

Due to maternity leave and staff cover, the department struggled to cope with meeting the needs of the Charity. This placed further pressure on the other managers within the organisation. This issue will be further addressed when a Personnel Manager is appointed to the department in April 2024

Over the period, we started to see new volunteers coming through and gained many more students. Recruitment was still slow but had started to pick up somewhat by the year end and we did manage to fill all vacancies.

Future Plans

We look forward to going into the new year with no real deficit and hope that we can work with Birmingham Council towards establishing greater financial stability over the next few years. We aim to be able to maintain all new services once the lottery grants end and provide our 'vision' of services for all areas along the brain injury journey.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Financial review

The results for the year are shown on page 14.

Our clients are funded by a combination of Local Authorities, personal independence payments (PIP's) and self-funding. During 2022 the local council agreed an uplift of 5.45% for Birmingham clients, enabling us to increase our daily fees charged for existing clients and new ones. We still have a number of clients paying much less than the basic rate and we continue to work through trying to get this resolved

We are extremely grateful for the various grants and donations from Companies together with other income, that help subsidise our rates and the various services of supporting individuals and families of people with ABI. The Charity continues to have an ongoing professional structure able to support the delivery of our services and help towards securing the future, thanks to the support of volunteers and staff, and sound financial management.

Financial and risk management objectives and policies

The Executive Board having looked at the main risks to the organisation, for example, not receiving any grant funding, or a possible fall in number of clients due to the financial restraints of Authorities, has established a policy whereby we should maintain unrestricted funds to cover between 3 and 6 months of expenditure.

The Governance Code requires the Trustees and CEO to assess and report on the prospects of the Charity and whether the business is a going concern. In considering this requirement, the Directors have taken into account the Charity's forecast cash flows, liquidity and expected operational activities.

The Management Committee have reviewed, risk-assessed and advised the Board of the Charity's going concern having considered continued impact on services since Covid-19 and the latest Cost of Living Crisis. Having due regard to these matters the Directors have a reasonable expectation the Charity has adequate resources to remain a going concern.

Reserves policy

The budget for 2024/25 anticipates expenditure of £2.1 million during the year, indicating that unrestricted reserves should be in the range of £650k to £750k. Unrestricted funds at 31 March 2024 were £691,833.

Events since the year end

Information relating to events since the end of the year is given in the notes to the financial statements.

Structure, governance and management

Governing document

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

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs J E Campbell

Mr J Cassidy

Mr D Chater

Mr P Durham

Mrs R Kinning

Mr R Langton

Mr C Jones

Miss S J Murrell

Mr W O Hughes

(Resigned 29 April 2024)

(Appointed 21 March 2024)

(Appointed 6 September 2023)

(Appointed 25 April 2023)

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Recruitment and appointment of new trustees

When selecting individuals for appointment as trustees, emphasis is placed on the prospective trustees' skills, knowledge and experience needed for effective administration of the charity.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Trustee directors

In accordance with our Articles of Association directors are elected by company members at the Annual General Meeting. In addition, the Executive Board has powers to fill any vacancies by co-option during the year. Due to the Coronavirus Pandemic and the various restrictions, it was not possible to hold normal Board Meetings throughout the year. The disciplines of monthly progress reports and Key Performance Indicators were maintained and circulated to all the Directors. Regular contact between the Chair of Trustees and the Chief Executive ensured strict monitoring of overall performance. In addition Board Meetings were held by video conference to discuss and approve key decisions. Following agreement of the Strategic Plan the proposed Budget for the following year is formally approved by the Executive Board. Quarterly reconciliations of Income and Expenditure are produced during the year to monitor progress against this agreed Budget. This was of key importance during this year as the full implications of the Pandemic unfolded.

Qualifying third party indemnity provisions

The Charity has Indemnity insurance in place in respect of the Officers of the Charity at a cost of £227 per annum.

Organisational structure

A carers' group for the relatives of head-injured persons in the West Midlands was formally established in 1983 and first registered as a charity in 1987. As activities expanded a more formal organisational structure was required and hence Headway (West Midlands) Ltd was constituted in 1992. On 21st March 2016, the Charity passed a special resolution changing its name to Headway Birmingham & Solihull from Headway (West Midlands) Ltd. It is a private company, limited by guarantee, registered at Cardiff, No. 2686647 and a registered charity, No. 1008798. Our principal aims concern the relief of suffering from the effects of brain injury. The Memorandum and Articles of Association impose no unusual restrictions on the way in which the company may operate nor lay down specific investment powers. We are affiliated to Headway UK - the Brain Injury Association, based at Nottingham.

Induction and training of new trustees

Trustees must make available to each new trustee on their first appointment: a copy of the Memorandum and any amendments made to it, a copy of the Charity's latest Annual Report and statement of accounts. Headway Birmingham & Solihull should emphasise the responsibilities of the Trustees detailed in the report.

Key management remuneration

The trustees comprise the board of directors, who are also the Charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing, controlling and operating the Charity on a day-to-day basis. All trustees give their time freely and no trustee received remuneration in the year ending 31 March 2024. The remuneration paid to the Charity's employees is reviewed annually and a performance related increase is made where appropriate. The pay is benchmarked against pay levels for other roles with similar responsibilities elsewhere within the sector and we have also maintained our Real Living Wage employer status.

Related parties

Headway Birmingham & Solihull Trading Limited derives its income from Headway Birmingham & Solihull's charity shop outlets. Any profits generated by the Charity's subsidiary company are donated to the charity.

Auditor

In accordance with the company's articles, a resolution proposing that BK Plus Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.



Mr D Chater
Trustee

21 October 2024

HEADWAY BIRMINGHAM & SOLIHULL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

The trustees, who are also the directors of Headway Birmingham & Solihull for the purpose 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 group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 judgements 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable group will continue in operation.

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

HEADWAY BIRMINGHAM & SOLIHULL

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

Opinion

We have audited the financial statements of Headway Birmingham & Solihull (the 'Charitable group') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable group's affairs as at 31 March 2024 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charitable group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

HEADWAY BIRMINGHAM & SOLIHULL

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charitable group and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the Charitable group for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the Charitable group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Enquiry of management, those charged with governance around actual and potential litigation and claims;
- Enquiry of entity staff to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.
- Performing audit work over the risk of understatement of income including substantive testing and obtaining corroborated explanations from Management.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

HEADWAY BIRMINGHAM & SOLIHULL

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

Use of our report

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

BK Plus Audit Limited

Paul Mannion FCCA, FCA (Senior Statutory Auditor)
for and on behalf of BK Plus Audit Limited

21 October 2024

Chartered Certified Accountants
Statutory Auditor

2 Highlands Court
Cranmore Avenue
Solihull
West Midlands
B90 4LE

HEADWAY BIRMINGHAM & SOLIHULL

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

| | | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ |
|---|---|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| <u>Income and endowments from:</u> | | | | | | | |
| Donations and legacies | 3 | 11,813 | 100,914 | 112,727 | 34,176 | 31,208 | 65,384 |
| <u>Charitable activities</u> | | | | | | | |
| ABIP | 5 | 871,563 | - | 871,563 | 830,882 | - | 830,882 |
| Lifestyle services | 5 | 503,604 | - | 503,604 | 408,264 | - | 408,264 |
| F & C services | 5 | - | 176,023 | 176,023 | - | 140,420 | 140,420 |
| Wellbeing | 5 | 4,244 | - | 4,244 | - | - | - |
| Other trading activities | 4 | 238,923 | - | 238,923 | 223,857 | - | 223,857 |
| Investments | 6 | 3,191 | - | 3,191 | 990 | - | 990 |
| Other income | 7 | 13,000 | - | 13,000 | - | - | - |
| Total income | | 1,646,338 | 276,937 | 1,923,275 | 1,498,169 | 171,628 | 1,669,797 |
| <u>Expenditure on:</u> | | | | | | | |
| Raising funds | 8 | 152,597 | - | 152,597 | 164,286 | - | 164,286 |
| Charitable activities | 9 | 1,578,436 | 292,146 | 1,870,582 | 1,380,280 | 190,982 | 1,571,262 |
| Total expenditure | | 1,731,033 | 292,146 | 2,023,179 | 1,544,566 | 190,982 | 1,735,548 |
| Net expenditure for the year/ | | | | | | | |
| Net movement in funds | | (84,695) | (15,209) | (99,904) | (46,397) | (19,354) | (65,751) |
| Fund balances at 1 April 2023 | | 776,528 | 367,308 | 1,143,836 | 822,925 | 386,662 | 1,209,587 |
| Fund balances at 31 March 2024 | | 691,833 | 352,099 | 1,043,932 | 776,528 | 367,308 | 1,143,836 |

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY BIRMINGHAM & SOLIHULL


CONSOLIDATED AND CHARITY BALANCE SHEET

AS AT 31 MARCH 2024

| | Notes | Group 2024 £ | 2023 £ | Charity 2024 £ | 2023 £ |
|---|-------|-------------------------|-------------------------|-------------------------|-------------------------|
| Fixed assets | | | | | |
| Tangible assets | 15 | 734,563 | 714,902 | 734,067 | 713,821 |
| Investments | 14 | - | - | 100 | 100 |
| | | <u>734,563</u> | <u>714,902</u> | <u>734,167</u> | <u>713,921</u> |
| Current assets | | | | | |
| Debtors | 17 | 143,485 | 132,844 | 153,657 | 168,357 |
| Cash at bank and in hand | | 253,332 | 391,494 | 234,177 | 346,007 |
| | | <u>396,817</u> | <u>524,338</u> | <u>387,834</u> | <u>514,364</u> |
| Creditors: amounts falling due within one year | 18 | <u>(87,448)</u> | <u>(95,404)</u> | <u>(78,069)</u> | <u>(84,449)</u> |
| Net current assets | | <u>309,369</u> | <u>428,934</u> | <u>309,765</u> | <u>429,915</u> |
| Total assets less current liabilities | | <u><u>1,043,932</u></u> | <u><u>1,143,836</u></u> | <u><u>1,043,932</u></u> | <u><u>1,143,836</u></u> |
| Income funds | | | | | |
| Restricted funds | 20 | 352,099 | 367,308 | 352,099 | 367,308 |
| Designated funds | 21 | - | 24,000 | - | 24,000 |
| Unrestricted funds | | 691,833 | 776,528 | 691,833 | 776,528 |
| | | <u>1,043,932</u> | <u>1,143,836</u> | <u>1,043,932</u> | <u>1,143,836</u> |

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 21 October 2024


 Mr D Dhater
 Trustee

Company registration number 02686647

HEADWAY BIRMINGHAM & SOLIHULL

CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2024

| | Notes | 2024 £ | £ | 2023 £ | £ |
|---|-------|-----------|----------------|-----------|----------------|
| Cash flows from operating activities | | | | | |
| Cash (absorbed by)/generated from operations | 28 | | (98,021) | | 55,566 |
| Investing activities | | | | | |
| Purchase of tangible fixed assets | | (56,332) | | (22,454) | |
| Proceeds from disposal of tangible fixed assets | | 13,000 | | - | |
| Investment income received | | 3,191 | | 990 | |
| Net cash used in investing activities | | | (40,141) | | (21,464) |
| Financing activities | | | | | |
| Net cash used in financing activities | | | - | | - |
| Net (decrease)/increase in cash and cash equivalents | | | (138,162) | | 34,102 |
| Cash and cash equivalents at beginning of year | | | 391,494 | | 357,392 |
| Cash and cash equivalents at end of year | | | <u>253,332</u> | | <u>391,494</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Headway Birmingham & Solihull is a private company limited by guarantee incorporated in England and Wales. The registered office is Leighton House, 20 Chapel Rise, Rednal, Birmingham, West Midlands, B45 9SN.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charitable group's Constitution, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charitable group is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charitable group. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

The financial statements consolidate the results of the charity and its wholly owned subsidiary Headway Birmingham & Solihull Trading Limited. The results of the subsidiary are consolidated within the statement of Financial Activities (SOFA) on a line by line basis.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charitable group has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charitable group.

1.4 Income

Income is recognised when the Charitable group is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charitable group has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charitable group has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies (Continued)

Assets for distribution are recognised only when distributed. Assets given for use by the Charitable group are recognised when receivable. Stocks of undistributed donated goods are not valued for balance sheet purposes.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|-----------------------------|--|
| Freehold land and buildings | 2% on costs |
| Leasehold improvements | Straight line over the life of the lease |
| Fixtures and fittings | 50% on cost and 25% on cost |
| Motor vehicles | 20% on cost |
| Craft equipment | 100% on cost |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charitable group reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charitable group has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charitable group's balance sheet when the Charitable group becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charitable group's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charitable group is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Stock

The Charity receives donated goods which are sold in its subsidiary's Charity shops. Donated goods are not recognised as stock as it is impractical to reliably measure the fair value of donated goods.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

Recoverability of debtors - Management are required to estimate prudent provision for any amounts considered irrecoverable. The value of the provision is estimated and reviewed annually to ensure accuracy.

Useful economic life of non-current assets - Management estimate the useful economic life of non-current assets based on the period over which the asset is expected to be used and provide for depreciation accordingly. Where an indication of impairment is identified the estimation of recoverable value requires estimation.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

| | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ |
|---|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Donations and gifts | 11,813 | - | 11,813 | 20,783 | - | 20,783 |
| Grants | - | 100,914 | 100,914 | 13,393 | 31,208 | 44,601 |
| | <u>11,813</u> | <u>100,914</u> | <u>112,727</u> | <u>34,176</u> | <u>31,208</u> | <u>65,384</u> |
| Grants receivable for core activities | | | | | | |
| Birmingham City Council Grant | - | - | - | 13,393 | - | 13,393 |
| Leighton House - Heating Grants | - | - | - | - | 5,550 | 5,550 |
| Minibus Grants | - | 6,260 | 6,260 | - | 13,750 | 13,750 |
| Sutton House - DLS Grant | - | - | - | - | 7,398 | 7,398 |
| Sutton House - Gym Grant | - | - | - | - | 350 | 350 |
| Activities Grants | - | 15,424 | 15,424 | - | 4,160 | 4,160 |
| Sports England | - | 11,415 | 11,415 | - | - | - |
| National Lottery Community Fund - Wellbeing Hub | - | 58,573 | 58,573 | - | - | - |
| National Lottery Community Fund - Vocational Assistance Programme | - | 9,242 | 9,242 | - | - | - |
| | <u>-</u> | <u>100,914</u> | <u>100,914</u> | <u>13,393</u> | <u>31,208</u> | <u>44,601</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies (Continued)

4 Income from other trading activities

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|--------------------------|------------------------------------|------------------------------------|
| Fundraising events | 28,149 | 18,383 |
| Charity shop income | 210,774 | 205,474 |
| Other trading activities | <u>238,923</u> | <u>223,857</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

| 5 Charitable activities | ABIP | | Lifestyle F & C services | | Wellbeing | | Total | | Lifestyle F & C services | | Total | | |
|--|---------|---|--------------------------|---|-----------|---|-------|---|--------------------------|---|---------|---|-----------|
| | 2024 | £ | 2024 | £ | 2024 | £ | 2024 | £ | 2023 | £ | 2023 | £ | |
| Income generating charitable activities: | 871,563 | | 503,604 | | 176,023 | | 4,244 | | 830,882 | | 408,264 | | 1,379,566 |
| Analysis by fund | | | | | | | | | | | | | |
| Unrestricted funds | 871,563 | | 503,604 | | - | | 4,244 | | 830,882 | | 408,264 | | 1,239,146 |
| Restricted funds | - | | - | | 176,023 | | - | | - | | - | | 140,420 |
| | 871,563 | | 503,604 | | 176,023 | | 4,244 | | 830,882 | | 408,264 | | 1,379,566 |

ABIP- Acquired Brain Injury Programme
F & C services-Family and Carer Services

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

6 Income from investments

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | 3,191 | 990 |

7 Other income

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---|------------------------------------|------------------------------------|
| Net gain on disposal of tangible fixed assets | 13,000 | - |

8 Expenditure on raising funds

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---------------|------------------------------------|------------------------------------|
| Trading costs | | |
| Staff costs | 81,695 | 70,537 |
| Support costs | 70,902 | 93,749 |
| | <u>152,597</u> | <u>164,286</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

| 9 Expenditure on charitable activities | ABIP | | Lifestyle | | F and C services | | Wellbeing | | Total | | ABIP | | Lifestyle | | F and C services | | Total | |
|--|----------------|---|----------------|---|------------------|---|----------------|---|------------------|---|----------------|---|----------------|---|------------------|---|------------------|---|
| | 2024 | £ | 2024 | £ | 2024 | £ | 2024 | £ | 2024 | £ | 2023 | £ | 2023 | £ | 2023 | £ | 2023 | £ |
| Direct costs | | | | | | | | | | | | | | | | | | |
| Staff costs | 562,327 | | 464,261 | | 116,453 | | 64,255 | | 1,207,296 | | 505,010 | | 396,240 | | 83,690 | | 984,940 | |
| Depreciation and impairment | 32,077 | | 2,007 | | 1,794 | | - | | 35,878 | | 40,475 | | 6,151 | | 1,092 | | 47,718 | |
| Premises | 97,981 | | - | | - | | 26,129 | | 124,110 | | 117,761 | | - | | - | | 117,761 | |
| Communication and IT costs | 9,599 | | 6,403 | | 988 | | 1,476 | | 18,466 | | 9,308 | | 6,165 | | 1,122 | | 16,595 | |
| Motor and travel costs | 13,425 | | 14,863 | | 2,403 | | 363 | | 31,054 | | 8,961 | | 16,732 | | 2,886 | | 28,579 | |
| Sundry expenses | 12,983 | | 1,226 | | 2,397 | | 6,884 | | 23,490 | | 10,327 | | 3,584 | | 337 | | 14,248 | |
| Legal and professional fees | 2,160 | | 6,125 | | 2,016 | | 508 | | 10,809 | | 2,914 | | 5,623 | | 1,848 | | 10,385 | |
| Activities and associated costs | 16,149 | | (332) | | 1,914 | | 2,099 | | 19,830 | | 14,826 | | 430 | | 591 | | 15,847 | |
| | <u>746,701</u> | | <u>494,553</u> | | <u>127,965</u> | | <u>101,714</u> | | <u>1,470,933</u> | | <u>709,582</u> | | <u>434,925</u> | | <u>91,566</u> | | <u>1,236,073</u> | |
| Share of support and governance costs (see note 10) | | | | | | | | | | | | | | | | | | |
| Support | 195,463 | | 125,368 | | 53,051 | | 9,914 | | 383,796 | | 208,977 | | 65,087 | | 49,122 | | 323,186 | |
| Governance | 8,504 | | 4,725 | | 1,959 | | 665 | | 15,853 | | 7,914 | | 2,506 | | 1,583 | | 12,003 | |
| | <u>950,668</u> | | <u>624,646</u> | | <u>182,975</u> | | <u>112,293</u> | | <u>1,870,582</u> | | <u>926,473</u> | | <u>502,518</u> | | <u>142,271</u> | | <u>1,571,262</u> | |
| Analysis by fund | | | | | | | | | | | | | | | | | | |
| Unrestricted funds | 912,660 | | 623,092 | | - | | 42,684 | | 1,578,436 | | 882,423 | | 497,134 | | 723 | | 1,380,280 | |
| Restricted funds | 38,008 | | 1,554 | | 182,975 | | 69,609 | | 292,146 | | 44,050 | | 5,384 | | 141,548 | | 190,982 | |
| | <u>950,668</u> | | <u>624,646</u> | | <u>182,975</u> | | <u>112,293</u> | | <u>1,870,582</u> | | <u>926,473</u> | | <u>502,518</u> | | <u>142,271</u> | | <u>1,571,262</u> | |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10 Support costs allocated to activities

| | 2024 | 2023 |
|--------------------------|----------------|----------------|
| | £ | £ |
| Staff costs | 269,418 | 244,139 |
| Depreciation | 793 | 851 |
| Premises Cost | 89,793 | 95,871 |
| Communication and IT | 21,711 | 23,266 |
| Motor & travel costs | 4,624 | 3,515 |
| Sundry expenses | 19,572 | 14,697 |
| Legal and professional | 15,657 | 9,128 |
| Activities & associated | 24,416 | 16,925 |
| Interest payable | 5,031 | 4,253 |
| Governance costs | 19,536 | 16,293 |
| | <u>470,551</u> | <u>428,938</u> |
| Analysed between: | | |
| Fundraising | 70,902 | 93,749 |
| ABIP | 203,967 | 216,891 |
| Lifestyle | 130,093 | 67,593 |
| F and C services | 55,010 | 50,705 |
| Wellbeing | 10,579 | - |
| | <u>470,551</u> | <u>428,938</u> |

11 Net movement in funds

| | 2024 | 2023 |
|--|---------------|---------------|
| | £ | £ |
| The net movement in funds is stated after charging/(crediting): | | |
| Fees payable for the audit of the charity's financial statements | 19,536 | 16,293 |
| Depreciation of owned tangible fixed assets | 36,671 | 48,569 |
| Profit on disposal of tangible fixed assets | (13,000) | - |
| | <u>42,207</u> | <u>64,862</u> |

12 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Charitable group during the year.

13 Employees

The average monthly number of employees during the year was:

| | 2024 | 2023 |
|-----------------------|-----------|-----------|
| | Number | Number |
| Charity staff | 86 | 73 |
| Trading company staff | 6 | 7 |
| | <u>92</u> | <u>80</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

| 13 | Employees | (Continued) | |
|----|-----------------------|------------------|------------------|
| | Employment costs | 2024 | 2023 |
| | | £ | £ |
| | Wages and salaries | 1,445,264 | 1,204,911 |
| | Social security costs | 90,210 | 76,029 |
| | Other pension costs | 22,935 | 18,676 |
| | | <u>1,558,409</u> | <u>1,299,616</u> |

The number of employees whose annual remuneration was more than £60,000 is as follows:

| | 2024 | 2023 |
|-------------------|----------|----------|
| | Number | Number |
| £60,000 - £70,000 | <u>1</u> | <u>-</u> |

Contributions totalling £1,320 (2023: £1,320) were made to defined contribution pension schemes on behalf of employees whose emoluments exceed £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

| | 2024 | 2023 |
|------------------------|----------------|----------------|
| | £ | £ |
| Aggregate compensation | <u>135,631</u> | <u>125,584</u> |

14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

| 15 | Tangible fixed assets | | | | | | | | | |
|----|------------------------------------|-----------------------------|------------------------|-----------------------|----------------|-----------------|-----------|--|--|---|
| | Group | Freehold land and buildings | Leasehold improvements | Fixtures and fittings | Motor vehicles | Craft equipment | Total | | | |
| | | £ | £ | £ | £ | £ | £ | | | £ |
| | Cost | | | | | | | | | |
| | At 1 April 2023 | 814,300 | 63,811 | 106,327 | 101,582 | 5,092 | 1,091,112 | | | |
| | Additions | - | - | 5,207 | 51,125 | - | 56,332 | | | |
| | Disposals | - | - | - | (18,500) | - | (18,500) | | | |
| | At 31 March 2024 | 814,300 | 63,811 | 111,534 | 134,207 | 5,092 | 1,128,944 | | | |
| | Depreciation and impairment | | | | | | | | | |
| | At 1 April 2023 | 157,755 | 23,074 | 97,063 | 93,226 | 5,092 | 376,210 | | | |
| | Depreciation charged in the year | 11,958 | 5,957 | 7,885 | 10,871 | - | 36,671 | | | |
| | Eliminated in respect of disposals | - | - | - | (18,500) | - | (18,500) | | | |
| | At 31 March 2024 | 169,713 | 29,031 | 104,948 | 85,597 | 5,092 | 394,381 | | | |
| | Carrying amount | | | | | | | | | |
| | At 31 March 2024 | 644,587 | 34,780 | 6,586 | 48,610 | - | 734,563 | | | |
| | At 31 March 2023 | 656,545 | 40,737 | 9,264 | 8,356 | - | 714,902 | | | |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

15 Tangible fixed assets

(Continued)

Charity

| | Freehold land and buildings £ | Leasehold improvements £ | Fixtures and Motor vehicles fittings £ | Craft equipment £ | Total £ |
|------------------------------------|-------------------------------------|--------------------------------|--|-------------------------|------------|
| Cost | | | | | |
| At 1 April 2023 | 808,845 | 63,811 | 99,031 | 5,092 | 1,078,361 |
| Additions | - | - | 5,207 | - | 56,332 |
| Disposals | | | (18,500) | | (18,500) |
| At 31 March 2024 | 808,845 | 63,811 | 104,238 | 5,092 | 1,116,193 |
| Depreciation and impairment | | | | | |
| At 1 April 2023 | 152,300 | 23,074 | 90,848 | 5,092 | 364,540 |
| Depreciation charged in the year | 11,958 | 5,957 | 7,300 | - | 36,086 |
| Disposals | | | (18,500) | | (18,500) |
| At 31 March 2024 | 164,258 | 29,031 | 98,148 | 5,092 | 382,126 |
| Carrying amount | | | | | |
| At 31 March 2024 | 644,587 | 34,780 | 6,090 | - | 734,067 |
| At 31 March 2023 | 656,545 | 40,737 | 8,183 | - | 713,821 |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

15 Tangible fixed assets (Continued)

The carrying value of land included in land and buildings comprises:

| | 2024 | 2023 |
|-----------------|----------------|----------------|
| | £ | £ |
| Freehold | 644,587 | 656,545 |
| Short leasehold | 34,780 | 40,737 |
| | <u>679,367</u> | <u>697,282</u> |

16 Investments

The investment comprises of a 100% holding of the ordinary share capital of Headway Birmingham & Solihull Trading Limited, a company registered in England and Wales.

The principle activity of Headway Birmingham & Solihull Trading Limited is that of operating charity shops.

The profits earned by the subsidiary are donated to the charity. A summary of the subsidiary's results are shown below.

| | 2024 | 2023 |
|---------------------------------------|-----------|-----------|
| | £ | £ |
| Turnover | 210,773 | 205,474 |
| Government grants (Covid) | - | - |
| Direct costs and administration costs | (187,688) | (164,286) |
| Net Profit | 23,085 | 41,188 |
| Amount donated to the charity | (23,085) | (41,188) |
| | <u>-</u> | <u>-</u> |

The assets and liabilities of the subsidiary were:

| | 2024 | 2023 |
|--------------------------------------|------------|------------|
| | £ | £ |
| Fixed assets | 496 | 1,081 |
| Current assets | 33,635 | 53,834 |
| Current liabilities | (34,031) | (54,815) |
| Total net assets | <u>100</u> | <u>100</u> |
| Aggregate share capital and reserves | <u>100</u> | <u>100</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

17 Debtors

| Group | 2024 £ | 2023 £ |
|--------------------------------|----------------|----------------|
| Trade debtors | 123,358 | 111,466 |
| Other debtors | 3,949 | 4,633 |
| Prepayments and accrued income | 16,178 | 16,745 |
| | <u>143,485</u> | <u>132,844</u> |

| Charity | 2024 £ | 2023 £ |
|---|----------------|----------------|
| Trade debtors | 120,002 | 110,882 |
| Other debtors | - | 791 |
| Prepayments and accrued income | 9,002 | 12,826 |
| Amounts owed by subsidiary undertakings | 24,653 | 43,858 |
| Total debtors | <u>153,657</u> | <u>168,357</u> |

18 Creditors: amounts falling due within one year

Group

| | 2024 £ | 2023 £ |
|------------------------------|---------------|---------------|
| Trade creditors | 11,424 | 16,820 |
| Other creditors | 30,159 | 20,290 |
| Accruals and deferred income | 45,865 | 58,294 |
| | <u>87,448</u> | <u>95,404</u> |

Charity

| | 2024 £ | 2023 £ |
|------------------------------|---------------|---------------|
| Trade creditors | 7,888 | 11,500 |
| Other creditors | 28,418 | 18,649 |
| Accruals and deferred income | 41,763 | 54,300 |
| | <u>78,069</u> | <u>84,449</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

19 Retirement benefit schemes

| | 2024 | 2023 |
|---|--------|--------|
| Defined contribution schemes | £ | £ |
| Charge to profit or loss in respect of defined contribution schemes | 18,095 | 14,319 |

The Charitable group operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charitable group in an independently administered fund.

20 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

| | At 1 April 2023 | Incoming resources | Resources expended | At 31 March 2024 |
|---|--------------------|-----------------------|-----------------------|---------------------|
| | £ | £ | £ | £ |
| Carer's Services Fund | - | 176,023 | (176,023) | - |
| Leighton House Building Fund-Capital | 295,698 | - | (11,958) | 283,740 |
| Minibus Fund-Capital | 7,021 | - | (6,267) | 754 |
| IT Equipment Fund-Capital | 1,017 | - | (1,017) | - |
| Stained Glass repairs | 2,000 | - | - | 2,000 |
| Sutton House Lift Fund -Capital | 26,866 | - | (3,435) | 23,431 |
| Activities Fund | 4,307 | 26,839 | (19,705) | 11,441 |
| Sutton House Gym and Wellbeing Fund-Capital | 10,429 | - | (1,554) | 8,875 |
| Minibus Fund (2023) - Capital | 13,750 | 6,260 | (1,824) | 18,186 |
| Sutton House Kitchen/DLS | 6,220 | - | (2,548) | 3,672 |
| National Lottery Community Fund - Wellbeing Hub | - | 58,573 | (58,573) | - |
| National Lottery Community Fund - Vocational Assisted Programme | - | 9,242 | (9,242) | - |
| | <u>367,308</u> | <u>276,937</u> | <u>(292,146)</u> | <u>352,099</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

| 20 Restricted funds | (Continued) | | | |
|---|-------------------------|----------------------------|----------------------------|--------------------------|
| Previous year: | At 1 April 2022 £ | Incoming resources £ | Resources expended £ | At 31 March 2023 £ |
| Carer's Services Fund | 759 | 140,420 | (141,179) | - |
| Leighton House Building Fund-Capital | 307,656 | - | (11,958) | 295,698 |
| Minibus Fund-Capital | 13,288 | - | (6,267) | 7,021 |
| IT Equipment Fund-Capital | 2,127 | - | (1,110) | 1,017 |
| Stained Glass repairs | 2,000 | - | - | 2,000 |
| Sutton House Lift Fund -Capital | 44,050 | - | (17,184) | 26,866 |
| Activities Fund | 3,041 | 4,160 | (2,894) | 4,307 |
| Sutton House Gym and Wellbeing Fund-Capital | 13,741 | 350 | (3,662) | 10,429 |
| Leighton House Heating Fund | - | 5,550 | (5,550) | - |
| Sutton House Kitchen/DLS | - | 7,398 | (1,178) | 6,220 |
| Minibus Fund (2023)-Capital | - | 13,750 | - | 13,750 |
| | <u>386,662</u> | <u>171,628</u> | <u>(190,982)</u> | <u>367,308</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

20 Restricted funds

(Continued)

Family and Carer Services Fund

This carer services work includes care carried out by Community Outreach workers and carer support and training co-ordinators.

Leighton House Building Fund-Capital

This restricted fund relates to the purchase and development of Leighton House in Birmingham. Leighton House is used for social rehabilitation activities for brain injured people. Grants and donations were received to fund the original property purchase and development in July 2007. During subsequent years further grants were received to facilitate the building an annex and a foyer to provide much needed accommodation. The annexe was completed during the year ended 31 March 2017 and the foyer was complete in the year ended 31 March 2020. The property is subject to depreciation charge in accordance with the charity's accounting policies. A first legal charge is held on this property by the Lottery Board in respect of grant monies paid to the Charity in order to fund the property's original purchase.

Minibus Fund-Capital

This grant was received to fund the purchase of the minibus which the Charity will use in order to transport staff, carers and clients.

IT Equipment Fund-Capital

This grant was received to purchase a new computer for use by clients and staff.

Stained Glass Repairs Fund

This grant was raised to repair the damaged stained glass window.

Sutton House Lift Fund-Capital

This fund has been raised to provide a lift for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Sutton House Gym and wellbeing Fund-Capital

This fund has been raised to provide a gym and equipment for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Activities Fund

This fund has been received to assist carers on the charity's premises with the provision of the social rehabilitation activities for brain injured people.

Minibus Fund (2023)-Capital

The grants have been received to fund the purchase of a minibus which the Charity will use in order to transport staff, carers and clients.

Leighton House Heating Fund

This fund was raised to repair the heating system at Leighton House.

Sutton House Kitchen / DLS

This grant was received to re-fit a Kitchen for the DLS (Daily Living Sessions) which assist brain injured people to learn/re-learn how to plan, prepare and cook which helps them understand the impact of nutrition on their wellbeing and also boost their self-confidence.

National Lottery Community Fund - Vocational Assistance Programme

The grant was to fund a pilot programme aimed at helping brain injured people move onto the next level of their recovery journey which will include specialist brain injury training, vocational training and qualification/ placement support.

National Lottery Community Fund - Wellbeing Hub

The grant is the first years funding of a 3 year programme to help fund the costs of care carried out by Community Outreach workers and care support and training co-ordinators

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

21 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

| | At 1 April 2023 £ | Incoming resources £ | Resources expended £ | Transfers £ | At 31 March 2024 £ |
|-----------------------|----------------------------------|-------------------------------------|-------------------------------------|------------------------|-----------------------------------|
| Motor vehicle | 24,000 | - | - | (24,000) | - |
| General funds | 752,528 | 1,646,338 | (1,731,033) | 24,000 | 691,833 |
| | <u>776,528</u> | <u>1,646,338</u> | <u>(1,731,033)</u> | <u>-</u> | <u>691,833</u> |
| Previous year: | At 1 April 2022 £ | Incoming resources £ | Resources expended £ | Transfers £ | At 31 March 2023 £ |
| Motor vehicle | 16,000 | - | - | 8,000 | 24,000 |
| General funds | 806,925 | 1,498,169 | (1,544,566) | (8,000) | 752,528 |
| | <u>822,925</u> | <u>1,498,169</u> | <u>(1,544,566)</u> | <u>-</u> | <u>776,528</u> |

Designated Fund- Motor vehicle-Capital

This designated fund was set aside by the trustees to provide an additional or replacement motor vehicle which has been purchased during the year.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

22 Analysis of net assets between funds

| Group | Unrestricted funds | Restricted funds | Total Unrestricted funds | | Restricted funds | Total |
|--|--------------------|------------------|--------------------------|----------------|------------------|------------------|
| | 2024 | 2024 | 2024 | 2023 | 2023 | 2023 |
| | £ | £ | £ | £ | £ | £ |
| Fund balances at 31 March 2024 are represented by: | | | | | | |
| Tangible assets | 395,905 | 338,658 | 734,563 | 372,380 | 342,522 | 714,902 |
| Current assets/(liabilities) | 295,928 | 13,441 | 309,369 | 404,148 | 24,786 | 428,934 |
| | <u>691,833</u> | <u>352,099</u> | <u>1,043,932</u> | <u>776,528</u> | <u>367,308</u> | <u>1,143,836</u> |
| Charity | | | | | | |
| | Unrestricted funds | Restricted funds | Total Unrestricted funds | | Restricted funds | Total |
| | 2024 | 2024 | 2024 | 2023 | 2023 | 2023 |
| | £ | £ | £ | £ | £ | £ |
| Fund balances at 31 March 2024 are represented by: | | | | | | |
| Tangible assets | 395,409 | 338,658 | 734,067 | 371,299 | 342,522 | 713,821 |
| Investments | 100 | - | 100 | 100 | - | 100 |
| Current assets/(liabilities) | 296,324 | 13,441 | 309,765 | 405,129 | 24,786 | 429,915 |
| | <u>691,833</u> | <u>352,099</u> | <u>1,043,932</u> | <u>776,528</u> | <u>367,308</u> | <u>1,143,836</u> |

| 23 Capital commitments | 2024 | 2023 |
|--|----------|---------------|
| | £ | £ |
| Amounts contracted for but not provided in the financial statements: | | |
| | 2024 | 2023 |
| | £ | £ |
| Acquisition of property, plant and equipment | - | 50,875 |
| | <u>-</u> | <u>50,875</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

24 Operating lease commitments

At the reporting end date, commitments for future minimum lease payments under non-cancellable operating leases fall due as follows:

Group

| | 2024 | 2023 |
|----------------------------|---------------|----------------|
| | £ | £ |
| Within one year | 47,783 | 85,700 |
| Between two and five years | 14,700 | 62,483 |
| | <u>62,483</u> | <u>148,183</u> |

Charity

| | 2024 | 2023 |
|----------------------------|---------------|---------------|
| | £ | £ |
| Within one year | 27,083 | 65,000 |
| Between two and five years | - | 27,083 |
| | <u>27,083</u> | <u>92,083</u> |

25 Events after the reporting date

The sector that Headway Birmingham & Solihull and its subsidiary operates in is still experiencing the effects of Covid -19. There has been a continued impact on the number of placements and hours sold in our services. The Trustees and staff are working hard to increase the placements and overcome the difficulties with staff recruitment.

In addition, the trustees have taken steps to mitigate the effect of the worsening UK economy and increased inflation on the Charity and its subsidiary's future costs. Although the the trustees consider that an accurate estimate of the possible future impact cannot be made.

The trustees confirm that they have considered the effect of any further uncertainties as known at date of signing associated to the impact of Covid-19 and the worsening UK economy when considering the group's going concern position.

26 Parent Company's Statement of Financial Activities

The Parent Company has taken advantage of the exemption permitted by Section 408 of the Companies Act 2006 and has not published its own Statement of Financial Activities. The total comprehensive income attributable to the parent company, was a deficit of £99,904 (2023: £65,751).

27 Analysis of changes in net funds

The Charitable group had no material debt during the year.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

| 28 Cash generated from operations | 2024 | 2023 |
|---|-----------------|---------------|
| | £ | £ |
| Deficit for the year | (99,904) | (65,751) |
| Adjustments for: | | |
| Investment income recognised in statement of financial activities | (3,191) | (990) |
| Gain on disposal of tangible fixed assets | (13,000) | - |
| Depreciation and impairment of tangible fixed assets | 36,671 | 48,569 |
| Movements in working capital: | | |
| (Increase)/decrease in debtors | (10,641) | 44,380 |
| (Decrease)/increase in creditors | (7,956) | 29,358 |
| Cash (absorbed by)/generated from operations | <u>(98,021)</u> | <u>55,566</u> |

THANK YOU TO OUR COMMISSIONERS & FUNDERS

Birmingham City Council, Solihull Metropolitan Borough Council
Worcestershire City Council

Birmingham Forward Carers, Birmingham Disability Resource Centre

BVSC Ageing Better

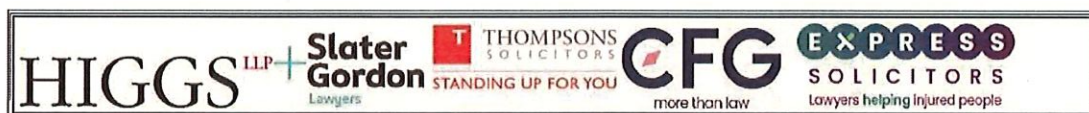
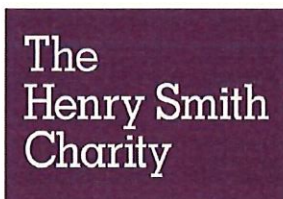
Higgs PLC Solicitors, CFG Law, Slater & Gordon, Express Solicitors, Thompsons Solicitors, Irwin Mitchell

The National Lottery Community Fund – Reaching Communities

The National Lottery Community Fund – Building Better Connections Fund

The Henry Smith Charity

Sport England, National Grid, Provincial Grand Lodge of Warwickshire



TO EVERYONE WHO
SUPPORTED US
THROUGHOUT THE YEAR

Headway Birmingham & Solihull

Services 2023-24

Headway Birmingham & Solihull has a strong reputation for delivering a wide range of services that make a real difference to people's lives. These have been specifically designed to address the specific complex needs that people with acquired brain injury may have to deal with. We work collaboratively with others, both in the public and not for profit sectors, to ensure those in our community get the best possible range of advice and support to address these individual needs.

KEY DATA

Total users accessing
Services over the
year

1,300

87% of all users
reported that they had
made an improvement
in at least one of their
goal areas through
Headway support

We received
POSITIVE Feedback

from over

119

Users

Over **£25K**

income for the charity
was generated through
our Charity Shops

108

People employed across the
year

73

People volunteered across
the year

34%

of all clients
accessing our services were
from a BAME background

Users said that
Headway had made
a big difference

94%

41

changes/improvements
made following user
suggestions/requests

We supported over

800

Families
across the year

60%

of people accessing our
services were female,

40%

were male

HEADWAY BIRMINGHAM & SOLIHULL

England & Wales - Charity number 1008798

Accounts



**DIRECTORS
REPORT
2022 -23**

Reg. Charity No. 1008798

Company No. 2686647

Charity registration number 1008798

Company registration number 02686647 (England and Wales)

**HEADWAY BIRMINGHAM & SOLIHULL
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

HEADWAY BIRMINGHAM & SOLIHULL

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|--------------------------|---|
| Trustees | Mrs J E Campbell Mr J Cassidy Mr D Chater Mr P Durham Mrs R Kinning Mr R Langton |
| Secretary | Mr R Langton |
| Charity number | 1008798 |
| Company number | 02686647 |
| Registered office | Leighton House 20 Chapel Rise Rednal Birmingham West Midlands B45 9SN |
| Auditor | BK Plus Audit Limited 2 Highlands Court Cranmore Avenue Solihull West Midlands B90 4LE |
| Patron | Professor Toni Belli |
| Chief Executive | Sue Tyler |

HEADWAY BIRMINGHAM & SOLIHULL

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HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charitable group's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Our Mission is "to promote greater understanding of all aspects of brain injury and provide support, information and services for people who have sustained brain injury, their families and carers".

Our Objectives are to:

- Promote awareness of brain injury & its consequences and actively seek to reduce potential incidents.
- Make services known to newly brain injured people/families at the earliest stage and throughout the whole journey
- Provide information, advice and support services for people with brain injuries, their families, carers and concerned professional people
- Provide specialised rehabilitative activities to assist people with brain injury to regain independence, continued recovery and re-integration into the community
- Develop links with appropriate agencies & establish working partnerships
- Maintain good governance, management and staff ratios

Code of Ethics

Headway Birmingham & Solihull have a set of six core values that will flow through our culture and behaviour and to which all employees, volunteers and Trustees are committed to. Every day, we do our best to put our values into action through our work and our relationships with our users, business partners, communities and one another.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

The six core values are:

- Putting 'People First'

We support & care for our clients as we would like to be treated ourselves. Users will be treated with dignity and respect and we will always act in their best interest. We value all individuals and celebrate diversity.

- Being 'Safe'

Every client, person who works for or comes into contact with, Headway Birmingham & Solihull should be treated with dignity and respect and feel that they are in a safe and supportive environment.

- Being open, honest & accountable

We are open and honest with others and ourselves. We ensure that our interactions with people are above reproach and we maintain the confidentiality of those we work with. We accept constructive criticism. We accept responsibility & hold ourselves accountable for our work, actions and our results.

- Striving for Excellence

We strive to deliver a service we are proud of through continuous improvements and are dedicated to providing the highest quality across all services. All staff should be passionate about the cause and be willing to give a bit more than '9 to 4' when the work requires this. We want Staff to be proud of their work and uphold our good name.

- Being professional & ethical

The charity and all who work for us shall always uphold the highest levels of institutional integrity and personal conduct. People work cohesively across all departments for the good of the whole of Headway BS and recognise and respect the value and strengths of each other.

- Doing 'more with less'

We use resources to the full, waste nothing and do only what we can do best as specialists. We strive to maintain our principles by the ability to organize all our assets - physical, financial and human - for maximum productivity. In this way, our services will be delivered with the highest quality and efficiency at the least possible cost providing excellent 'value for money'.

Public benefit

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, objectives and operations. They believe the provision of the range and services listed in this report enables Headway Birmingham & Solihull to meet its obligation to provide public benefit.

Volunteers

Headway Birmingham & Solihull greatly benefit from the support of volunteers where appropriate and is extremely grateful for the contribution they make to the work of the charity. The number of volunteers fluctuates and since Covid we have continued to struggle to recruit new volunteers. But are continuing to look at ways to attract new people and are grateful to those who have been with us since Covid.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

How do we measure success?

As part of the wider 5-Year Strategy for the charity, we are committed to achieving results to meet our overall company objectives. We have many systems for monitoring results to ensure we keep evidence of our results in a clear and accessible format. Every department works towards set performance targets each year which are based on the aims, objectives and their performance indicators for each service. These target indicators are set in line with the Strategy and play a major part in the overall development of the charity and framework for future planning. Each Service Manager also identifies each of the targets that are relevant to specific staff and these are monitored on their quarterly staff review, so that everyone is involved.

The results give us a true indication of what we are achieving, or not, as well as identifying ways to improve. These measures also provide crucial outcomes which tell us if we are making a difference to people who have received our services. Each year following completion of the results the relevant managers update and add to the measures to ensure they remain appropriate and meet the changing needs of our users and services.

Overall Review

We had anticipated that in our second-year post Covid-19, we would be getting back to some kind of normality. Whilst all our services were maintained, we continued to struggle. Firstly, despite the highest demand ever for services, we could not achieve the budget targets for placements and had a further deficit. This was due to new clients starting being offset by many clients finishing. Whilst people 'moving on' is good thing, it consequently made it difficult to achieve the numbers to meet targets in order to generate the required income.

Our second biggest problem was with recruiting new staff, and this remained difficult all year. This created difficulties across all services and delayed the process of starting new clients. We trust that the new salaries agreed from April 2023 will make a difference to our recruitment, allowing us then to better meet the demand and increase income generated through services.

On a positive note, the lift at Sutton House was completed this year – allowing access to all upstairs areas in line with the Therapy Suite and Counselling space.

We are pleased to announce that by the year end we had been successful in certain bids for additional funding and thanks to the Big Lottery and the other Trusts, we look forward to starting our new programmes from April 2023. These will include our Wellbeing/Therapy services, the Vocational Assistance Programme and the re-start of our Services for All (SFA) in the community. The latter being for the whole family. We also have a new Minibus on order thanks to funding raised throughout the year, which will allow more community activities.

We feel positive as we move into 2023/24, as we believe our new services will meet many gaps and help to address the changing needs of clients. We are getting more referrals from those earlier in the brain injury journey (post hospital) and also younger people and those with milder brain injuries. The future may present with many changes as we adapt to these needs and develop new programmes.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Services for people with Acquired Brain Injury (ABI)

We continued to recover through the impact of Covid-19 for this year. For some of the clients this was difficult to comprehend as they still had to abide by some council-imposed restrictions. The majority of the existing staff team has remained steadfast in 2022, but serious ill health has seen us lose some staff while others are on long term sick.

Sutton House was also awarded a substantial grant to launch Daily Living Skill sessions upstairs at the hub. The purchase of the equipment and adaptations have been completed and will be starting Spring 2023. As stated previously, Client numbers continued to fluctuate throughout the year – despite huge demand we are now seeing more people move on. This is not for any negative reasons but indicates that we are getting more varying levels of severity, thus some move on sooner and others are not always able to attend regularly due to early recovery stage.

We started to slowly introduce trips and outings again last year – as we were aware that some clients still had a degree of anxiety over the pandemic. The first ABI Christmas party since lockdown was reintroduced this year –and proved to be a great success. Some new partnerships were formed this year – Shencare, Cerebral Palsy Midlands and Yoga.

Family & Carer Services

The team continued to work hard to meet the many needs of our carers and families, many new to the caring role and the brain injury journey.

We were pleased to agree a working partnership with Headway Black Country and Worcestershire, in a collaboration funded by a Panel of Solicitor firms - CFG, Higgs and Slater & Gordon. This means we now have a joint Brain Injury Link Worker to go into the QE Neuro wards every week. Unfortunately, there was a delay post Covid-19 until we were allowed back on the wards, but we are now starting to see a rise in the number of people given information at the hospital stage. The Forward Carers Hub bid was successful, and we look forward to being a specialist partner for the next 5 years. The Carer groups and lunch clubs also started up again and are proving very popular.

Our long-standing manager finished during the year and was replaced with Ajit Matharu who has been working as a Support Worker with the team for many years. She is already making her mark and bringing new ideas to the service.

Lifestyle Services

Lifestyles continued to prove really essential to supporting brain injured people in the community and even more so since Covid-19. We actually had over 60 referrals, but due to not being able to recruit enough new staff, we had to close the referrals for part of the year. This recruitment problem continued for most of the year, which meant we could not start people on the waiting list

We started to introduce many changes aimed at attracting and retaining staff, including working with the maximum of 2 people a day and contributions to car usage. We also evaluated Bank Holiday and evening working and made many changes. By the year end, we had been successful in recruiting more people and expect further improvements once the new wage increases (in line with the Living Wage) are introduced from April 2023. All staff are now having monthly updates, spot checks and quarterly face to face meetings, and report feeling more like a team.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Fundraising, Publicity and Partnerships

The last year continued to be another very difficult time for our fundraising department and even though some of the face to face events took place, people attending outside events had dropped considerably. However, despite these difficulties, we still did better than the previous year and exceeded the set target amount.

- Successful with grant of £7,397 from Birmingham Food Legends Fund for Daily Living Sessions at Sutton House
- Received several grants towards the purchase of a new minibus for Sutton House (£5k from Albert Hunt Trust; £3k from GJW Turner Trust; £2k from Arnold Clark & others)
- Received several grants towards core/running costs (£5k R & D Turner Trust, £3k Sir Jules Thorn & others)
- Received several grants towards the heating improvement work at Leighton House (£2k from Michael March & others)
- Raised £2k from the Easter Fun Run 2022, despite lower numbers than in previous years
- The grand Christmas raffle raised £2,400 this year – our best yet
- Extended Social Media reach to 1,358 followers on Facebook & 968 on Twitter- a steady increase on last year & 4 press articles in the year
- Over 67 applications made to Trusts across the year and over £38k received.
- Over £3,795 raised by individuals who fundraised & over £5k raised through fundraising events.

Charity Shops

We continued to see excellent trading since Covid-19, but the biggest problem continued to be finding new volunteers. These are crucial to the running of our shops and leave the staff very short, without extra help each day. However, the staff did manage to keep them running, whilst ensuring the shops were clean, tidy, and rewarding window displays. We are very fortunate to have great teams of staff and volunteers at all our shops.

- We had aimed to increase the turnover at Headway Homes and achieved a profit of £25K donated to the charity. Great Barr Fashion also increased profit to over £31k. Rubery profit remained about the same at £10k. We have 3.3% of turnover that is Gift Aid. Overall turnover was our highest to date.
- 2 clients moved onto volunteering in our shops.
- We managed to retain most shop staff.
- We received over 10 positive comments about the shops, from our customers.

Our Headway shops, whilst providing much needed financial support to our services, greatly raise the name and profile of Headway across our local area and give opportunities for our carers and clients to move into volunteering roles. We very much hope that 2024 will be the year we can locate a suitable shop to add to our growing retail outlets.

Quality

Lifestyle Services continued to meet the standards required of the Care Quality Commission and currently hold a GOOD rating. We continue to assess against our internal standards but have no formal external audit yet for any service other than Lifestyles.

We have a plan to review all our Quality tools during 2023-24 and introduce new systems.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Operations/Buildings

The year continued to be about managing Covid-19 as the situation and guidelines were one of constant change. The team did a proactive job of keeping on top of all the requirements and informing departments. We were really pleased to be able to welcome clients back knowing that we would be doing our utmost to keep them safe with tests, screens, PPE, deep cleaning and much more. The pandemic did afford us time to work through some of our larger tasks, such as the lift installation in Sutton House and various refurbishments.

- New payment buttons on the Website
- New Back Up systems for electronic files
- Improvements made to the Leighton House heating systems.
- Headway House received a refurb with new blinds and a complete repaint.
- New digital phone systems installed across Leighton House and we invested in a new fibre line to improve connectivity at Headway House.
- Introduced Digital Pay slips for staff.
- Cyber Essentials qualification for Head of Operations - Cyber Essentials Certificate
- We were able to offer some work experience placements to students at Selly Oak Trust School, a specialist science college for people with special educational needs.

Personnel Matters

As noted, the year 2022-23 continued to be a constant struggle with recruiting new staff. In terms of people seeking employment a high percentage only wanted to work part time. We introduced a new Working Practices Policy to ensure that we look at where it is possible to be more flexible with working practices and meet the 'work life balance' that most people now seem to want. We introduced several more benefits to help with staff retention and have plans for further improvements for the new year such as Introduction Rewards, Special Birthday Leave and Duvet Days. We have already noticed an increase in staff retention.

Getting new volunteers had also been a constant difficulty since Covid-19 and we are still down on our target/pre-Covid-19 numbers. Despite this we have over 100 paid staff and volunteers, and are lucky to have some amazing, committed and hard-working people.

Future Plans

In the second year post-Covid-19, we continued to face many challenges, especially financially. We had to agree a further deficit, knowing that we could withstand this through our reserves, thus giving us a further 12 months to try and increase income generated through services. The main aim is to increase all our placements and hours sold to a manageable level. We had anticipated that we would reach our budget target numbers by the year end. However, due to the time taken to fund new places and the fact that we had as many leave, as start, we were still very low at the year end.

We also continued to struggle to recruit staff during the year, despite many efforts to improve benefits and attract new people. Since COVID there has apparently been a huge shift in people's attitude to work with the Care Sector finding it particularly difficult to recruit staff. Due to many suitable candidates referring to work part time, we recruit 2 people for every post, creating double the work for Personnel, Finance and management.

We still have exciting new plans in the pipeline and hope that we can be successful with funding applications to support this in 2024 onwards. It is also anticipated that the new programmes/services will not only meet the changing needs of our beneficiaries, but also shape future services.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Financial review

The results for the year are shown on page 13.

Our clients are funded by a combination of Local Authorities, personal independence payments (PIP's) and self-funding. For the first time in many years, the local council agreed an uplift of 5.45% for Birmingham clients, enabling us to increase our daily fees charged for existing clients and new one. We still have a number of clients paying much less than the basic rate and we continue to work through trying to get this resolved

We are extremely grateful for the various grants and donations from Companies together with other income, that help subsidise our rates and the various services of supporting individuals and families of people with ABI. The Charity continues to have an ongoing professional structure able to support the delivery of our services and help towards securing the future, thanks to the support of volunteers and staff, and sound financial management.

Financial and risk management objectives and policies

The Executive Board having looked at the main risks to the organisation, for example, not receiving any grant funding, or a possible fall in number of clients due to the financial restraints of Authorities, has established a policy whereby we should maintain unrestricted funds to cover between 3 and 6 months of expenditure.

The Governance Code requires the Trustees and CEO to assess and report on the prospects of the Charity and whether the business is a going concern. In considering this requirement, the Directors have taken into account the Charity's forecast cash flows, liquidity and expected operational activities.

The Management Committee have reviewed, risk-assessed and advised the Board of the Charity's going concern having considered continued impact on services since Covid-19 and the latest Cost of Living Crisis. Having due regard to these matters the Directors have a reasonable expectation the Charity has adequate resources to remain a going concern.

Reserves policy

The budget for 2023/24 anticipates expenditure of £2.4 million during the year, indicating that unrestricted reserves should be in the range of £600,000 to £1.2M. Unrestricted funds at 31 March 2023 were £776,528.

Events since the year end

Information relating to events since the end of the year is given in the notes to the financial statements.

Structure, governance and management

Governing document

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

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs J E Campbell

Mr J Cassidy

Mr D Chater

Mr P Durham

Mrs R Kinning

Mr R Langton

Recruitment and appointment of new trustees

When selecting individuals for appointment as trustees, emphasis is placed on the prospective trustees' skills, knowledge and experience needed for effective administration of the charity.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Qualifying third party indemnity provisions

The Charity has Indemnity Insurance in place in respect of the Officers of the Charity at a cost of £227 per annum.

Trustee directors

In accordance with our Articles of Association directors are elected by company members at the Annual General Meeting. In addition, the Executive Board has powers to fill any vacancies by co-opton during the year. Due to the Coronavirus Pandemic and the various restrictions, it was not possible to hold normal Board Meetings throughout the year. The disciplines of monthly progress reports and Key Performance Indicators were maintained and circulated to all the Directors. Regular contact between the Chair of Trustees and the Chief Executive ensured strict monitoring of overall performance. In addition Board Meetings were held by video conference to discuss and approve key decisions. Following agreement of the Strategic Plan the proposed Budget for the following year is formally approved by the Executive Board. Quarterly reconciliations of Income and Expenditure are produced during the year to monitor progress against this agreed Budget. This was of key importance during this year as the full implications of the Pandemic unfolded.

Organisational structure

A carers' group for the relatives of head-injured persons in the West Midlands was formally established in 1983 and first registered as a charity in 1987. As activities expanded a more formal organisational structure was required and hence Headway (West Midlands) Ltd was constituted in 1992. On 21st March 2016, the Charity passed a special resolution changing its name to Headway Birmingham & Solihull from Headway (West Midlands) Ltd. It is a private company, limited by guarantee, registered at Cardiff, No. 2686647 and a registered charity, No. 1008798. Our principal aims concern the relief of suffering from the effects of brain injury. The Memorandum and Articles of Association impose no unusual restrictions on the way in which the company may operate nor lay down specific investment powers. We are affiliated to Headway UK - the Brain Injury Association, based at Nottingham.

Induction and training of new trustees

Trustees must make available to each new trustee on their first appointment: a copy of the Memorandum and any amendments made to it, a copy of the Charity's latest Annual Report and statement of accounts. Headway Birmingham & Solihull should emphasise the responsibilities of the Trustees detailed in the report.

Key management remuneration

The trustees consider the board of directors, who are also the Charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All trustees give their time freely and no trustee received remuneration in the year ending 31 March 2023. The remuneration paid to the Charity's employees is reviewed annually and a performance related increase is made where appropriate. The pay is benchmarked against pay levels for other roles with similar responsibilities elsewhere within the sector.

Related parties

Headway Birmingham & Solihull Trading Limited derives its income from Headway Birmingham & Solihull's charity shop outlets. Any profits generated by the Charity's subsidiary company are donated to the charity.

HEADWAY BIRMINGHAM & SOLIHULL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Statement of trustees' responsibilities

The trustees, who are also the directors of Headway Birmingham & Solihull for the purpose 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 group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable group will continue in operation.

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

Auditor

In accordance with the company's articles, a resolution proposing that BK Plus Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.


Mr D Chater
Trustee

18 September 2023

HEADWAY BIRMINGHAM & SOLIHULL

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

Opinion

We have audited the financial statements of Headway Birmingham & Solihull (the 'Charitable group') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable group's affairs as at 31 March 2023 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charitable group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

HEADWAY BIRMINGHAM & SOLIHULL

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charitable group and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the Charitable group for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the Charitable group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Enquiry of management, those charged with governance around actual and potential litigation and claims;
- Enquiry of entity staff to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.
- Performing audit work over the risk of understatement of income including substantive testing and obtaining corroborated explanations from Management.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

HEADWAY BIRMINGHAM & SOLIHULL

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

Use of our report

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

BK Plus Audit Limited

Paul Mannion FCCA, FCA (Senior Statutory Auditor)
for and on behalf of BK Plus Audit Limited

18 September 2023

Chartered Certified Accountants
Statutory Auditor

2 Highlands Court
Cranmore Avenue
Solihull
West Midlands
B90 4LE

HEADWAY BIRMINGHAM & SOLIHULL

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

| | Notes | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ | Unrestricted funds 2022 £ | Restricted funds 2022 £ | Total 2022 £ |
|---------------------------------------|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Income from: | | | | | | | |
| Donations and legacies | 3 | 34,176 | 31,208 | 65,384 | 32,178 | 18,609 | 50,787 |
| Charitable activities | | | | | | | |
| ABIP | 4 | 830,882 | - | 830,882 | 653,856 | - | 653,856 |
| Lifestyle services | 4 | 408,264 | - | 408,264 | 405,330 | - | 405,330 |
| F & C services | 4 | - | 140,420 | 140,420 | - | 90,943 | 90,943 |
| Government grants | 4 | - | - | - | 116,263 | - | 116,263 |
| Other trading activities | 5 | 223,857 | - | 223,857 | 209,390 | - | 209,390 |
| Investments | 6 | 990 | - | 990 | 60 | - | 60 |
| Total income | | 1,498,169 | 171,628 | 1,669,797 | 1,417,077 | 109,552 | 1,526,629 |
| Expenditure on: | | | | | | | |
| Raising funds | 7 | 164,286 | - | 164,286 | 140,062 | - | 140,062 |
| Charitable activities | 8 | 1,380,280 | 190,982 | 1,571,262 | 1,317,103 | 132,410 | 1,449,513 |
| Total expenditure | | 1,544,566 | 190,982 | 1,735,548 | 1,457,165 | 132,410 | 1,589,575 |
| Gross transfers between funds | | - | - | - | (13,164) | 13,164 | - |
| Net expenditure for the year/ | | | | | | | |
| Net movement in funds | | (46,397) | (19,354) | (65,751) | (53,252) | (9,694) | (62,946) |
| Fund balances at 1 April 2022 | | 822,925 | 386,662 | 1,209,587 | 876,177 | 396,356 | 1,272,533 |
| Fund balances at 31 March 2023 | | 776,528 | 367,308 | 1,143,836 | 822,925 | 386,662 | 1,209,587 |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY BIRMINGHAM & SOLIHULL

CONSOLIDATED AND CHARITY BALANCE SHEET

AS AT 31 MARCH 2023

| | Notes | Group 2023 £ | 2022 £ | Charity 2023 £ | 2022 £ |
|---|-------|--------------------|------------------|----------------------|------------------|
| Fixed assets | | | | | |
| Tangible assets | 13 | 714,902 | 741,017 | 713,821 | 741,017 |
| Investments | 14 | - | - | 100 | 100 |
| | | <u>714,902</u> | <u>741,017</u> | <u>713,921</u> | <u>741,117</u> |
| Current assets | | | | | |
| Debtors | 15 | 132,844 | 177,224 | 168,357 | 229,286 |
| Cash at bank and in hand | | 391,494 | 357,392 | 346,007 | 300,964 |
| | | <u>524,338</u> | <u>534,616</u> | <u>514,364</u> | <u>530,250</u> |
| Creditors: amounts falling due within one year | 16 | <u>(95,404)</u> | <u>(66,046)</u> | <u>(84,449)</u> | <u>(61,780)</u> |
| Net current assets | | <u>428,934</u> | <u>468,570</u> | <u>429,915</u> | <u>468,470</u> |
| Total assets less current liabilities | | <u>1,143,836</u> | <u>1,209,587</u> | <u>1,143,836</u> | <u>1,209,587</u> |
| Income funds | | | | | |
| Restricted funds | 17 | 367,308 | 386,662 | 367,308 | 386,662 |
| <u>Unrestricted funds</u> | | | | | |
| Designated funds | 18 | 24,000 | 16,000 | 24,000 | 16,000 |
| General unrestricted funds | 19 | 752,528 | 806,925 | 752,528 | 806,925 |
| | | <u>776,528</u> | <u>822,925</u> | <u>776,528</u> | <u>822,925</u> |
| | | <u>1,143,836</u> | <u>1,209,587</u> | <u>1,143,836</u> | <u>1,209,587</u> |

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 18 September 2023


Mr D Chater
Trustee

Company registration number 02686647

HEADWAY BIRMINGHAM & SOLIHULL

CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2023

| | Notes | 2023 £ | £ | 2022 £ | £ |
|---|-------|-----------|----------------|-----------|----------------|
| Cash flows from operating activities | | | | | |
| Cash generated from operations | 25 | | 55,566 | | 31,458 |
| Investing activities | | | | | |
| Purchase of tangible fixed assets | | (22,454) | | (61,849) | |
| Investment income received | | 990 | | 60 | |
| Net cash used in investing activities | | | (21,464) | | (61,789) |
| Financing activities | | | | | |
| Interest paid | | - | | (3,387) | |
| Net cash used in financing activities | | | - | | (3,387) |
| Net increase/(decrease) in cash and cash equivalents | | | 34,102 | | (33,718) |
| Cash and cash equivalents at beginning of year | | | 357,392 | | 391,110 |
| Cash and cash equivalents at end of year | | | <u>391,494</u> | | <u>357,392</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity Information

Headway Birmingham & Solihull is a private company limited by guarantee incorporated in England and Wales. The registered office is Leighton House, 20 Chapel Rise, Rednal, Birmingham, West Midlands, B45 9SN.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charitable group's Constitution, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charitable group is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charitable group. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

The financial statements consolidate the results of the charity and its wholly owned subsidiary Headway Birmingham & Solihull Trading Limited. The results of the subsidiary are consolidated within the statement of Financial Activities (SOFA) on a line by line basis.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charitable group has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charitable group.

1.4 Income

Income is recognised when the Charitable group is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charitable group has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charitable group has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Assets for distribution are recognised only when distributed. Assets given for use by the Charitable group are recognised when receivable. Stocks of undistributed donated goods are not valued for balance sheet purposes.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|-----------------------------|--|
| Freehold land and buildings | 2% on costs |
| Leasehold improvements | Straight line over the life of the lease |
| Fixtures and fittings | 50% on cost and 25% on cost |
| Motor vehicles | 20% on cost |
| Craft equipment | 100% on cost |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charitable group reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial Instruments

The Charitable group has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charitable group's balance sheet when the Charitable group becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charitable group's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charitable group is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Stock

The Charity receives donated goods which are sold in its subsidiary's Charity shops. Donated goods are not recognised as stock as it is impractical to reliably measure the fair value of donated goods.

2 Critical accounting estimates and judgements

In the application of the Charitable group's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

| 3 Donations and legacies | Unrestricted funds | | Restricted funds | | Total | | Unrestricted funds | | Restricted funds | | Total | |
|--|--------------------|---------------|------------------|---------------|---------------|---------------|--------------------|---------------|------------------|---------------|---------------|---------------|
| | 2023 | 2023 | 2023 | 2023 | 2023 | 2023 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Donations and gifts | 20,783 | - | - | - | 20,783 | - | 12,178 | - | - | 12,178 | - | 12,178 |
| Grants | 13,393 | 31,208 | 31,208 | 31,208 | 44,601 | 31,208 | 20,000 | 18,609 | 18,609 | 38,609 | 18,609 | 38,609 |
| | <u>34,176</u> | <u>31,208</u> | <u>31,208</u> | <u>31,208</u> | <u>65,384</u> | <u>31,208</u> | <u>32,178</u> | <u>18,609</u> | <u>18,609</u> | <u>50,787</u> | <u>18,609</u> | <u>50,787</u> |
| Grants receivable for core activities | | | | | | | | | | | | |
| Birmingham City Council Grant | 13,393 | - | - | - | 13,393 | - | - | - | - | - | - | - |
| Leighton House - Heating Grants | - | 5,550 | 5,550 | 5,550 | 5,550 | - | - | - | - | - | - | - |
| Minibus Grants | - | 13,750 | 13,750 | 13,750 | 13,750 | - | - | - | - | - | - | - |
| Sutton House - DLS Grant | - | 7,398 | 7,398 | 7,398 | 7,398 | - | - | - | - | - | - | - |
| Sutton House - Gym Grant | - | 350 | 350 | 350 | 350 | - | - | - | - | - | - | - |
| Activities Grants | - | 4,160 | 4,160 | 4,160 | 4,160 | - | - | - | - | - | - | - |
| IT Equipment Grants | - | - | - | - | - | - | - | - | 5,109 | 5,109 | - | 5,109 |
| Sutton House - Lift | - | - | - | - | - | - | - | 12,500 | 12,500 | 12,500 | - | 12,500 |
| Eveson Charitable Trust Grant | - | - | - | - | - | - | 20,000 | - | - | 20,000 | - | 20,000 |
| Other | - | - | - | - | - | - | - | 1,000 | 1,000 | 1,000 | - | 1,000 |
| | <u>13,393</u> | <u>31,208</u> | <u>31,208</u> | <u>31,208</u> | <u>44,601</u> | <u>31,208</u> | <u>20,000</u> | <u>18,609</u> | <u>18,609</u> | <u>38,609</u> | <u>18,609</u> | <u>38,609</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

| 4 Charitable activities | ABIP | | Lifestyle F & C services | | Total | | ABIP | | Lifestyle F & C services | | Government grants | | Total | |
|--|----------------|---|--------------------------|---|------------------|---|----------------|---|--------------------------|---|-------------------|---|------------------|---|
| | 2023 | £ | 2023 | £ | 2023 | £ | 2022 | £ | 2022 | £ | 2022 | £ | 2022 | £ |
| Income generating charitable activities: | 830,882 | | 408,264 | | 1,379,566 | | 653,856 | | 405,330 | | 90,943 | | 1,150,129 | |
| Government grants | - | | - | | - | | - | | - | | - | | 116,263 | |
| | <u>830,882</u> | | <u>408,264</u> | | <u>1,379,566</u> | | <u>653,856</u> | | <u>405,330</u> | | <u>90,943</u> | | <u>1,266,392</u> | |
| Analysis by fund | | | | | | | | | | | | | | |
| Unrestricted funds | 830,882 | | 408,264 | | 1,239,146 | | 653,856 | | 405,330 | | - | | 1,175,449 | |
| Restricted funds | - | | - | | 140,420 | | - | | - | | 90,943 | | 90,943 | |
| | <u>830,882</u> | | <u>408,264</u> | | <u>1,379,566</u> | | <u>653,856</u> | | <u>405,330</u> | | <u>90,943</u> | | <u>1,266,392</u> | |

ABIP- Acquired Brain Injury Programme
F & C services-Family and Carer Services

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

5 Other trading activities

| | Unrestricted funds | Unrestricted funds |
|--------------------------------|--------------------|--------------------|
| | 2023 | 2022 |
| | £ | £ |
| Fundraising events | 18,383 | 13,512 |
| Charity shop income | 205,474 | 187,367 |
| Trading activity income: other | - | 8,511 |
| | <u>223,857</u> | <u>209,390</u> |

6 Investments

| | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
| | 2023 | 2022 |
| | £ | £ |
| Interest receivable | 990 | 60 |
| | <u>990</u> | <u>60</u> |

7 Raising funds

| | Unrestricted funds | Unrestricted funds |
|----------------------|--------------------|--------------------|
| | 2023 | 2022 |
| | £ | £ |
| <u>Trading costs</u> | | |
| Staff costs | 70,537 | 60,289 |
| Support costs | 93,749 | 79,773 |
| | <u>164,286</u> | <u>140,062</u> |
| Trading costs | <u>164,286</u> | <u>140,062</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

| 8 Charitable activities | ABIP | | Lifestyle services | | F and C Services | | Total | | ABIP | | Lifestyle services | | F and C Services | | Total | |
|--|---------|---|--------------------|---|------------------|---|-----------|---|---------|---|--------------------|---|------------------|---|-----------|---|
| | 2023 | £ | 2023 | £ | 2023 | £ | 2023 | £ | 2022 | £ | 2022 | £ | 2022 | £ | 2022 | £ |
| Staff costs | 505,010 | | 396,240 | | 83,690 | | 984,940 | | 416,132 | | 390,713 | | 69,753 | | 876,598 | |
| Depreciation and impairment | 40,475 | | 6,151 | | 1,092 | | 47,718 | | 20,432 | | 5,719 | | 31 | | 26,182 | |
| Premises | 117,761 | | - | | - | | 117,761 | | 119,536 | | - | | 7 | | 119,543 | |
| Communication and IT costs | 9,308 | | 6,165 | | 1,122 | | 16,595 | | 8,764 | | 7,618 | | 948 | | 17,330 | |
| Motor and travel costs | 8,961 | | 16,732 | | 2,886 | | 28,579 | | 7,997 | | 18,567 | | 408 | | 26,972 | |
| Sundry expenses | 10,327 | | 3,584 | | 337 | | 14,248 | | 3,810 | | 3,257 | | 326 | | 7,393 | |
| Legal and professional fees | 2,914 | | 5,623 | | 1,848 | | 10,385 | | 2,640 | | 5,568 | | 336 | | 8,544 | |
| Activities and associated costs | 14,826 | | 430 | | 591 | | 15,847 | | 11,764 | | (66) | | 62 | | 11,760 | |
| Client service and placement funding | - | | - | | - | | - | | 8,717 | | 10,874 | | - | | 19,591 | |
| | 709,582 | | 434,925 | | 91,566 | | 1,236,073 | | 599,792 | | 442,250 | | 71,871 | | 1,113,913 | |
| Share of support costs (see note 9) | 208,977 | | 65,087 | | 49,122 | | 323,186 | | 218,726 | | 75,248 | | 30,955 | | 324,929 | |
| Share of governance costs (see note 9) | 7,914 | | 2,506 | | 1,583 | | 12,003 | | 8,508 | | 1,641 | | 522 | | 10,671 | |
| | 926,473 | | 502,518 | | 142,271 | | 1,571,262 | | 827,026 | | 519,139 | | 103,348 | | 1,449,513 | |
| Analysis by fund | | | | | | | | | | | | | | | | |
| Unrestricted funds | 882,423 | | 497,134 | | 723 | | 1,380,280 | | 803,345 | | 513,758 | | - | | 1,317,103 | |
| Restricted funds | 44,050 | | 5,384 | | 141,548 | | 190,982 | | 23,681 | | 5,381 | | 103,348 | | 132,410 | |
| | 926,473 | | 502,518 | | 142,271 | | 1,571,262 | | 827,026 | | 519,139 | | 103,348 | | 1,449,513 | |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

| 9 Support costs | Support costs | Governance costs | 2023 | Support costs | Governance costs | 2022 |
|---------------------------|----------------|------------------|----------------|----------------|------------------|----------------|
| | £ | £ | £ | £ | £ | £ |
| Staff costs | 244,139 | - | 244,139 | 250,088 | - | 250,088 |
| Depreciation | 851 | - | 851 | 3,894 | - | 3,894 |
| Premises Costs | 95,871 | - | 95,871 | 77,212 | - | 77,212 |
| Communication and IT | 23,266 | - | 23,266 | 21,585 | - | 21,585 |
| Motor and Travel | 3,515 | - | 3,515 | 2,764 | - | 2,764 |
| Sundry Expenses | 14,697 | - | 14,697 | 11,769 | - | 11,769 |
| Legal and Professional | 9,128 | - | 9,128 | 16,354 | - | 16,354 |
| Activities and Associated | 16,925 | - | 16,925 | 14,432 | - | 14,432 |
| Interest Payable | 4,253 | - | 4,253 | 3,387 | - | 3,387 |
| Audit fees | - | 16,293 | 16,293 | - | 13,888 | 13,888 |
| | <u>412,645</u> | <u>16,293</u> | <u>428,938</u> | <u>401,485</u> | <u>13,888</u> | <u>415,373</u> |
| Analysed between | | | | | | |
| Trading | 89,459 | 4,290 | 93,749 | 76,556 | 3,217 | 79,773 |
| Charitable activities | 323,186 | 12,003 | 335,189 | 324,929 | 10,671 | 335,600 |
| | <u>412,645</u> | <u>16,293</u> | <u>428,938</u> | <u>401,485</u> | <u>13,888</u> | <u>415,373</u> |

Governance costs Includes payments to the auditors of £16,293 (2022- £13,888) for audit fees.

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Charitable group during the year.

11 Employees

The average monthly number of employees during the year was:

| | 2023 Number | 2022 Number |
|-----------------------|----------------|----------------|
| Charity staff | 73 | 69 |
| Trading company staff | 7 | 6 |
| Total | <u>80</u> | <u>75</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

| 11 Employees | (Continued) | |
|-----------------------|------------------|------------------|
| Employment costs | 2023 | 2022 |
| | £ | £ |
| Wages and salaries | 1,204,911 | 1,105,990 |
| Social security costs | 76,029 | 64,608 |
| Other pension costs | 18,676 | 16,377 |
| | <u>1,299,616</u> | <u>1,186,975</u> |

There were no employees whose annual remuneration was more than £60,000.

12 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

| 13 Tangible fixed assets | Freehold land and buildings | | Leasehold Improvements | | Fixtures and Motor vehicles fittings | | Craft equipment | | Total | |
|------------------------------------|-----------------------------|--------|------------------------|---------|--------------------------------------|-----------|-----------------|---|-------|---|
| Group | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Cost | | | | | | | | | | |
| At 1 April 2022 | 814,300 | 46,909 | 100,775 | 101,582 | 5,092 | 1,068,658 | | | | |
| Additions | - | 16,902 | 5,552 | - | - | 22,454 | | | | |
| At 31 March 2023 | 814,300 | 63,811 | 106,327 | 101,582 | 5,092 | 1,091,112 | | | | |
| Depreciation and impairment | | | | | | | | | | |
| At 1 April 2022 | 145,797 | 1,189 | 88,604 | 86,959 | 5,092 | 327,641 | | | | |
| Depreciation charged in the year | 11,958 | 21,885 | 8,459 | 6,267 | - | 48,569 | | | | |
| At 31 March 2023 | 157,755 | 23,074 | 97,063 | 93,226 | 5,092 | 376,210 | | | | |
| Carrying amount | | | | | | | | | | |
| At 31 March 2023 | 656,545 | 40,737 | 9,264 | 8,356 | - | 714,902 | | | | |
| At 31 March 2022 | 668,503 | 45,720 | 12,171 | 14,623 | - | 741,017 | | | | |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

| 13 Tangible fixed assets | | (Continued) | | | | | |
|------------------------------------|--|-----------------------------|------------------------|-----------------------|----------------|-----------------|-----------|
| Charity | | Freehold land and buildings | Leasehold improvements | Fixtures and fittings | Motor vehicles | Craft equipment | Total |
| | | £ | £ | £ | £ | £ | £ |
| Cost | | | | | | | |
| At 1 April 2022 | | 808,845 | 46,909 | 94,649 | 101,582 | 5,092 | 1,057,077 |
| Additions | | - | 16,902 | 4,382 | - | - | 21,284 |
| At 31 March 2023 | | 808,845 | 63,811 | 99,031 | 101,582 | 5,092 | 1,078,361 |
| Depreciation and impairment | | | | | | | |
| At 1 April 2022 | | 140,342 | 1,189 | 82,478 | 86,959 | 5,092 | 316,060 |
| Depreciation charged in the year | | 11,958 | 21,885 | 8,370 | 6,267 | - | 48,480 |
| At 31 March 2023 | | 152,300 | 23,074 | 90,848 | 93,226 | 5,092 | 364,540 |
| Carrying amount | | | | | | | |
| At 31 March 2023 | | 656,545 | 40,737 | 8,183 | 8,356 | - | 713,821 |
| At 31 March 2022 | | 668,503 | 45,720 | 12,171 | 14,623 | - | 741,017 |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

13 Tangible fixed assets (Continued)

The carrying value of land included in land and buildings comprises:

| | 2023 £ | 2022 £ |
|-----------------|----------------|----------------|
| Freehold | 656,545 | 668,503 |
| Short leasehold | 40,737 | 45,720 |
| | <u>697,282</u> | <u>714,223</u> |

14 Investments

The investment comprises of a 100% holding of the ordinary share capital of Headway Birmingham & Solihull Trading Limited, a company registered in England and Wales.

The principle activity of Headway Birmingham & Solihull Trading Limited is that of operating charity shops.

The profits earned by the subsidiary are donated to the charity. A summary of the subsidiary's results are shown below.

| | 2023 £ | 2022 £ |
|---------------------------------------|-----------|-----------|
| Turnover | 205,474 | 187,367 |
| Government grants (Covid) | - | 8,511 |
| Direct costs and administration costs | (164,286) | (140,062) |
| Net Profit | 41,188 | 55,816 |
| Amount donated to the charity | (41,188) | (55,816) |
| | <u>-</u> | <u>-</u> |

The assets and liabilities of the subsidiary were:

| | 2023 £ | 2022 £ |
|--------------------------------------|------------|------------|
| Fixed assets | 1,081 | - |
| Current assets | 53,834 | 63,331 |
| Current liabilities | (54,815) | (63,231) |
| Total net assets | <u>100</u> | <u>100</u> |
| Aggregate share capital and reserves | <u>100</u> | <u>100</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

15 Debtors

| | 2023 | 2022 |
|--------------------------------|----------------|----------------|
| Group | £ | £ |
| Trade debtors | 111,466 | 150,706 |
| Other debtors | 4,633 | 3,599 |
| Prepayments and accrued income | 16,745 | 22,919 |
| | <u>132,844</u> | <u>177,224</u> |

| | 2023 | 2022 |
|---|----------------|----------------|
| Charity | £ | £ |
| Trade debtors | 110,882 | 150,085 |
| Other debtors | 791 | 3,094 |
| Prepayments and accrued income | 12,826 | 17,143 |
| Amounts owed by subsidiary undertakings | 43,858 | 58,964 |
| Total debtors | <u>168,357</u> | <u>229,286</u> |

16 Creditors: amounts falling due within one year

| Group | 2023 | 2022 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 16,820 | 20,351 |
| Other creditors | 20,290 | 15,680 |
| Accruals and deferred income | 58,294 | 30,015 |
| | <u>95,404</u> | <u>66,046</u> |

| Charity | 2023 | 2022 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 11,500 | 19,852 |
| Other creditors | 18,649 | 14,690 |
| Accruals and deferred income | 54,300 | 27,238 |
| | <u>84,449</u> | <u>61,780</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Balance at 1 April 2021 | | Movement in funds | | Transfers | | Balance at 1 April 2022 | | Movement in funds | | Balance at 31 March 2023 | | |
|---|----------------------------|---------|-----------------------|-----------------------|-----------|---------|----------------------------|-----------------------|-------------------|---------|-----------------------------|-----------------------|---------|
| | £ | £ | Incoming resources | Resources expended | £ | £ | Incoming resources | Resources expended | £ | £ | Incoming resources | Resources expended | |
| Carer's Services Fund | - | - | 90,943 | (103,348) | 13,164 | 759 | 140,420 | (141,179) | - | - | 140,420 | (141,179) | - |
| Leighton House Building Fund-Capital | 319,614 | - | - | (11,958) | - | 307,656 | - | (11,958) | - | - | - | (11,958) | 295,698 |
| Minibus Fund-Capital | 19,555 | - | - | (6,267) | - | 13,288 | - | (6,267) | - | - | - | (6,267) | 7,021 |
| IT Equipment Fund-Capital | 1,219 | 1,000 | 1,000 | (92) | - | 2,127 | - | (1,110) | - | - | - | (1,110) | 1,017 |
| Stained Glass repairs | 2,000 | - | - | - | - | 2,000 | - | - | - | - | - | - | 2,000 |
| Sutton House Lift Fund -Capital | 31,550 | 12,500 | 12,500 | - | - | 44,050 | - | (17,184) | - | - | 4,160 | (2,894) | 26,866 |
| Activities Fund | 8,470 | 5,109 | 5,109 | (10,538) | - | 3,041 | - | (2,894) | - | - | 350 | (3,662) | 4,307 |
| Sutton House Gym and Wellbeing Fund-Capital | 13,948 | - | - | (207) | - | 13,741 | - | - | - | - | 5,550 | (5,550) | 10,429 |
| Leighton House Heating Fund | - | - | - | - | - | - | - | - | - | - | 7,398 | (1,178) | 6,220 |
| Sutton House Kitchen/DLS | - | - | - | - | - | - | - | - | - | - | 13,750 | - | 13,750 |
| Minibus Fund (2023)-Capital | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | 396,356 | 109,552 | 109,552 | (132,410) | 13,164 | 386,662 | 171,628 | (190,982) | 13,164 | 386,662 | 171,628 | (190,982) | 367,308 |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

17 Restricted funds (Continued)

Family and Carer Services Fund

This carer services work includes care carried out by Community Outreach workers and carer support and training co-ordinators.

Leighton House Building Fund-Capital

This restricted fund relates to the purchase and development of Leighton House in Birmingham. Leighton House is used for social rehabilitation activities for brain injured people. Grants and donations were received to fund the original property purchase and development in July 2007. During subsequent years further grants were received to facilitate the building an annex and a foyer to provide much needed accommodation. The annexe was completed during the year ended 31 March 2017 and the foyer was complete in the year ended 31 March 2020. The property is subject to depreciation charge in accordance with the charity's accounting policies. A first legal charge is held on this property by the Lottery Board in respect of grant monies paid to the Charity in order to fund the property's original purchase.

Minibus Fund-Capital

This grant was received to fund the purchase of the minibus which the Charity will use in order to transport staff, carers and clients.

IT Equipment Fund-Capital

This grant was received to purchase a new computer for use by clients and staff.

Stained Glass Repairs Fund

This grant was raised to repair the damaged stained glass window.

Sutton House Lift Fund-Capital

This fund has been raised to provide a lift for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Sutton House Gym and wellbeing Fund-Capital

This fund has been raised to provide a gym and equipment for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Activities Fund

This fund has been received to assist carers on the charity's premises with the provision of the social rehabilitation activities for brain injured people.

Minibus Fund (2023)-Capital

The grants have been received to fund the purchase of a minibus which the Charity will use in order to transport staff, carers and clients.

HEADWAY BIRMINGHAM & SOLIHULL

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

17 Restricted funds (Continued)

Leighton House Heating Fund

This fund was raised to repair the heating system at Leighton House.

Sutton House Kitchen / DLS

This grant was received to re-fit a Kitchen for the DLS (Daily Living Sessions) which assist brain injured people to learn/re-learn how to plan, prepare and cook which helps them understand the impact of nutrition on their wellbeing and also boost their self-confidence.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

| | Balance at 1 April 2021 £ | Transfers £ | Balance at 1 April 2022 £ | Transfers £ | Balance at 31 March 2023 £ |
|---------------|---------------------------------|----------------|---------------------------------|----------------|----------------------------------|
| Motor vehicle | 8,000 | 8,000 | 16,000 | 8,000 | 24,000 |
| | <u>8,000</u> | <u>8,000</u> | <u>16,000</u> | <u>8,000</u> | <u>24,000</u> |

Designated Fund- Motor vehicle-Capital

This designated fund has been set aside by the trustees to provide an additional or replacement motor vehicle in future years.

19 Analysis of net assets between funds

Group

| | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total Unrestricted funds 2023 £ | Restricted funds 2022 £ | Total 2022 £ |
|--|------------------------------------|----------------------------------|--|----------------------------------|--------------------|
| Fund balances at 31 March 2023 are represented by: | | | | | |
| Tangible assets | 372,380 | 342,522 | 714,902 | 376,055 | 741,017 |
| Current assets/(liabilities) | 404,148 | 24,786 | 428,934 | 430,870 | 468,570 |
| | <u>776,528</u> | <u>367,308</u> | <u>1,143,836</u> | <u>386,662</u> | <u>1,209,587</u> |

Charity

| | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total Unrestricted funds 2023 £ | Restricted funds 2022 £ | Total 2022 £ |
|--|------------------------------------|----------------------------------|--|----------------------------------|--------------------|
| Fund balances at 31 March 2023 are represented by: | | | | | |
| Tangible assets | 371,299 | 342,522 | 713,821 | 376,055 | 741,017 |
| Investments | 100 | - | 100 | 100 | 100 |
| Current assets/(liabilities) | 405,129 | 24,786 | 429,915 | 430,770 | 468,470 |
| | <u>776,528</u> | <u>367,308</u> | <u>1,143,836</u> | <u>386,662</u> | <u>1,209,587</u> |

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

20 Operating lease commitments

At the reporting end date, commitments for future minimum lease payments under non-cancellable operating leases fall due as follows:

Group

| | 2023 £ | 2022 £ |
|----------------------------|----------------|----------------|
| Within one year | 85,700 | 76,500 |
| Between two and five years | 62,483 | 128,499 |
| | <u>148,183</u> | <u>204,999</u> |

Charity

| | 2023 £ | 2022 £ |
|----------------------------|---------------|----------------|
| Within one year | 65,000 | 65,000 |
| Between two and five years | 27,083 | 92,083 |
| | <u>92,083</u> | <u>157,083</u> |

21 Capital commitments

At 31 March 2023 the Charitable group had capital commitments as follows:

Contracted for but not provided in the financial statements:

Acquisition of property, plant and equipment

| | 2023 £ | 2022 £ |
|--|---------------|--------------|
| Acquisition of property, plant and equipment | <u>50,875</u> | <u>3,834</u> |

22 Events after the reporting date

The sector that Headway Birmingham & Solihull and its subsidiary operates in is still experiencing the effects of Covid -19. There has been a continued impact on the number of placements and hours sold in our services. The Trustees and staff are working hard to increase the placements and overcome the difficulties with staff recruitment.

In addition, the trustees have taken steps to mitigate the effect of the worsening UK economy and increased inflation on the Charity and its subsidiary's future costs. Although the the trustees consider that an accurate estimate of the possible future impact cannot be made.

The trustees confirm that they have considered the effect of any further uncertainties as known at date of signing associated to the impact of Covid-19 and the worsening UK economy when considering the group's going concern position.

HEADWAY BIRMINGHAM & SOLIHULL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

23 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

| | 2023 | 2022 |
|------------------------|---------|---------|
| | £ | £ |
| Aggregate remuneration | 125,584 | 184,074 |

24 Parent Company's Statement of Financial Activities

The Parent Company has taken advantage of the exemption permitted by Section 408 of the Companies Act 2006 and has not published its own Statement of Financial Activities. The total comprehensive income attributable to the parent company, was a deficit of £65,751 (2022: £62,946).

| 25 Cash generated from operations | 2023 | 2022 |
|---|---------------|---------------|
| | £ | £ |
| Deficit for the year | (65,751) | (62,946) |
| Adjustments for: | | |
| Investment income recognised in statement of financial activities | (990) | (60) |
| Interest paid | - | 3,387 |
| Depreciation and impairment of tangible fixed assets | 48,569 | 30,076 |
| Movements in working capital: | | |
| Decrease in debtors | 44,380 | 67,037 |
| Increase/(decrease) in creditors | 29,358 | (6,036) |
| Cash generated from operations | 55,566 | 31,458 |

26 Analysis of changes in net funds

The Charitable group had no debt during the year.

Headway Birmingham & Solihull

Services 2022/23

We provide a range of services to thousands of brain injured people and their carers/families. The numbers below give some indication of the work we provide.

1,358

Followers on Facebook
968 on Twitter

1,129 new users
across the year

21 safeguarding
issues raised

85% of ABI users
reported that they had
made an improvement
in at least one of their
goal areas through
attending Headway

80 new
carers
registered
& over

62 carers
had a case
worker

Over
117
people
received
Lifestyle
services

77
written
positive
feedback
from users

2 Negative

123 new ABI referrals

95 placements 'Moved
on'

150 active at year end

249 placements filled

84%
of users
supported
within 6
mths. - 2
years post
injury

85 changes/
improvements made
following user requests/
suggestions

Over **28,000** hours
of support delivered

Over **43** families
received 1 to 1 counselling
sessions

95% of client
requests were able to
be met

66 families supported
with financial matters and
over £20k won at tribunal

HEADWAY BRMINGHAM & SOLIHULL WOULD LIKE TO THANK THE FOLLOWING ORGANISATIONS FOR THEIR SUPPORT DURING 2022/23

SOLICITORS/SPONSORS

- CFG LAW
- FRENKEL TOPPING
- HIGGS LLP
- JEFFERIES SOLICITORS
- SLATER & GORDON LAWYERS
- THOMPSONS SOLICITORS

PARTNERS

- FORWARD CARERS

LARGER GRANTS AWARDED

- BIRMINGHAM CITY COUNCIL - BIRMINGHAM FOOD LEGENDS FUND



- THE HENRY SMITH CHARITY



- THE NATIONAL LOTTERY



- PROVINCIAL GRAND LODGE OF WARWICKSHIRE



HEADWAY BIRMINGHAM & SOLIHULL

England & Wales - Charity number 1008798

Accounts



**DIRECTORS
REPORT
2021 -22**

REGISTERED COMPANY NUMBER: 02686647 (England and Wales)
REGISTERED CHARITY NUMBER: 1008798

HEADWAY BIRMINGHAM & SOLIHULL
(A COMPANY LIMITED BY GUARANTEE)

Report of the Trustees and

Financial Statements for the Year Ended 31 March 2022

BK Plus Audit Limited
2 Highlands Court
Cranmore Avenue
Solihull
West Midlands
B90 4LE

HEADWAY BIRMINGHAM & SOLIHULL

Contents of the Financial Statements
for the Year Ended 31 March 2022

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HEADWAY BIRMINGHAM & SOLIHULL

Reference and Administrative Details
for the Year Ended 31 March 2022

| | |
|----------------------------------|---|
| TRUSTEES | D G Chater (Chair) R Langton J Cassidy P Durham Mrs R M Kinning D De Silva (Treasurer) (resigned 20/10/2021) Mrs J E Campbell |
| COMPANY SECRETARY | R Langton |
| REGISTERED OFFICE | Leighton House 20 Chapel Rise Rednal Birmingham West Midlands B45 9SN |
| REGISTERED COMPANY NUMBER | 02686647 (England and Wales) |
| REGISTERED CHARITY NUMBER | 1008798 |
| AUDITORS | BK Plus Audit Limited 2 Highlands Court Cranmore Avenue Solihull West Midlands B90 4LE |
| PATRON | Professor Toni Belli |
| CHIEF EXECUTIVE | Sue Tyler |

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2022

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 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our Mission is "to promote greater understanding of all aspects of brain injury and provide support, information and services for people who have sustained brain injury, their families and carers".

Our Objectives are to:

- Promote awareness of brain injury & its consequences and actively seek to reduce potential incidents.
- Make services known to newly brain injured people/families at the earliest stage and throughout the whole journey
- Provide information, advice and support services for people with brain injuries, their families, carers and concerned professional people
- Provide specialised rehabilitative activities to assist people with brain injury to regain independence, continued recovery and re-integration into the community
- Develop links with appropriate agencies & establish working partnerships
- Maintain good governance, management and staff ratios

Code of Ethics

Headway Birmingham & Solihull have a set of six core values that will flow through our culture and behaviour and to which all employees, volunteers and Trustees are committed to. Every day, we do our best to put our values into action through our work and our relationships with our users, business partners, communities and one another.

The six core values are:

- Putting 'People First'

We support & care for our clients as we would like to be treated ourselves. Users will be treated with dignity and respect and we will always act in their best interest. We value all individuals and celebrate diversity.

- Being 'Safe'

Every client, person who works for or comes into contact with, Headway Birmingham & Solihull should be treated with dignity and respect and feel that they are in a safe and supportive environment.

- Being open, honest & accountable

We are open and honest with others and ourselves. We ensure that our interactions with people are above reproach and we maintain the confidentiality of those we work with. We accept constructive criticism. We accept responsibility & hold ourselves accountable for our work, actions and our results.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2022

- Striving for Excellence

We strive to deliver a service we are proud of through continuous improvements and are dedicated to providing the highest quality across all services. All staff should be passionate about the cause and be willing to give a bit more than '9 to 4' when the work requires this. We want Staff to be proud of their work and uphold our good name.

- Being professional & ethical

The charity and all who work for us shall always uphold the highest levels of institutional integrity and personal conduct. People work cohesively across all departments for the good of the whole of Headway BS and recognise and respect the value and strengths of each other.

- Doing 'more with less'

We use resources to the full, waste nothing and do only what we can do best as specialists. We strive to maintain our principles by the ability to organize all our assets - physical, financial and human - for maximum productivity. In this way, our services will be delivered with the highest quality and efficiency at the least possible cost providing excellent 'value for money'.

Public benefit

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, objectives and operations. They believe the provision of the range and services listed in this report enables Headway Birmingham & Solihull to meet its obligation to provide public benefit.

Volunteers

Headway Birmingham & Solihull greatly benefit from the support of volunteers where appropriate and is extremely grateful for the contribution they make to the work of the charity. The number of volunteers fluctuates and due to COVID we were not sure how many volunteers we would retain when we re-opened. We were pleased to have retained around 60 volunteers once services restarted including in our charity shops.

ACHIEVEMENT AND PERFORMANCE

How do we measure success?

As part of the wider 5-Year Strategy for the charity, we are committed to achieving results to meet our overall company objectives. We have many systems for monitoring results to ensure we keep evidence of our results in a clear and accessible format. Every department works towards set performance targets each year which are based on the aims, objectives and their performance indicators for each service. These target indicators are set in line with the Strategy and play a major part in the overall development of the charity and framework for future planning. Each Service Manager also identifies each of the targets that are relevant to specific staff and these are monitored on their quarterly staff review, so that everyone is involved.

The results give us a true indication of what we are achieving, or not, as well as identifying ways to improve. These measures also provide crucial outcomes which tell us if we are making a difference to people who have received our services. Each year following completion of the results the relevant managers update and add to the measures to ensure they remain appropriate and meet the changing needs of our users and services.

Overall Review

We continued to deal with the pandemic throughout the year and were only able to fully open in September 2021. As we had predicted, we lost many placements due to the effects of COVID. When we reopened, we had to start building up our numbers again.

We had anticipated that we would have a budget deficit for the year due to the impact of lost revenue, but felt we were still in a stable condition thanks to the furlough scheme and grants we received in the first year of COVID. The government continued to support us with funding for PPE and covering staff etc., which helped us and meant that our use of reserves was less than we had predicted.

We continued to deliver high quality remote services throughout the year until the point when we could reopen. It soon became evident that whilst the remote services were a 'saving grace' throughout COVID, the clients greatly missed the 'face to face' interaction with others. We believe this pandemic really did demonstrate how crucial our programmes are in maintaining recovery levels and not just the rehabilitative aspect for newly brain injured. Even though we had stringent safety measures in place, many of the placements we lost were due to continuing COVID fears. We also saw examples of deterioration in physical and mental health, as well as typical brain injury associated problems such as fatigue, lack of motivation, insight, memory and many more.

On the flip side of this, we have noticed a huge increase in the amount of new referrals coming through and believe this to be due to increases in Acquired Brain Injuries. People previously not needing us are now requiring help, and greater support needed generally since COVID.

- A total number of 1,257 users in the year
- 880 new clients
- We have achieved many of our targets this year, despite only being open for half of the year
- All rates for services were increased by BCC by 5.45%, whilst this does not give us full cost recovery, it helps
- 1 new Trustee appointed to the board
- New salary scales agreed to meet Living Wage and extra incentives introduced.

ACHIEVEMENT AND PERFORMANCE

Services for people with Acquired Brain Injury (ABI)

We remained closed for the first half of the year and the staff continued to offer an extensive range of remote services.

During the pandemic we decided to move clients to the Hub geographically closest to their home - shortening for many the long journey across city. By doing this we were able to operate the Sutton House Hub for 5 days/week once we re-opened. This has proved successful by the many referrals coming through. It also resolved some transport issues.

The year saw a number of changes to staff as some left and many new posts were filled, including several staff being successful in moving up the Headway ladder.

Closure presented the opportunity to start the lift work at Sutton House and partitioning of the downstairs rooms. This has made a welcome difference to noise control and privacy.

Following the reopening of the Hubs and lots of people suffering with reopening anxiety and low mood, our main focus was to discuss how the pandemic had affected Mental Health and Wellbeing. These sessions remained predominant until early 2022 and the effects for some are long term.

Carer Services

As we started to re-open services part-way through the year, we were able to restart our much needed support groups and these were even more appreciated after COVID.

We now manage our new hybrid working between office and home, with staff returning to the offices in 2022 having found the lack of team support and face to face contact somewhat isolating. This new system will continue for the long term. Due to the increase in demand for services again, we have increased the enquiry line hours to cover every weekday.

We have had meetings throughout the year to form a consortium to have a joint Hospital BI Link Worker and we hope to start this in April 2022. This will involve working with a legal panel and two other Headway's - Black Country and Worcester. We are excited about this partnership and the prospects it presents for building our relationship with the Queen Elizabeth Hospital and the future longevity of the service.

The future is looking brighter for the service as we enter the next year.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees
for the Year Ended 31 March 2022

ACHIEVEMENT AND PERFORMANCE

Lifestyle Services

We continued to maintain the service throughout the year and staff were kept to all the rigid safety procedures to protect themselves and their clients.

Since all the services opened up again, we have been bombarded with referrals, but due to the apparent changes in attitude to life since lockdown, we have really struggled to recruit new staff. So at year-end we had many clients wanting hours of support but were unable to start due to non-availability of support workers for them. This is very frustrating knowing we need the work and the clients need our support. We have tried to introduce many new incentives and salary increases to attract more staff.

Those that already receive services continue to make great strides in independence and are now happy to be able to access the community once again.

Fundraising, Publicity And Partnerships

The last year continued to be another very difficult time for our fundraising department as there was still no real opportunity to put on events or any face-to-face fundraising. The focus for the majority of trusts also stayed on those facing major problems due to COVID, so we did not fall into most of their criteria. However, despite the difficulties, we still did better than the previous year and exceeded the set target amount.

Though our Social Media profile is increasing considerably, this does take up a lot of time and the team find it difficult to meet the number of posts we should really be uploading. We would still very much like to be able to employ a person to deal with all our Socials, Website and IT in house.

- The grand Christmas raffle raised £1,748 after costs - 4.7% up on last year
- All the costs of the lift shaft and installation in Sutton House were raised
- £3k raised by the Gorilla Café who selected us as their Charity of the year
- New contacts now being made on the north side of Birmingham, including £1k donation from Erdington Rotary and over £1k for a family Panto trip from TESCO
- Extended Social Media reach to 1,210 followers on Facebook & 914 on Twitter
- 2 radio shows and 10 press articles in the year
- Unrestricted fundraising target was doubled
- 46 applications made to charitable trusts and over £38k raised
- Over £3,795k raised by individuals who fundraised
- Over £3k raised through community groups

Charity Shops

Once we were able to re-open the shops, we saw our best year ever as far as sales were concerned. The biggest problems we had were dealing the huge amount of donations. We were also short of volunteers, so it was difficult to maintain staffing levels. However, the staff did manage to keep them running, whilst ensuring the shops were clean, tidy, and excellent window displays. We are lucky to have great teams of staff and volunteers at all our shops.

- The profit at Headway Homes increased on previous years
- 4 clients moved onto volunteering in our shops
- Overall turnover was our highest to date
- Other than a new Manager at Rubery, we managed to retain most shop staff but are struggling to get volunteers since COVID
- We have received many positive comments/feedback about all the shops saying they are happy that are prices are cheap and that they love our shops

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees
for the Year Ended 31 March 2022

ACHIEVEMENT AND PERFORMANCE

Our Headway shops, whilst providing much needed financial support to our services, greatly raise the name and profile of Headway across our local area and give opportunities for our carers and clients to move into volunteering roles. We very much hope that 2022 will be the year we can locate a suitable shop in the Solihull area to add to our growing retail outlets

Quality

Lifestyle Services continued to meet the standards required of the Care Quality Commission and currently hold a GOOD rating. Our Head of Services took over as the Registered Manager. We still await the official launch of the new Service Standards produced by Headway UK and we continue to trial these at Headway Birmingham & Solihull.

We continue to assess against our internal standards but have no formal external audit yet for any service other than Lifestyles.

Operations/Buildings

The year continued to be about managing COVID as the situation and guidelines were one of constant change. The team did a proactive job of keeping on top of all the requirements and informing departments. We were really pleased to be able to welcome clients back knowing that we would be doing our utmost to keep them safe with tests, screens, PPE, deep cleaning and much more.

The pandemic did afford us time to work through some of our larger tasks, such as the lift installation in Sutton House and various refurbishments.

- We signed the Licence of Alterations enabling us to go ahead with the lift installation at Sutton House and this was well underway by the year end
- We agreed a new lease renewal for Headway Homes
- We completed outside painting of upper floor at Leighton House
- The roof at Sutton House was repaired
- We installed all new phone systems across Leighton House & Headway House (HH)
- We migrated all our old data to TAG for all services and personnel
- Signed new broadband deal for faster speed and ordered a new fibre line at Headway House
- Started re-painting the inside of Headway House
- We recruited a new Finance Administrator and introduced the new position of Finance Manager
- Website was updated for easier use and new Cookies message added
- All files now electronic and old paper archives reducing
- 66% of all staff have remained in the company pension scheme
- 36 staff have had COVID and 34 clients

ACHIEVEMENT AND PERFORMANCE

Personnel Matters

We were pleased to be able to welcome all our staff back to into the Hubs this year. We have adjusted some working practices to incorporate working from home where possible. We welcomed our new Personnel Administrator, who has been working hard to try and recruit new staff since opening.

We have received many new client referrals, but our biggest issue has been recruiting new staff to meet this high demand for services. Since COVID there has been a huge change in attitude, and no one is applying for jobs across the sector. We have done a lot of work around staff retention to include a new salary scale incorporating uplifts for everyone, new benefits and incentives and new recruitment methods, but we continue to struggle to fill vacancies.

Recruiting new volunteers is even more difficult, but we hope that as the new year progresses, we will start to see a marked change in people wanting to volunteer again.

- 86% of all our staff have received their first vaccine and 95% of staff are double jabbed
- Only 39% of jobs filled on first attempt due to lack of applicants
- 87% have been employed with us for over 2 years
- Staff attendance is high at 96%
- 89 brain injury training attendances
- 9 new posts created in the year
- 12 people have moved up to higher positions within Headway over the last year
- All personnel now on our new TAG database
- 7 training sessions delivered by external trainers
- 4 staff sought support through our new Staff Welfare services

Governance & Operations

Who could have predicted that we would spend the whole year dealing with the pandemic? This proved to be an extremely difficult year as we had to juggle both our budgets and our staffing in order to help us survive with as little impact as was possible. We had to make some adjustments to staffing early on, to anticipate the losses we knew would impact on our budgets. We were able to continue to offer many of our services, but in a different way, and have not been able to open any of our Hubs to clients for the whole 12-months.

Many staff were furloughed at some point throughout the year and it is only thanks to this support from government and local councils that we managed to come through this without too many losses. We received grants to cover our extra PPE costs and isolating staff, grants towards the shops and Birmingham City Council continued to pay for our clients throughout. Staff who remained working, had to work harder than ever to not only keep things running as normal, but to set up new types of services and to stay on top of COVID-19 rules and restrictions which were constantly changing.

We still managed to deliver some wonderful services to support everyone throughout the year. However, remote delivery certainly cannot replace the much greater benefits of 'face to face' contact, and by the year end, we had started to see signs of decline and clients losing motivation as well as suffering greater mental health issues. We desperately need to open up and get back to some kind of normal as soon as possible in the new year.

The positive impact of the pandemic is that it has given us a different perspective and made us rethink what we do and how we can operate differently in the future, incorporating some of the remote services and home working that we managed this year. It also emphasised how important face-to-face contact is for everyone, let alone those already isolated and struggling with a disability. We are now looking at a new Blended Services Model as part of our new 5 Year Strategy.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2022

ACHIEVEMENT AND PERFORMANCE

- A total number of 1,136 users in the year
- As a result of being in the health care sector, we have been able to offer weekly tests to all of our staff
- 83% of all our staff have received their first vaccine and 65% their second
- We hope to continue with the lift installation in New Sutton House once we re-open our 3 Hubs.
- We have in place room bubbles and screens as part of our readiness for getting clients back into our Hubs
- We introduced two new roles - Head of Services and Head of Operations. Two existing staff also gained promotions to Manager posts.

Thanks

Our thanks to everyone who has supported us during 2021-22, we really appreciate all of your kind donations.

These include:

- Thank you to charity Sutton Coldfield Charitable Trust who kindly awarded a grant of £10,000 towards the installation of the lift.
- The Eveson Charitable Trust awarded a grant of £20,000 towards the running costs of our centres and services.
- Solicitor Firms that have supported posts throughout the year- Thompsons Solicitors, Jeffries and Slater & Gordon.

Many thanks for their continued support.

FINANCIAL REVIEW

Financial position

The results for the year are shown on page 16

Our clients are funded by a combination of Local Authorities, personal independence payments (PIP's) and self-funding. For the first time in many years, the local council agreed an uplift of 5.45% for Birmingham clients, enabling us to increase our daily fees charged for existing clients and new one. We still have a number of clients paying much less than the basic rate and we continue to work through trying to get this resolved

We are extremely grateful for the various grants and donations from Companies together with other income, that help subsidise our rates and the various services of supporting individuals and families of people with ABI. The Charity continues to have an ongoing professional structure able to support the delivery of our services and help towards securing the future, thanks to the support of volunteers and staff, and sound financial management.

Financial and risk management objectives and policies

The Executive Board having looked at the main risks to the organisation, for example, not receiving any grant funding, or a possible fall in number of clients due to the financial restraints of Authorities, has established a policy whereby we should maintain unrestricted funds to cover between 3 and 6 months of expenditure.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2022

FINANCIAL REVIEW

Reserves policy

The budget for 2022/23 anticipates expenditure of £1.6 million during the year, indicating that unrestricted reserves should be in the range of £400,000 to £800,000. Unrestricted funds at 31 March 2022 were £822,925. The unrestricted fund includes £8,000 designated for the purchase of a motor vehicle and £376,055 allocated to fixed assets and therefore free reserves of £438,870. The free reserves at 31 March 2022 are at the lower end of the range required to ensure the charity has sufficient funds for continued operations.

FUTURE PLANS

As we are now emerging from COVID, we know we still have many challenges to face. We go into 2022-23 with a further financial deficit, knowing that we can withstand this through our reserves, thus giving us 12 months of being open to start re-building. The main aim is to increase all our placements and hours back up to the figures we were achieving post-pandemic.

We know from previous costs and predictions that we can reduce the deficit once we have increased our users again. We lost many users due to COVID, but since re-opening we have seen more referrals than ever before. If this continues into the next financial year, we should achieve our target numbers by the year end.

Another big obstacle that we have to overcome, is being able to recruit the staff we need to help us rebuild again. Since COVID there has apparently been a huge shift in people's attitude to work and the care sector finding it particularly difficult to recruit staff.

The work commenced on the lift for our new Sutton House Hub and we anticipate this being finished in 2022, giving us the opportunity to then focus on our plan for the new Wellbeing services upstairs.

Although various Utility costs are already rising substantially, we feel the future is looking more positive for Headway now and that we can continue to serve our brain injury community for the longer term. We have exciting new plans in the pipeline and hope that we can be successful with funding application to support this in 2022/2023.

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.

Recruitment and appointment of new trustees

When selecting individuals for appointment as trustees, emphasis is placed on the prospective trustees' skills, knowledge and experience needed for effective administration of the charity.

Organisational structure

A carers' group for the relatives of head-injured persons in the West Midlands was formally established in 1983 and first registered as a charity in 1987. As activities expanded a more formal organisational structure was required and hence Headway (West Midlands) Ltd was constituted in 1992. On 21st March 2016, the Charity passed a special resolution changing its name to Headway Birmingham & Solihull from Headway (West Midlands) Ltd. It is a private company, limited by guarantee, registered at Cardiff, No. 2686647 and a registered charity, No. 1008798. Our principal aims concern the relief of suffering from the effects of brain injury. The Memorandum and Articles of Association impose no unusual restrictions on the way in which the company may operate nor lay down specific investment powers. We are affiliated to Headway UK - the Brain Injury Association, based at Nottingham.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Trustee directors

In accordance with our Articles of Association directors are elected by company members at the Annual General Meeting. In addition, the Executive Board has powers to fill any vacancies by co-option during the year. Due to the Coronavirus Pandemic and the various restrictions, it was not possible to hold normal Board Meetings throughout the year. The disciplines of monthly progress reports and Key Performance Indicators were maintained and circulated to all the Directors. Regular contact between the Chair of Trustees and the Chief Executive ensured strict monitoring of overall performance. In addition Board Meetings were held by video conference to discuss and approve key decisions. Following agreement of the Strategic Plan the proposed Budget for the following year is formally approved by the Executive Board. Quarterly reconciliations of Income and Expenditure are produced during the year to monitor progress against this agreed Budget. This was of key importance during this year as the full implications of the Pandemic unfolded.

Induction and training of new trustees

Trustees must make available to each new trustee on their first appointment: a copy of the Memorandum and any amendments made to it, a copy of the Charity's latest Annual Report and statement of accounts. Headway Birmingham & Solihull should emphasis the responsibilities of the Trustees detailed in the Report.

Key management remuneration

The trustees consider the board of directors, who are also the Charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All trustees give their time freely and no trustee received remuneration in the year ending 31 March 2022. The remuneration paid to the Charity's employees is reviewed annually and a performance related increase is made where appropriate. The pay is benchmarked against pay levels for other roles with similar responsibilities elsewhere within the sector.

Third party Indemnity provisions

The Charity has Indemnity insurance in place in respect of the Officers of the Charity at a cost of £227 per annum.

Related parties

Headway Birmingham & Solihull Trading Ltd. derives its income from Headway Birmingham & Solihull's charity shop outlets. Any profits generated by the Charity's subsidiary company are donated to the charity.

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Headway Birmingham & Solihull for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees
for the Year Ended 31 March 2022

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

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 group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable group 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 group and to 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 group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

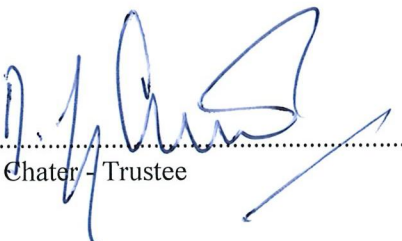
- there is no relevant audit information of which the charitable group's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, BK Plus Audit Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

Approved by order of the board of trustees on 12 September 2022 and signed on its behalf by:


.....
D G Chater - Trustee

**Report of the Independent Auditors to the Members of
Headway Birmingham & Solihull**

Opinion

We have audited the financial statements of Headway Birmingham & Solihull (the 'charitable group') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable group's affairs as at 31 March 2022 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Report of the Independent Auditors to the Members of
Headway Birmingham & Solihull**

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- 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; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable group and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable group 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable group or to cease operations, or have no realistic alternative but to do so.

**Report of the Independent Auditors to the Members of
Headway Birmingham & Solihull**

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management, those charged with governance around actual and potential litigation and claims;
- Enquiry of entity staff to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.
- Performing audit work over the risk of understatement of income including substantive testing and obtaining corroborated explanations from Management.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable group'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 group's members those matters we are required to state to them in an auditors' 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 group and the charitable group's members as a body, for our audit work, for this report, or for the opinions we have formed.

BK Plus Audit

Paul Mannion FCA FCCA (Senior Statutory Auditor)
for and on behalf of BK Plus Audit Limited
2 Highlands Court
Cranmore Avenue
Solihull
West Midlands
B90 4LE

12 September 2022

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2022

| | Notes | Unrestricted funds £ | Restricted funds £ | 2022 Total funds £ | 2021 Total funds £ |
|---|-------|-------------------------|-----------------------|--------------------------|--------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | 2 | 32,178 | 18,609 | 50,787 | 58,225 |
| Charitable activities | | | | | |
| ABIP (Acquired Brain Injury Programmes) | 5 | 653,856 | - | 653,856 | 648,286 |
| Lifestyle services | | 405,330 | - | 405,330 | 371,055 |
| Carers Services | | - | 90,943 | 90,943 | 163,659 |
| Government grants | | 116,263 | - | 116,263 | 234,742 |
| Other trading activities | 3 | 209,390 | - | 209,390 | 168,241 |
| Investment income | 4 | <u>60</u> | <u>-</u> | <u>60</u> | <u>691</u> |
| Total | | 1,417,077 | 109,552 | 1,526,629 | 1,644,899 |
| EXPENDITURE ON | | | | | |
| Raising funds | | | | | |
| Other trading activities | 6 | <u>140,062</u> | <u>-</u> | <u>140,062</u> | <u>106,288</u> |
| | | 140,062 | - | 140,062 | 106,288 |
| Charitable activities | | | | | |
| ABIP (Acquired Brain Injury Programmes) | 7 | 803,345 | 23,681 | 827,026 | 784,694 |
| Lifestyle services | | 513,758 | 5,381 | 519,139 | 469,408 |
| Carers Services | | - | 103,348 | 103,348 | 150,037 |
| Total | | 1,457,165 | 132,410 | 1,589,575 | 1,510,427 |
| NET INCOME/(EXPENDITURE) | | (40,088) | (22,858) | (62,946) | 134,472 |
| Transfers between funds | 20 | <u>(13,164)</u> | <u>13,164</u> | <u>-</u> | <u>-</u> |
| Net movement in funds | | (53,252) | (9,694) | (62,946) | 134,472 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 876,177 | 396,356 | 1,272,533 | 1,138,061 |
| TOTAL FUNDS CARRIED FORWARD | | <u>822,925</u> | <u>386,662</u> | <u>1,209,587</u> | <u>1,272,533</u> |

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLI20HULL

Consolidated and Charity Balance Sheet
31 March 2022

| | Notes | Group | | Charity | |
|--|-------|------------------|------------------|------------------|------------------|
| | | 2022 | 2021 | 2022 | 2021 |
| | | £ | £ | £ | £ |
| FIXED ASSETS | | | | | |
| Tangible assets | 14 | 741,017 | 709,244 | 741,017 | 708,326 |
| Investments | 15 | - | - | 100 | 100 |
| | | <u>741,017</u> | <u>709,244</u> | <u>741,117</u> | <u>708,426</u> |
| CURRENT ASSETS | | | | | |
| Debtors | 16 | 177,224 | 244,261 | 229,286 | 266,876 |
| Cash at bank and in hand | | <u>357,392</u> | <u>391,110</u> | <u>300,964</u> | <u>359,078</u> |
| | | 534,616 | 635,371 | 530,250 | 625,954 |
| CREDITORS | | | | | |
| Amounts falling due within one year | 17 | (66,046) | (72,082) | (61,780) | (61,847) |
| | | <u>468,570</u> | <u>563,289</u> | <u>468,470</u> | <u>564,107</u> |
| NET CURRENT ASSETS | | | | | |
| | | <u>468,570</u> | <u>563,289</u> | <u>468,470</u> | <u>564,107</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | | | |
| | | <u>1,209,587</u> | <u>1,272,533</u> | <u>1,209,587</u> | <u>1,272,533</u> |
| NET ASSETS | | | | | |
| | | <u>1,209,587</u> | <u>1,272,533</u> | <u>1,209,587</u> | <u>1,272,533</u> |
| FUNDS | 19 | | | | |
| Unrestricted funds: | | | | | |
| General fund | | 806,925 | 868,177 | 806,925 | 868,177 |
| Designated fund – motor vehicle | | <u>8,000</u> | <u>8,000</u> | <u>16,000</u> | <u>8,000</u> |
| | | 822,925 | 876,177 | 822,925 | 876,177 |
| Restricted funds: | | | | | |
| Carer's Services Fund | | 759 | - | 759 | - |
| Leighton House Building Fund | | 307,656 | 319,614 | 307,656 | 319,614 |
| Minibus Fund | | 13,288 | 19,555 | 13,288 | 19,555 |
| IT Equipment Fund | | 2,127 | 1,219 | 2,127 | 1,219 |
| Stained Glass Repairs Fund | | 2,000 | 2,000 | 2,000 | 2,000 |
| Sutton House Lift Fund | | 44,050 | 31,550 | 44,050 | 31,550 |
| Sutton House Gym Fund | | 13,741 | 13,948 | 13,741 | 13,948 |
| Activities Fund | | <u>3,041</u> | <u>8,470</u> | <u>3,041</u> | <u>8,470</u> |
| | | <u>386,662</u> | <u>396,356</u> | <u>386,662</u> | <u>396,536</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u>1,209,587</u> | <u>1,272,533</u> | <u>1,209,587</u> | <u>1,272,533</u> |

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated and Charity Balance Sheet - continued
31 March 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 12 September 2022 and were signed on its behalf by:



.....
D G Chater - Trustee

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated Cash Flow Statement
for the Year Ended 31 March 2022

| | Notes | 2022 £ | 2021 £ |
|--|-------|-----------------|----------------|
| Cash flows from operating activities | | | |
| Cash generated from operations | 1 | 31,458 | 100,672 |
| Interest paid | | <u>(3,387)</u> | <u>(3,468)</u> |
| Net cash provided by operating activities | | <u>28,071</u> | <u>97,204</u> |
| Cash flows from investing activities | | | |
| Purchase of tangible fixed assets | | (61,849) | - |
| Interest received | | <u>60</u> | <u>691</u> |
| Net cash (used in)/provided by investing activities | | <u>(61,789)</u> | <u>691</u> |
| Change in cash and cash equivalents in the reporting period | | | |
| Cash and cash equivalents at the beginning of the reporting period | | <u>391,110</u> | <u>293,215</u> |
| Cash and cash equivalents at the end of the reporting period | | <u>357,392</u> | <u>391,110</u> |

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Cash Flow Statement
for the Year Ended 31 March 2022

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 2022 | 2021 |
|--|----------------------|-----------------------|
| | £ | £ |
| Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities) | (62,946) | 134,472 |
| Adjustments for: | | |
| Depreciation charges | 30,076 | 33,425 |
| Interest received | (60) | (691) |
| Interest paid | 3,387 | 3,468 |
| Decrease/(increase) in debtors | 67,037 | (25,574) |
| Decrease in creditors | <u>(6,036)</u> | <u>(44,428)</u> |
| Net cash provided by operations | <u><u>31,458</u></u> | <u><u>100,672</u></u> |

2. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1/4/21 | Cash flow | At 31/3/22 |
|--------------------------|-----------------------|------------------------|-----------------------|
| | £ | £ | £ |
| Net cash | | | |
| Cash at bank and in hand | <u>391,110</u> | <u>(33,718)</u> | <u>357,392</u> |
| | <u>391,110</u> | <u>(33,718)</u> | <u>357,392</u> |
| Total | <u><u>391,110</u></u> | <u><u>(33,718)</u></u> | <u><u>357,392</u></u> |

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable group, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound.

The financial statements consolidate the results of the charity and its wholly owned subsidiary Headway Birmingham & Solihull Trading Limited. The results of the subsidiary are consolidated within the Statement of Financial Activities (SOFA) on a line by line basis.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Critical accounting judgements and key sources of estimation uncertainty

In the application of the Group's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period to which it relates.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from charitable activities

Fees receivable and charges for services provided are accounted for in the period in which the service is provided.

Grants, donations and other income

Grants, donations and gifts are included in full in the Statement of Financial Activities when receivable.

Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Government grants have been received including wages and other grants relating to Covid. These have been recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

1. ACCOUNTING POLICIES - continued

Income

Donations are included gross of income tax credits were applicable. The value of services donated by volunteers is not included.

Retail income including income from clothing and other items donated for resale through the charity shops are in income from trading activities when the sale takes place.

Interest receivable is included on an accruals basis as is committed income from a fundraising event.

Income from legacies

Legacies are accounted for as incoming resources upon receipt or where the receipt of the legacy is virtually certain. This will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made, or property transferred, and once all conditions attached to the legacy have been fulfilled.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Allocation and apportionment of costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative and management payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a time basis.

Tangible fixed assets

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

| | |
|---|--|
| Freehold property | - 2% on cost |
| Improvements to Leasehold property | - straight line over the life of the lease |
| Craft equipment | - 100% on cost |
| Office equipment, fixtures and fittings | - 50% on cost and 25% on cost |
| Motor vehicles | - 20% on cost |

All fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £500 are not capitalised.

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.

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

1. ACCOUNTING POLICIES - continued

Fund accounting

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

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.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable group operates a defined contribution pension scheme. Contributions payable to the charitable group's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Stock

The Charity receives donated goods which are sold in its subsidiary's Charity Shops. Donated goods are not recognised as stock as it is impractical to reliably measure the fair value of donated goods.

2. DONATIONS AND LEGACIES

| | 2022 | 2021 |
|-----------|---------------|---------------|
| | £ | £ |
| Donations | 12,178 | 11,537 |
| Grants | <u>38,609</u> | <u>46,688</u> |
| | <u>50,787</u> | <u>58,225</u> |

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

| | 2022 | 2021 |
|-------------------------------|---------------|---------------|
| | £ | £ |
| Sports | 5,109 | 4,458 |
| IT Equipment Grants | 1,000 | - |
| Sutton House-Lift | 12,500 | 20,350 |
| Activities | - | 7,932 |
| Sutton House -Gym | - | 13,948 |
| Eveson Charitable Trust Grant | <u>20,000</u> | - |
| | <u>38,609</u> | <u>46,688</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

3. OTHER TRADING ACTIVITIES

| | 2022 | 2021 |
|---------------------|----------------|----------------|
| | £ | £ |
| Fundraising income | 13,512 | 24,344 |
| Charity shop income | 187,367 | 78,902 |
| Government grants | <u>8,511</u> | <u>64,995</u> |
| | <u>209,390</u> | <u>168,241</u> |

4. INVESTMENT INCOME

| | 2022 | 2021 |
|--------------------------|-----------|------------|
| | £ | £ |
| Deposit account interest | <u>60</u> | <u>691</u> |

5. INCOME FROM CHARITABLE ACTIVITIES

| | ABIP (Acquired Brain Injury Programmes) £ | Lifestyle services £ | Carers Services £ |
|--|--|----------------------------|--------------------------|
| ABIP (Acquired Brain Injury Programmes) | 653,856 | - | - |
| Services in the community | - | 405,330 | - |
| Community Fund Carer Services | - | - | 90,943 |
| Government grants | <u>-</u> | <u>-</u> | <u>-</u> |
| | <u>653,856</u> | <u>405,330</u> | <u>90,943</u> |
| | | 2022 | 2021 |
| | Government grants £ | Total activities £ | Total activities £ |
| ABIP (Acquired Brain Injury Programmes) | - | 653,856 | 648,286 |
| Services in the community | - | 405,330 | 371,055 |
| Community Fund Carer Services | - | 90,943 | 163,659 |
| Government grants | <u>116,263</u> | <u>116,263</u> | <u>234,742</u> |
| | <u>116,263</u> | <u>1,266,392</u> | <u>1,417,742</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

6. OTHER TRADING ACTIVITIES

| | 2022 | 2021 |
|--------------------|----------------|----------------|
| | £ | £ |
| Staff costs | 60,289 | 54,160 |
| Other direct costs | - | 61 |
| Support costs | <u>79,773</u> | <u>52,067</u> |
| | <u>140,062</u> | <u>106,288</u> |

7. CHARITABLE ACTIVITIES COSTS

| | Direct Costs (see note 8) £ | Support costs (see note 9) £ | Totals £ |
|--|--------------------------------------|---------------------------------------|------------------|
| ABIP (Acquired Brain Injury Programmes) | 599,792 | 227,234 | 827,026 |
| Lifestyle services | 442,250 | 76,889 | 519,139 |
| Carers Services | <u>71,871</u> | <u>31,477</u> | <u>103,348</u> |
| | <u>1,113,913</u> | <u>335,600</u> | <u>1,449,513</u> |

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

| | 2022 | 2021 |
|--------------------------------------|------------------|------------------|
| | £ | £ |
| Staff costs | 876,598 | 880,167 |
| Premises | 119,543 | 88,665 |
| Communication and IT costs | 17,330 | 25,956 |
| Motor and travel costs | 26,972 | 20,223 |
| Sundry expenses | 7,393 | 2,819 |
| Legal and professional fees | 8,544 | 6,128 |
| Activities and associated costs | 11,760 | 5,939 |
| Client service and placement funding | 19,591 | - |
| Depreciation | <u>26,182</u> | <u>21,925</u> |
| | <u>1,113,913</u> | <u>1,051,822</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

9. SUPPORT COSTS

| | Management £ | Governance costs £ | Totals £ |
|--|-----------------|--------------------------|----------------|
| Other trading activities | 76,556 | 3,217 | 79,773 |
| ABIP (Acquired Brain Injury Programmes) | 218,726 | 8,508 | 227,234 |
| Lifestyle services | 75,248 | 1,641 | 76,889 |
| Carers Services | <u>30,955</u> | <u>522</u> | <u>31,477</u> |
| | <u>401,485</u> | <u>13,888</u> | <u>415,373</u> |

Support costs, included in the above, are as follows:

Management

| | Other trading activities £ | ABIP (Acquired Brain Injury Programmes) £ | Lifestyle services £ |
|---|-------------------------------------|--|----------------------------|
| Wages | 17,087 | 145,130 | 50,305 |
| Social security | 1,089 | 9,411 | 3,257 |
| Pensions | 318 | 2,720 | 942 |
| Premises | 39,241 | 23,664 | 7,448 |
| Communication and IT costs | 4,994 | 13,122 | 2,632 |
| Motor and travel costs | 2,022 | 507 | 177 |
| Sundry expenses | 3,770 | 5,458 | 1,900 |
| Legal and professional fees | 2,775 | 7,488 | 4,621 |
| Activities and associated costs | 1,298 | 8,953 | 3,172 |
| Depreciation of tangible and heritage assets | 1,155 | 1,876 | 655 |
| Finance costs | <u>2,807</u> | <u>397</u> | <u>139</u> |
| | <u>76,556</u> | <u>218,726</u> | <u>75,248</u> |

| | Carers Services £ | 2022 Total activities £ | 2021 Total activities £ |
|---------------------------------|-------------------------|----------------------------------|----------------------------------|
| Wages | 18,267 | 230,789 | 225,808 |
| Social security | 1,215 | 14,972 | 19,483 |
| Pensions | 347 | 4,327 | 4,377 |
| Premises | 6,859 | 77,212 | 69,364 |
| Communication and IT costs | 837 | 21,585 | 22,416 |
| Motor and travel costs | 58 | 2,764 | 1,748 |
| Sundry expenses | 641 | 11,769 | 12,842 |
| Legal and professional fees | 1,470 | 16,354 | 8,339 |
| Activities and associated costs | <u>1,009</u> | <u>14,432</u> | <u>12,754</u> |
| Carried forward | 30,703 | 394,204 | 377,131 |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

9. SUPPORT COSTS - continued

Management - continued

| | Carers Services £ | 2022 Total activities £ | 2021 Total activities £ |
|---|-------------------------|----------------------------------|----------------------------------|
| Brought forward | 30,703 | 394,204 | 377,131 |
| Depreciation of tangible and heritage assets | 208 | 3,894 | 11,500 |
| Finance costs | <u>44</u> | <u>3,387</u> | <u>3,468</u> |
| | <u>30,955</u> | <u>401,485</u> | <u>392,099</u> |

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2022 £ | 2021 £ |
|--|--------------|--------------|
| Auditors' remuneration | 13,888 | 12,285 |
| Depreciation - owned assets | 30,076 | 33,426 |
| Operating leases - Land and buildings | 92,205 | 75,652 |
| Operating leases - Plant and machinery | <u>1,818</u> | <u>1,818</u> |

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

The trustees did not have any expenses reimbursed during the year (2021: £nil).

12. STAFF COSTS

| | 2022 £ | 2021 £ |
|-----------------------|------------------|------------------|
| Wages and salaries | 1,105,989 | 1,098,055 |
| Social security costs | 64,608 | 69,437 |
| Other pension costs | <u>16,378</u> | <u>16,503</u> |
| | <u>1,186,975</u> | <u>1,183,995</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

12. STAFF COSTS - continued

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

| | | |
|-----------------------|-----------|-----------|
| | 2022 | 2021 |
| Charity staff | 69 | 71 |
| Trading company staff | <u>6</u> | <u>5</u> |
| | <u>75</u> | <u>76</u> |

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

The charity considers its key management personnel comprise of the Chief Executive Officer, Operations Manager, ABI Services Manager, Lifestyles Manager, Fundraising Manager and Carer Services Managers whose employee benefits for the year ended 31 March 2022 total £184,074 (2021: £192,264).

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|--|----------------------------|--------------------------|---------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | 15,994 | 42,231 | 58,225 |
| Charitable activities | | | |
| ABIP (Acquired Brain Injury Programmes) | 648,286 | - | 648,286 |
| Lifestyle services | 371,055 | - | 371,055 |
| Carers Services | - | 163,659 | 163,659 |
| Government grants | 234,742 | - | 234,742 |
| Other trading activities | 168,241 | - | 168,241 |
| Investment income | <u>691</u> | <u>-</u> | <u>691</u> |
| Total | 1,439,009 | 205,890 | 1,644,899 |
| EXPENDITURE ON | | | |
| Raising funds | | | |
| Other trading activities | <u>106,288</u> | <u>-</u> | <u>106,288</u> |
| | 106,288 | - | 106,288 |
| Charitable activities | | | |
| ABIP (Acquired Brain Injury Programmes) | 773,759 | 10,935 | 784,694 |
| Lifestyle services | 460,460 | 8,948 | 469,408 |
| Carers Services | - | 150,037 | 150,037 |
| | <u>1,340,507</u> | <u>169,920</u> | <u>1,510,427</u> |
| Total | 1,340,507 | 169,920 | 1,510,427 |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| NET INCOME | 98,502 | 35,970 | 134,472 |
| Transfers between funds | <u>84,672</u> | <u>(84,672)</u> | <u>-</u> |
| Net movement in funds | 183,174 | (48,702) | 134,472 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 693,003 | 445,058 | 1,138,061 |
| | <u> </u> | <u> </u> | <u> </u> |
| TOTAL FUNDS CARRIED FORWARD | <u>876,177</u> | <u>396,356</u> | <u>1,272,533</u> |

14. TANGIBLE FIXED ASSETS

Group

| | Freehold property £ | Improvements to Leasehold property £ | Craft equipment £ |
|-----------------------|---------------------------|--|-------------------------|
| COST | | | |
| At 1 April 2021 | 814,300 | - | 5,092 |
| Additions | <u>-</u> | <u>46,909</u> | <u>-</u> |
| At 31 March 2022 | <u>814,300</u> | <u>46,909</u> | <u>5,092</u> |
| DEPRECIATION | | | |
| At 1 April 2021 | 133,839 | - | 5,092 |
| Charge for year | <u>11,958</u> | <u>1,189</u> | <u>-</u> |
| At 31 March 2022 | <u>145,797</u> | <u>1,189</u> | <u>5,092</u> |
| NET BOOK VALUE | | | |
| At 31 March 2022 | <u>668,503</u> | <u>45,720</u> | <u>-</u> |
| At 31 March 2021 | <u>680,461</u> | <u>-</u> | <u>-</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

14. TANGIBLE FIXED ASSETS – Group continued

| | Office equipment, fixtures and fittings £ | Motor vehicles £ | Totals £ |
|-----------------------|--|------------------------|------------------|
| COST | | | |
| At 1 April 2021 | 85,835 | 101,582 | 1,006,809 |
| Additions | <u>14,940</u> | <u>-</u> | <u>61,849</u> |
| At 31 March 2022 | <u>100,775</u> | <u>101,582</u> | <u>1,068,658</u> |
| DEPRECIATION | | | |
| At 1 April 2021 | 81,642 | 76,992 | 297,565 |
| Charge for year | <u>6,962</u> | <u>9,967</u> | <u>30,076</u> |
| At 31 March 2022 | <u>88,604</u> | <u>86,959</u> | <u>327,641</u> |
| NET BOOK VALUE | | | |
| At 31 March 2022 | <u>12,171</u> | <u>14,623</u> | <u>741,017</u> |
| At 31 March 2021 | <u>4,193</u> | <u>24,590</u> | <u>709,244</u> |

TANGIBLE FIXED ASSETS

Charity

| | Freehold property £ | Improvements to Leasehold property £ | Craft equipment £ |
|-----------------------|---------------------------|--|-------------------------|
| COST | | | |
| At 1 April 2021 | 808,845 | - | 5,092 |
| Additions | <u>-</u> | <u>46,909</u> | <u>-</u> |
| At 31 March 2022 | <u>808,845</u> | <u>46,909</u> | <u>5,092</u> |
| DEPRECIATION | | | |
| At 1 April 2021 | 128,384 | - | 5,092 |
| Charge for year | <u>11,958</u> | <u>1,189</u> | <u>-</u> |
| At 31 March 2022 | <u>140,342</u> | <u>1,189</u> | <u>5,092</u> |
| NET BOOK VALUE | | | |
| At 31 March 2022 | <u>668,503</u> | <u>45,720</u> | <u>-</u> |
| At 31 March 2021 | <u>680,461</u> | <u>-</u> | <u>-</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

14. TANGIBLE FIXED ASSETS – Charity continued

| | Office equipment, fixtures and fittings £ | Motor vehicles £ | Totals £ |
|-----------------------|--|------------------------|------------------|
| COST | | | |
| At 1 April 2021 | 79,709 | 101,582 | 1,006,809 |
| Additions | <u>14,940</u> | <u>-</u> | <u>61,849</u> |
| At 31 March 2022 | <u>96,469</u> | <u>101,582</u> | <u>1,068,658</u> |
| DEPRECIATION | | | |
| At 1 April 2021 | 76,434 | 76,992 | 297,565 |
| Charge for year | <u>6,044</u> | <u>9,967</u> | <u>30,076</u> |
| At 31 March 2022 | <u>82,478</u> | <u>86,959</u> | <u>327,641</u> |
| NET BOOK VALUE | | | |
| At 31 March 2022 | <u>12,171</u> | <u>14,623</u> | <u>741,017</u> |
| At 31 March 2021 | <u>3,275</u> | <u>24,590</u> | <u>708,326</u> |

15. INVESTMENTS

Company Investments – Shares in Subsidiary undertaking

| | 2022 £ | 2021 £ |
|-------------|------------|------------|
| Cost | <u>100</u> | <u>100</u> |

The investment comprises of a 100% holding of the ordinary share capital of Headway Birmingham & Solihull Trading Limited, a company registered in England and Wales.

The principal activity of Headway Birmingham & Solihull Trading Limited was that of operating charity shops.

The profits earned by the subsidiary are donated to the charity. A summary of the subsidiary's results are shown below:

| | 2022 £ | 2021 £ |
|---------------------------------------|------------------|------------------|
| Turnover | 187,367 | 78,9025 |
| Government grants (Covid) | 8,511 | 64,995 |
| Direct costs and administration costs | <u>(140,062)</u> | <u>(106,289)</u> |
| Net profit | <u>55,816</u> | <u>37,608</u> |
| Amount donated to the charity | <u>(55,816)</u> | <u>(37,608)</u> |
| Retained in subsidiary | <u>-</u> | <u>-</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

15. INVESTMENTS - continued

The assets and liabilities of the subsidiary were:

| | 2022 | 2021 |
|--------------------------------------|-----------------|-----------------|
| | £ | £ |
| Fixed assets | - | 918 |
| Current assets | 63,331 | 37,255 |
| Current liabilities | <u>(63,231)</u> | <u>(38,073)</u> |
| Total net assets | <u>100</u> | <u>100</u> |
| Aggregate share capital and reserves | <u>100</u> | <u>100</u> |

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Group

| | 2022 | 2021 |
|--------------------------------|----------------|----------------|
| | £ | £ |
| Trade debtors | 150,706 | 218,285 |
| Other debtors | 3,077 | 2,700 |
| VAT | 522 | 990 |
| Prepayments and accrued income | <u>22,919</u> | <u>22,286</u> |
| | <u>177,224</u> | <u>244,261</u> |

Charity

| | 2022 | 2021 |
|---|----------------|----------------|
| | £ | £ |
| Trade debtors | 150,085 | 218,285 |
| Other debtors | 3,094 | 2,700 |
| Prepayments and accrued income | 17,143 | 18,240 |
| Amounts due from subsidiary undertaking | <u>58,964</u> | <u>27,651</u> |
| | <u>229,286</u> | <u>266,786</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Group

| | 2022 | 2021 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 20,351 | 13,186 |
| Other creditors | 15,680 | 17,386 |
| Accruals and deferred income | <u>30,015</u> | <u>41,510</u> |
| | <u>66,046</u> | <u>72,082</u> |

Charity

| | 2022 | 2021 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 19,852 | 7,575 |
| Other creditors | 14,690 | 17,325 |
| Accruals and deferred income | <u>27,238</u> | <u>36,947</u> |
| | <u>61,780</u> | <u>61,847</u> |

18. LEASING AGREEMENTS

Group

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2022 | 2021 |
|----------------------------|----------------|----------------|
| | £ | £ |
| Within one year | 76,500 | 74,752 |
| Between one and five years | <u>128,499</u> | <u>157,083</u> |
| | <u>204,999</u> | <u>231,835</u> |

Charity

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2022 | 2021 |
|----------------------------|----------------|----------------|
| | £ | £ |
| Within one year | 65,000 | 74,6174 |
| Between one and five years | <u>92,083</u> | <u>157,014</u> |
| | <u>157,083</u> | <u>231,628</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Group

| | Unrestricted funds £ | Restricted funds £ | 2022 Total funds £ | 2021 Total funds £ |
|---------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Fixed assets | 376,055 | 364,962 | 741,017 | 709,244 |
| Investments | - | - | - | - |
| Current assets | 512,916 | 21,700 | 534,616 | 635,371 |
| Current liabilities | <u>(66,046)</u> | <u>-</u> | <u>(66,046)</u> | <u>(72,082)</u> |
| | <u>822,925</u> | <u>386,662</u> | <u>1,209,587</u> | <u>1,272,533</u> |

Charity

| | Unrestricted funds £ | Restricted funds £ | 2022 Total funds £ | 2021 Total funds £ |
|---------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Fixed assets | 376,055 | 364,962 | 741,017 | 708,326 |
| Investments | 100 | - | 100 | 100 |
| Current assets | 508,550 | 21,700 | 530,250 | 625,954 |
| Current liabilities | <u>(61,780)</u> | <u>-</u> | <u>(61,780)</u> | <u>(61,847)</u> |
| | <u>822,925</u> | <u>386,662</u> | <u>1,209,587</u> | <u>1,272,533</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

20. MOVEMENT IN FUNDS

| | At 1/4/21 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/22 £ |
|--|-------------------------|----------------------------------|------------------------------------|-------------------------|
| Unrestricted funds | | | | |
| General fund | 868,177 | (40,088) | (21,164) | 806,925 |
| Designated fund- Motor vehicle | <u>8,000</u> | <u>-</u> | <u>8,000</u> | <u>16,000</u> |
| | 876,177 | (40,088) | (13,164) | 822,925 |
| Restricted funds | | | | |
| Carer's Services Fund | - | (12,405) | 13,164 | 759 |
| Leighton House Building Fund-Capital | 319,614 | (11,958) | - | 307,656 |
| Minibus Fund-Capital | 19,555 | (6,267) | - | 13,288 |
| IT Equipment Fund-Capital | 1,219 | 908 | - | 2,127 |
| Stained Glass Repairs Fund | 2,000 | - | - | 2,000 |
| Sutton House Lift Fund-Capital | 31,550 | 12,500 | - | 44,050 |
| Activities Fund | 8,470 | (5,429) | - | 3,041 |
| Sutton House Gym and Wellbeing Fund-Capital | <u>13,948</u> | <u>(207)</u> | <u>-</u> | <u>13,741</u> |
| | <u>396,356</u> | <u>(22,858)</u> | <u>13,164</u> | <u>386,662</u> |
| TOTAL FUNDS | <u><u>1,272,533</u></u> | <u><u>(62,946)</u></u> | <u><u>-</u></u> | <u><u>1,209,587</u></u> |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 1,221,201 | (1,261,289) | (40,088) |
| Headway Birmingham & Solihull Trading Company | <u>195,876</u> | <u>(195,876)</u> | <u>-</u> |
| | 1,417,077 | (1,457,165) | (40,088) |
| Restricted funds | | | |
| Carer's Services Fund | 90,943 | (103,348) | (12,405) |
| Leighton House Building Fund-Capital | - | (11,958) | (11,958) |
| Minibus Fund-Capital | - | (6,267) | (6,267) |
| IT Equipment Fund-Capital | 1,000 | (92) | 908 |
| Sutton House Lift Fund-Capital | 12,500 | - | 12,500 |
| Activities Fund | 5,109 | (10,538) | (5,429) |
| Sutton House Gym and Wellbeing Fund-Capital | <u>-</u> | <u>(207)</u> | <u>(207)</u> |
| | <u>109,552</u> | <u>(132,410)</u> | <u>(22,858)</u> |
| TOTAL FUNDS | <u><u>1,526,629</u></u> | <u><u>(1,589,575)</u></u> | <u><u>(62,946)</u></u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

20. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

| | At 1/4/20 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/21 £ |
|--|------------------|----------------------------------|------------------------------------|--------------------|
| Unrestricted funds | | | | |
| General fund | 693,003 | 98,502 | 76,672 | 868,177 |
| Designated fund- Motor vehicle | - | - | 8,000 | 8,000 |
| | <u>693,003</u> | <u>98,502</u> | <u>84,672</u> | <u>876,177</u> |
| Restricted funds | | | | |
| Carer's Services Fund | 71,049 | 13,623 | (84,672) | - |
| Leighton House Building Fund-Capital | 331,572 | (11,958) | - | 319,614 |
| People Carrier Fund-Capital | 1,658 | (1,658) | - | - |
| Minibus Fund-Capital | 25,822 | (6,267) | - | 19,555 |
| IT Equipment Fund-Capital | 1,219 | - | - | 1,219 |
| Stained Glass Repairs Fund | 2,000 | - | - | 2,000 |
| Sutton House Lift Fund-Capital | 11,200 | 20,350 | - | 31,550 |
| Activities Fund | 538 | 7,932 | - | 8,470 |
| Sutton House Gym and Wellbeing Fund-Capital | - | 13,948 | - | 13,948 |
| | <u>445,058</u> | <u>35,970</u> | <u>(84,672)</u> | <u>396,356</u> |
| TOTAL FUNDS | <u>1,138,061</u> | <u>134,472</u> | <u>-</u> | <u>1,272,533</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

20. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 1,295,112 | (1,196,610) | 98,502 |
| Headway Birmingham & Solihull Trading Company | <u>143,897</u> | <u>(143,897)</u> | <u>-</u> |
| | 1,439,009 | (1,340,507) | 98,502 |
| Restricted funds | | | |
| Carer's Services Fund | 163,660 | (150,037) | 13,623 |
| Leighton House Building Fund-Capital | - | (11,958) | (11,958) |
| People Carrier Fund-Capital | - | (1,658) | (1,658) |
| Minibus Fund-Capital | - | (6,267) | (6,267) |
| Sutton House Lift Fund-Capital | 20,350 | - | 20,350 |
| Activities Fund | 7,932 | - | 7,932 |
| Sutton House Gym and Wellbeing Fund-Capital | <u>13,948</u> | <u>-</u> | <u>13,948</u> |
| | <u>205,890</u> | <u>(169,920)</u> | <u>35,970</u> |
| TOTAL FUNDS | <u>1,644,899</u> | <u>(1,510,427)</u> | <u>134,472</u> |

Carer's Services Fund

This carer services work includes care carried out by Community Outreach workers and carer support and training co-ordinators.

Leighton House Building Fund-Capital

The second restricted fund relates to the purchase and development of Leighton House in Birmingham. Leighton House is used for social rehabilitation activities for brain injured people. Grants and donations were received to fund the original property purchase and development in July 2007. During subsequent years further grants were received to facilitate the building an annex and a foyer to provide much needed accommodation. The annexe was completed during the year ended 31 March 2017 and the foyer was complete in the year ended 31 March 2020. The property is subject to depreciation charge in accordance with the charity's accounting policies. A first legal charge is held on this property by the Lottery Board in respect of grant monies paid to the Charity in order to fund the property's original purchase.

People Carrier Fund-Capital

This grant was received to fund the purchase of a people carrier motor vehicle which the Charity will use in order to transport staff, carers and clients.

Minibus Fund-Capital

This grant was received to fund the purchase of the minibus which the Charity will use in order to transport staff, carers and clients.

IT Equipment Fund-Capital

This grant was received to purchase a new computer for use by clients and staff.

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

20. MOVEMENT IN FUNDS - continued

Stained Glass Repairs Fund

This grant was raised to repair the damaged stained glass window.

Sutton House Lift Fund-Capital

This fund has been raised to provide a lift for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Sutton House Gym and wellbeing Fund-Capital

This fund has been raised to provide a gym and equipment for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Activities Fund

This fund has been received to assist carers on the charity's premises with the provision of the social rehabilitation activities for brain injured people.

Designated Fund- Motor vehicle-Capital

This designated fund has been set aside by the trustees to provide an additional or replacement motor vehicle in future years.

21. CAPITAL COMMITMENTS

| | 2022 | 2021 |
|---|--------------|----------|
| | £ | £ |
| Contracted but not provided for in the financial statements | <u>3,834</u> | <u>-</u> |

22. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

23. POST BALANCE SHEET EVENTS

Although there has been easing of the quarantines put in place due to the global Covid-19 pandemic by the UK and other governments, there are still significant challenges to the sector in which Headway Birmingham & Solihull and its subsidiary operates.

The trustees are confident that the actions taken to mitigate the impact of reduced activity during the last two years have ensured that the Group has sufficient reserves to enable it to continue to progress and to re-build. Since re-opening, activity has increased and the trustees are taking steps to overcome the sector's challenge of recruiting staff.

In addition, the trustees are aware of the worsening UK economy and increased inflation rate and have considered the resultant impact on the Charity and its subsidiary's future costs.

Although, the trustees consider that an accurate estimate of the possible future impact cannot be made. The trustees confirm that they have considered the effect of any further uncertainties as known at date of signing associated to the impact of Covid -19 and the United Kingdom's economy when considering the group's going concern position.

HEADWAY BIRMINGHAM & SOLIHULL

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

24. PARENT COMPANY'S STATEMENT OF FINANCIAL ACTIVITIES

The parent company has taken advantage of the exemption permitted by Section 408 of the Companies Act 2006 and has not published its own Statement of Financial Activities. The total comprehensive income attributable to the parent company, was a deficit of £43,355 (2021 surplus of £134,472).

Headway Birmingham & Solihull

Services 2021/22

We provide a range of services to thousands of brain injured people and their cares/families. The numbers below give some indication of the work we provide.

1,257

Service Users
of all our services

1,200

Followers on Facebook
900 on Twitter

800 new users across
the year

77% carers received
support within 1
month of calling

59 new
carers
registered
& over

62
families had
case worker

Over
120
people
received
Lifestyle
services

78% of ABI users
reported that they had
made an improvement
in at least one of their
goal areas through
attending Headway

282 received advice,
information & support
via our enquiry line

22 safe-
guarding
issues
raised for
service
users

74 users of ABI services
in the year

227 people contacted in
hospital

59 carer assessments

86 1 to 1 support

52%
of users
now
supported
within 6 – 2
years post
injury

44 people employed a
1 to 1 Lifestyle worker in
the community across
the year

Over 25,000 hours
of support delivered

41 logs of positive
feedback and 'thank you'
messages

41 referrals to other
relevant organisations

19 group meets online

12 social meets

Over 28 families
received 1 to 1 counselling
sessions

95% of client
requests were able to
be met

35 families supported
with financial matters and
£30k won back at tribunal

HEADWAY BIRMINGHAM & SOLIHULL

England & Wales - Charity number 1008798

Accounts



DIRECTORS REPORT 2020-21



Reg. Charity No. 1008798

Company No. 2686647

REGISTERED COMPANY NUMBER: 02686647 (England and Wales)
REGISTERED CHARITY NUMBER: 1008798

HEADWAY BIRMINGHAM & SOLIHULL
(A COMPANY LIMITED BY GUARANTEE)

Report of the Trustees and Consolidated Financial Statements

for the Year Ended 31 March 2021

Eden Currie Limited
Chartered Accountants
and Statutory Auditor
2 Highlands Court
Cranmore Avenue
Solihull
West Midlands
B90 4LE

HEADWAY BIRMINGHAM & SOLIHULL

**Reference and Administrative Details
for the Year Ended 31 March 2021**

| | |
|----------------------------------|---|
| TRUSTEES | D G Chater (Chair) R Langton J Cassidy P Durham N Heera (resigned 8/12/2020) Mrs R M Kinning D De Silva (Treasurer) Mrs J E Campbell |
| COMPANY SECRETARY | R Langton |
| PATRON | Professor Toni Belli |
| CHIEF EXECUTIVE | Sue Tyler |
| REGISTERED OFFICE | Leighton House 20 Chapel Rise Rednal Birmingham West Midlands B45 9SN |
| REGISTERED COMPANY NUMBER | 02686647 (England and Wales) |
| REGISTERED CHARITY NUMBER | 1008798 |
| AUDITORS | Eden Currie Limited Chartered Accountants and Statutory Auditor 2 Highlands Court Cranmore Avenue Solihull West Midlands B90 4LE |

HEADWAY BIRMINGHAM & SOLIHULL

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HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the consolidated financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our Mission is "to promote greater understanding of all aspects of brain injury and provide support, information and services for people who have sustained brain injury, their families and carers".

Our Objectives are to:

- Promote awareness of brain injury & its consequences and actively seek to reduce potential incidents.
- Make services known to newly brain injured people/families at the earliest stage and throughout the whole journey
- Provide information, advice and support services for people with brain injuries, their families, carers and concerned professional people
- Provide specialised rehabilitative activities to assist people with brain injury to regain independence, continued recovery and re-integration into the community
- Develop links with appropriate agencies & establish working partnerships
- Maintain good governance, management and staff ratios

Code of Ethics

Headway Birmingham & Solihull have a set of 6 core values that will flow through our culture and behaviour and to which all employees, volunteers and Trustees are committed to:

Every day, we do our best to put our values into action through our work and our relationships with our users, business partners, communities and one another.

- Putting 'People First'

We support & care for our clients as we would like to be treated ourselves. Users will be treated with dignity and respect and we will always act in their best interest. We value all individuals and celebrate diversity.

- Being 'Safe'

Every client, person who works for or comes into contact with, Headway Birmingham & Solihull should be treated with dignity and respect and feel that they are in a safe and supportive environment.

- Being open, honest & accountable

We are open and honest with others and ourselves. We ensure that our interactions with people are above reproach and we maintain the confidentiality of those we work with. We accept constructive criticism. We accept responsibility & hold ourselves accountable for our work, actions and our results.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2021

- Striving for Excellence

We strive to deliver a service we are proud of through continuous improvements and are dedicated to providing the highest quality across all services. All staff should be passionate about the cause and be willing to give a bit more than '9 to 4' when the work requires this. We want Staff to be proud of their work and uphold our good name.

- Being professional & ethical

The charity and all who work for us shall always uphold the highest levels of institutional integrity and personal conduct. People work cohesively across all departments for the good of the whole of Headway BS and recognise and respect the value and strengths of each other.

- Doing 'more with less'

We use resources to the full, waste nothing and do only what we can do best as specialists. We strive to maintain our principles by the ability to organize all our assets - physical, financial and human - for maximum productivity. In this way, our services will be delivered with the highest quality and efficiency at the least possible cost providing excellent 'value for money'.

Public benefit

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, objectives and operations. They believe the provision of the range and services listed in this report enables Headway Birmingham & Solihull to meet its obligation to provide public benefit.

Volunteers

Headway Birmingham & Solihull makes extensive use of volunteers where appropriate and is extremely grateful for the contribution they make to the work of the charity. The number of volunteers fluctuates, but there were 90 volunteers who worked across the year, though due to the start of Covid-19 at the year end, we are not sure of how many were still with us by the end of March as our services were closed.

ACHIEVEMENT AND PERFORMANCE

How do we measure success?

As part of the wider 5-Year Strategy for the charity, we are committed to achieving results to meet our overall company objectives. We have many systems for monitoring results to ensure we keep evidence of our results in a clear and accessible format. Every department works towards set performance targets each year which are based on the aims, objectives and their performance indicators for each service. These target indicators are set in line with the Strategy and play a major part in the overall development of the charity and framework for future planning. Each Service Manager also identifies each of the targets that are relevant to specific staff and these are monitored on their quarterly staff review, so that everyone is involved.

The results give us a true indication of what we are achieving, or not, as well as identifying ways to improve. These measures also provide crucial outcomes which tell us if we are making a difference to people who have received our services. Each year following completion of the results the relevant managers update and add to the measures to ensure they remain appropriate and meet the changing needs of our users and services.

The following gives details of the key performance indicators and the risks and uncertainties for each department.

The full Performance report is available on request or via our website www.headway-bs.org.uk

**Report of the Trustees
for the Year Ended 31 March 2021**

ACHIEVEMENT AND PERFORMANCE

Acquired Brain Injury Programmes (ABIP)

We closed the doors to all our Hubs in April 2020 and did not open them again for the whole year. During this time, the staff set up new services that were delivered remotely via the internet, door-to-door and by telephone. We even managed to have a few outdoor/community meetups in the summer.

The team worked really hard to deliver a range of remote/daily services to all the clients during the 12 months, ensuring they were all supported through welfare calls, doorstep visits, shopping/deliveries, online support and so much more. The uptake of Zoom and clients using technology and social media, was positive for those able to use these. The teams have done some great, innovative work and some of which we hope to develop further post-pandemic.

However, this is not the same for all clients as many of them are so lonely. Some are unable to use the internet and for many they have stayed home deteriorating. Nothing can replace the 'face to face' contact and training they normally benefit from. Clients were desperate to get back to the Hubs.

Carer Services

Carer Services have been able to continue almost as normal for the whole year, but with assessments and client meets all being done remotely. We were able to easily transition to working from home without too many problems. Thanks to Forward Carers allowing provision for extra support sessions and 'safe and well' calls, we were able to keep in regular contact with vulnerable carers and stay within our deliverables. We were able to host a few outside groups last summer, but these were limited. Many of the staff have been working from home and we shall look at continuing this in part when we 'get back to normal'. The team also helped ABI Services in delivering the welfare calls and visits to clients and families.

We had to stop all our hospital visits but still maintained good contact and received referrals from the Clinical Lead at the Neuro floor of the Queen Elizabeth Hospital. Our outputs were all lower due to a reduced team of workers, but the hours of support given still remained the same.

We were not successful in getting continued funding from Henry Smith, but managed to reduce all hours across the team, in order to keep all of the posts, rather than having to lose individual jobs or staff. This will mean that the team is even more depleted and will be able to offer less hours of support. We will continue to seek further funding to increase hours again in the future, as the situation improves.

ACHIEVEMENT AND PERFORMANCE

Services In The Community

Lifestyle Services

Lifestyle Services was one of the services we were able to continue to offer throughout the year, due to people needing the 1 to 1 care. However, as we were unable to take clients to many of their usual activities (e.g. gym, sports, college etc), our number of hours delivered was considerably lower. We have also lost a considerable number of clients during this period. We were on track at the start of the year to reach our required sold hours target, but by the year end numbers had reduced considerably and we will need to start rebuilding once we can access more in the community again.

We appointed a new Service Manager during the year and we had already started to implement changes for improvement going forwards. We also have a new CQC Registered Manager appointed

Sports & Wellbeing

Due to COVID closures we were unable to run any of our sports activities in the community during the year.

Fundraising, Publicity And Partnerships

It was an extremely difficult year for our fundraising department as many charitable trusts changed their criteria to meet COVID recovery and were often targeted at charities who were about to collapse. All of our larger annual fundraising events such as the Family Fun Day, Fun Runs and Clients Christmas Party, had to be cancelled this year, leaving us with a hole in our fundraising targets. However, despite the difficulty, there were still some very positive achievements, which all went towards us surviving the year.

- We were unable to offer our Easter Fun Run, but still managed to raise awareness and maintain links through our remote Egg & Spoon Challenge
- We also organised our first Easter-themed raffle to replace lost income, which was well-received and raised £1,246 after costs
- Extended Social Media reach to 1,199 followers on Facebook & 831 on Twitter
- Launched funding appeal to raise money to replace damaged and stolen items
- Both restricted and unrestricted fundraising targets were met
- 122 applications made to charitable trusts
- 3 events throughout the year
- Christmas Grand Raffle did well again and raised 8% more than previous year
- Over £10k raised by individuals who fundraised
- 7 new and existing supporters
- Reached second round of application for new ABI programme
- We received a grant of £2,500 from The Lord Mayor of Birmingham's Charity, the first support received in nearly a decade.

Charity Shops

It was a dreadful year for our shops, entirely due to the pandemic. The restrictions linked to COVID meant we only managed to open for a few weeks during the year, and the rest of the time had to close our doors. The grants from the government helped us and thankfully we were also able to use the furlough scheme to keep our staff employed. This has enabled us to keep all of our shops going and we will be able to re-open them as restrictions ease. However, we did experience 'fly tipping' outside our shops during the pandemic and this caused complaints from neighbours and extra costs for us to get it removed.

We look forward to being able to open again in April 2021 and anticipate needing a focus on recruitment to attract new volunteers for our shops.

- We negotiated a new lease for the shop in Rubery from June 2021
- The three shops received nearly £40k in grants to help reduce our losses whilst closed due to COVID
- We managed to retain all our shop staff

**Report of the Trustees
for the Year Ended 31 March 2021**

ACHIEVEMENT AND PERFORMANCE

Quality

Lifestyle Services continued to meet the standards required of the Care Quality Commission and currently hold a GOOD rating. Our Head of Services took over as the Registered Manager. We still await the official launch of the new Service Standards produced by Headway UK and we continue to trial these at Headway Birmingham & Solihull.

We continue to assess against our internal standards but have no formal external audit yet for any service other than Lifestyles.

Health & Safety/Risk Assessment/Buildings

The team worked extremely hard reacting to changes required as a result of the pandemic. The Operations Manager (also Health & Safety Officer) worked with the CEO and department managers to ensure that we continuously updated COVID guidelines/protocols to work to and that we met all the government requirements. We had to ensure that all our Hubs were fully compliant and ready to receive clients once more as soon as we could open our doors in 2021. A great deal of extra work was also created dealing with monthly salary changes, furlough applications, invoice changes and much more.

The year saw us having to recruit a new Finance Administrator, who faced a challenging start in light of the COVID situation. We have been able to work with the Auditors to adjust our Management Accounting systems further.

- We increased the numbers using our website by over 400
- The Landlord at New Sutton House allowed us a quarter rent free, saving £16,500
- 123 payments made by using the website
- All items completed on time using the Schedule of Compliance
- All small building maintenance jobs completed within 1 month of reporting
- Now updating/replacing all IT equipment every 5 years according to new Inventory
- Met all budget targets despite dealing with COVID
- 63% of all staff have remained in the company pension scheme
- Signed new mobile phone contracts saving nearly £2k pa
- Having the Hubs closed allowed our Caretaker to catch up on painting and maintenance work

ACHIEVEMENT AND PERFORMANCE

Personnel Matters

We saw several staff changes across the personnel team and at the year end, now only have one Personnel Administrator. Due to COVID, we were unable to replace all posts. We are not sure how many of our volunteers we will have retained, one year on, but feel sure we will need to do a big volunteer recruitment drive once we can reopen.

Many of our staff have been on and off furlough as needed, but all have pulled together to help elsewhere as required. Equally, those who were required to work throughout worked twice as hard as ever, providing new services, dealing with the demands of COVID and help keeping the charity afloat.

It has given us the time to review and update many of our systems and procedures, and we can look forward to starting the new year with a clean slate.

- 75% of all our staff have now been in our employment for over 2 years
- 90% completed staff surveys
- Managers delivered over 15 coaching sessions around COVID
- 5 sessions supporting Mental Health for staff

Governance & Operations

Who could have predicted that we would spend the whole year dealing with the pandemic? This proved to be an extremely difficult year as we had to juggle both our budgets and our staffing in order to help us survive with as little impact as was possible. We had to make some adjustments to staffing early on, to anticipate the losses we knew would impact on our budgets. We were able to continue to offer many of our services, but in a different way, and have not been able to open any of our Hubs to clients for the whole 12-months.

Many staff were furloughed at some point throughout the year and it is only thanks to this support from government and local councils that we managed to come through this without too many losses. We received grants to cover our extra PPE costs and isolating staff, grants towards the shops and Birmingham City Council continued to pay for our clients throughout. Staff who remained working, had to work harder than ever to not only keep things running as normal, but to set up new types of services and to stay on top of COVID-19 rules and restrictions which were constantly changing.

We still managed to deliver some wonderful services to support everyone throughout the year. However, remote delivery certainly cannot replace the much greater benefits of 'face to face' contact, and by the year end, we had started to see signs of decline and clients losing motivation as well as suffering greater mental health issues. We desperately need to open up and get back to some kind of normal as soon as possible in the new year.

The positive impact of the pandemic is that it has given us a different perspective and made us rethink what we do and how we can operate differently in the future, incorporating some of the remote services and home working that we managed this year. It also emphasised how important face-to-face contact is for everyone, let alone those already isolated and struggling with a disability. We are now looking at a new Blended Services Model as part of our new 5 Year Strategy.

- A total number of 1,136 users in the year
- As a result of being in the health care sector, we have been able to offer weekly tests to all of our staff
- 83% of all our staff have received their first vaccine and 65% their second
- We hope to continue with the lift installation in New Sutton House once we re-open our 3 Hubs.
- We have in place room bubbles and screens as part of our readiness for getting clients back into our Hubs
- We introduced two new roles - Head of Services and Head of Operations. Two existing staff also gained promotions to Manager posts.

Report of the Trustees
for the Year Ended 31 March 2021

FINANCIAL REVIEW

Financial position

The results for the year are shown on page 15

Our clients are funded by a combination of Local Authorities, personal independence payments (PIP's) and self-funding. Over the past few years, due to the continuing financial restraints of these organisations we have only been able to secure minimum increases in the daily fees charged for existing clients. However, with various grants and donations from Companies together with other income, we have been able to continue to expand, within the community, our various services of supporting families of people with ABI. The Charity continues to have an ongoing professional structure able to support the delivery of our services and help towards securing the future, thanks to the support of volunteers and staff, and sound financial management

Financial and risk management objectives and policies

The Executive Board having looked at the main risks to the organisation, for example, not receiving any grant funding, or a possible fall in number of clients due to the financial restraints of Authorities, has established a policy whereby we should maintain unrestricted funds to cover between 3 and 6 months of expenditure.

Reserves policy

The budget for 2021/22 anticipates expenditure of £1.6 million during the year, indicating that unrestricted reserves should be in the range of £400,000 to £800,000. Unrestricted funds at 31 March 2021 were £876,177. The unrestricted fund includes £8,000 designated for the purchase of a motor vehicle and £370,075 allocated to fixed assets and therefore free reserves of £498,102. The free reserves at 31 March 2021 are at the lower end of the range required to ensure the charity has sufficient funds for continued operations.

FUTURE PLANS

We know we continue to face a huge challenge due to the Coronavirus Pandemic. We do not know what the final impact of this will be or how it will affect the long-term delivery of our services. We had initially hoped that post COVID we would be able to continue as normal, but this is clearly not the case. Our main focus is to ensure we have good planning and financial control throughout post COVID and ensure that we have robust systems that can be changed and tweaked to respond as necessary and appropriate.

We had great plans to grow into our new centre, New Sutton House, and to be able to secure sustainable funding for this our 3rd Hub. Clearly, we will continue to strive to ensure we retain this essential centre and offer services in North Birmingham.

We will attempt to maintain services wherever possible and make cuts and adjustments as required by the prevailing circumstances. There will need to be extremely close monitoring and planning throughout and our priority will be to keep everyone safe and hopefully employed.

We face an extremely difficult year and we trust that we can survive as a Charity still serving the needs of brain injured individuals and their families.

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.

Recruitment and appointment of new trustees

When selecting individuals for appointment as trustees, emphasis is placed on the prospective trustees' skills, knowledge and experience needed for effective administration of the charity.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

A carers' group for the relatives of head-injured persons in the West Midlands was formally established in 1983 and first registered as a charity in 1987. As activities expanded a more formal organisational structure was required and hence Headway (West Midlands) Ltd was constituted in 1992. On 21st March 2016, the Charity passed a special resolution changing its name to Headway Birmingham & Solihull from Headway (West Midlands) Ltd. It is a private company, limited by guarantee, registered at Cardiff, No. 2686647 and a registered charity, No. 1008798. Our principal aims concern the relief of suffering from the effects of brain injury. The Memorandum and Articles of Association impose no unusual restrictions on the way in which the company may operate nor lay down specific investment powers. We are affiliated to Headway UK - the Brain Injury Association, based at Nottingham.

Trustee directors

In accordance with our Articles of Association directors are elected by company members at the Annual General Meeting. In addition, the Executive Board has powers to fill any vacancies by co-option during the year. Due to the Coronavirus Pandemic and the various restrictions, it was not possible to hold normal Board Meetings throughout the year. The disciplines of monthly progress reports and Key Performance Indicators were maintained and circulated to all the Directors. Regular contact between the Chair of Trustees and the Chief Executive ensured strict monitoring of overall performance. In addition Board Meetings were held by video conference to discuss and approve key decisions. Following agreement of the Strategic Plan the proposed Budget for the following year is formally approved by the Executive Board. Quarterly reconciliations of Income and Expenditure are produced during the year to monitor progress against this agreed Budget. This was of key importance during this year as the full implications of the Pandemic unfolded.

Induction and training of new trustees

Trustees must make available to each new trustee on their first appointment: a copy of the Memorandum and any amendments made to it, a copy of the Charity's latest Annual Report and statement of accounts. Headway Birmingham & Solihull should emphasise the responsibilities of the Trustees detailed in the Report.

Key management remuneration

The trustees consider the board of directors, who are also the Charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All trustees give their time freely and no trustee received remuneration in the year ending 31 March 2021. The remuneration paid to the Charity's employees is reviewed annually and a performance related increase is made where appropriate. The pay is benchmarked against pay levels for other roles with similar responsibilities elsewhere within the sector.

Third party Indemnity provisions

The Charity has Indemnity insurance in place in respect of the Officers of the Charity at a cost of £227 per annum.

Related parties

Headway Birmingham & Solihull Trading Ltd. derives its income from Headway Birmingham & Solihull's charity shop outlets. Any profits generated by the Charity's subsidiary company are donated to the charity.

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees
for the Year Ended 31 March 2021

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Headway Birmingham & Solihull for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

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 group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable group 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 group and to 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 group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:


- there is no relevant audit information of which the charitable group's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Eden Currie Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

Approved by order of the board of trustees on 27 September 2021 and signed on its behalf by:


.....
D G Chater - Trustee

**Report of the Independent Auditors to the Members of
Headway Birmingham & Solihull**

Opinion

We have audited the financial statements of Headway Birmingham & Solihull (the 'charitable group') for the year ended 31 March 2021 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Consolidated Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable group's affairs as at 31 March 2021 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Report of the Independent Auditors to the Members of
Headway Birmingham & Solihull**

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- 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; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable group and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable group 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable group or to cease operations, or have no realistic alternative but to do so.

**Report of the Independent Auditors to the Members of
Headway Birmingham & Solihull**

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management, those charged with governance around actual and potential litigation and claims;
- Enquiry of entity staff to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.
- Performing audit work over the risk of understatement of income including substantive testing and obtaining corroborated explanations from Management.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of
Headway Birmingham & Solihull**

Use of our report

This report is made solely to the charitable group'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 group's members those matters we are required to state to them in an auditors' 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 group and the charitable group's members as a body, for our audit work, for this report, or for the opinions we have formed.

Eden Currie Limited

Paul Mannion ACA ACCA (Senior Statutory Auditor)
for and on behalf of Eden Currie Limited
Chartered Accountants
and Statutory Auditor
2 Highlands Court
Cranmore Avenue
Solihull
West Midlands
B90 4LE

Date: 27 September 2021

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|---|-------|-------------------------|-----------------------|--------------------------|--------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | 2 | 15,994 | 42,231 | 58,225 | 23,662 |
| Charitable activities | | | | | |
| ABIP (Acquired Brain Injury Programmes) | 5 | 648,286 | - | 648,286 | 749,600 |
| Lifestyle services | | 371,055 | - | 371,055 | 495,484 |
| Carers Services | | - | 163,659 | 163,659 | 175,838 |
| Government grants (Covid) | | 234,742 | - | 234,742 | - |
| Other trading activities | 3 | 168,241 | - | 168,241 | 210,089 |
| Investment income | 4 | 691 | - | 691 | 1,023 |
| Total | | 1,439,009 | 205,890 | 1,644,899 | 1,655,696 |
| EXPENDITURE ON | | | | | |
| Raising funds | | | | | |
| Other trading activities | 6 | 106,288 | - | 106,288 | 165,700 |
| | | 106,288 | - | 106,288 | 165,700 |
| Charitable activities | | | | | |
| ABIP (Acquired Brain Injury Programmes) | 7 | 773,759 | 10,935 | 784,694 | 624,963 |
| Lifestyle services | | 460,460 | 8,948 | 469,408 | 792,711 |
| Carers Services | | - | 150,037 | 150,037 | 118,321 |
| Total | | 1,340,507 | 169,920 | 1,510,427 | 1,701,695 |
| NET INCOME/(EXPENDITURE) | | 98,502 | 35,970 | 134,472 | (45,999) |
| Transfers between funds | 20 | 84,672 | (84,672) | - | - |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 693,003 | 445,058 | 1,138,061 | 1,184,060 |
| TOTAL FUNDS CARRIED FORWARD | | <u>876,177</u> | <u>396,356</u> | <u>1,272,533</u> | <u>1,138,061</u> |

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated and Charity Balance Sheet
31 March 2021

| | Notes | Group | | Charity | |
|--|-------|------------------|------------------|------------------|------------------|
| | | 2021 £ | 2020 £ | 2021 £ | 2020 £ |
| FIXED ASSETS | | | | | |
| Tangible assets | 14 | 709,244 | 742,670 | 708,326 | 739,435 |
| Investments | 15 | - | - | 100 | 100 |
| | | <u>709,244</u> | <u>742,670</u> | <u>708,426</u> | <u>739,535</u> |
| CURRENT ASSETS | | | | | |
| Debtors | 16 | 244,261 | 218,687 | 266,876 | 259,950 |
| Cash at bank and in hand | | <u>391,110</u> | <u>293,215</u> | <u>359,078</u> | <u>244,135</u> |
| | | 635,371 | 511,902 | 625,954 | 504,085 |
| CREDITORS | | | | | |
| Amounts falling due within one year | 17 | (72,082) | (116,511) | (61,847) | (105,559) |
| | | <u>563,289</u> | <u>395,391</u> | <u>564,107</u> | <u>398,526</u> |
| NET CURRENT ASSETS | | | | | |
| | | <u>563,289</u> | <u>395,391</u> | <u>564,107</u> | <u>398,526</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>1,272,533</u> | <u>1,138,061</u> | <u>1,272,533</u> | <u>1,138,061</u> |
| NET ASSETS | | <u>1,272,533</u> | <u>1,138,061</u> | <u>1,272,533</u> | <u>1,138,061</u> |
| FUNDS | 20 | | | | |
| Unrestricted funds: | | | | | |
| General fund | | 868,177 | 693,003 | 868,177 | 693,003 |
| Designated fund – motor vehicle | | <u>8,000</u> | - | <u>8,000</u> | - |
| | | 876,177 | 693,003 | 876,177 | 693,003 |
| Restricted funds: | | | | | |
| Carer's Services Fund | | - | 71,049 | - | 71,049 |
| Leighton House Building Fund | | 319,614 | 331,572 | 319,614 | 331,572 |
| People Carrier Fund | | - | 1,658 | - | 1,658 |
| Minibus Fund | | 19,555 | 25,822 | 19,555 | 25,822 |
| IT Equipment Fund | | 1,219 | 1,219 | 1,219 | 1,219 |
| Stained Glass Repairs Fund | | 2,000 | 2,000 | 2,000 | 2,000 |
| Sutton House Lift Fund | | 31,550 | 11,200 | 31,550 | 11,200 |
| Sutton House Gym Fund | | 13,948 | - | 13,948 | - |
| Activities Fund | | <u>8,470</u> | <u>538</u> | <u>8,470</u> | <u>538</u> |
| | | <u>396,356</u> | <u>445,058</u> | <u>396,356</u> | <u>445,058</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u>1,272,533</u> | <u>1,138,061</u> | <u>1,272,533</u> | <u>1,138,061</u> |

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated and Charity Balance Sheet - continued
31 March 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 27 September 2021 and were signed on its behalf by:


.....
D De Silva (Treasurer) - Trustee

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated Cash Flow Statement
for the Year Ended 31 March 2021

| Notes | 2021 £ | 2020 £ |
|---|----------------|------------------|
| Cash flows from operating activities | | |
| Cash generated from operations 1 | 100,672 | (33,143) |
| Finance costs | <u>(3,468)</u> | <u>(3,078)</u> |
| Net cash provided by/(used in) operating activities | <u>97,204</u> | <u>(36,221)</u> |
| Cash flows from investing activities | | |
| Purchase of tangible fixed assets | - | (101,079) |
| Interest received | <u>691</u> | <u>1,023</u> |
| Net cash provided by/(used in) investing activities | <u>691</u> | <u>(100,056)</u> |
| Change in cash and cash equivalents in the reporting period | | |
| | 97,895 | (136,277) |
| Cash and cash equivalents at the beginning of the reporting period | <u>293,215</u> | <u>429,492</u> |
| Cash and cash equivalents at the end of the reporting period | <u>391,110</u> | <u>293,215</u> |

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Cash Flow Statement
for the Year Ended 31 March 2021

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 2021 £ | 2020 £ |
|---|-----------------|-----------------|
| Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities) | 134,472 | (45,999) |
| Adjustments for: | | |
| Depreciation charges | 33,425 | 30,955 |
| Interest received | (691) | (1,023) |
| Finance costs | 3,468 | 3,078 |
| Increase in debtors | (25,574) | (59,316) |
| (Decrease)/increase in creditors | <u>(44,428)</u> | <u>39,162</u> |
| Net cash provided by/(used in) operations | <u>100,672</u> | <u>(33,143)</u> |

2. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1/4/20 £ | Cash flow £ | At 31/3/21 £ |
|--------------------------|----------------|----------------|-----------------|
| Net cash | | | |
| Cash at bank and in hand | <u>293,215</u> | <u>97,895</u> | <u>391,110</u> |
| | <u>293,215</u> | <u>97,895</u> | <u>391,110</u> |
| Total | <u>293,215</u> | <u>97,895</u> | <u>391,110</u> |

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable group, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound.

The financial statements consolidate the results of the charity and its wholly owned subsidiary Headway Birmingham & Solihull Trading Limited. The results of the subsidiary are consolidated within the Statement of Financial Activities (SOFA) on a line by line basis.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Critical accounting judgements and key sources of estimation uncertainty

In the application of the Group's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period to which it relates.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from charitable activities

Fees receivable and charges for services provided are accounted for in the period in which the service is provided.

Grants, donations and other income

Grants, donations and gifts are included in full in the Statement of Financial Activities when receivable.

Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Government grants have been received including wages and other grants relating to Covid. These have been recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

1. ACCOUNTING POLICIES - continued

Income

Donations are included gross of income tax credits where applicable. The value of services donated by volunteers is not included.

Retail income including income from clothing and other items donated for resale through the charity shops are in income from trading activities when the sale takes place.

Interest receivable is included on an accruals basis as is committed income from a fundraising event.

Income from legacies

Legacies are accounted for as incoming resources upon receipt or where the receipt of the legacy is virtually certain. This will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made, or property transferred, and once all conditions attached to the legacy have been fulfilled.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Allocation and apportionment of costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative and management payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a time basis.

Tangible fixed assets

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

| | |
|---|-------------------------------|
| Freehold property | - 2% on cost |
| Craft equipment | - 100% on cost |
| Office equipment, fixtures and fittings | - 50% on cost and 25% on cost |
| Motor vehicles | - 20% on cost |

All fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £500 are not capitalised.

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.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

1. ACCOUNTING POLICIES - continued**Fund accounting**

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.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable group operates a defined contribution pension scheme. Contributions payable to the charitable group's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Stock

The Charity receives donated goods which are sold in its subsidiary's Charity Shops. Donated goods are not recognised as stock as it is impractical to reliably measure the fair value of donated goods.

2. DONATIONS AND LEGACIES

| | 2021 | 2020 |
|-----------|---------------|---------------|
| | £ | £ |
| Donations | 11,537 | 3,639 |
| Grants | <u>46,688</u> | <u>20,023</u> |
| | <u>58,225</u> | <u>23,662</u> |

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

| | 2021 | 2020 |
|-----------------------|---------------|---------------|
| | £ | £ |
| Leighton House | - | 4,525 |
| Sports | 4,458 | 750 |
| Stained Glass Repairs | - | 1,000 |
| Sutton House-Lift | 20,350 | 11,700 |
| Activities | 7,932 | 2,048 |
| Sutton House -Gym | <u>13,948</u> | - |
| | <u>46,688</u> | <u>20,023</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

3. OTHER TRADING ACTIVITIES

| | 2021 | 2020 |
|---------------------------|----------------|----------------|
| | £ | £ |
| Fundraising income | 24,344 | 45,022 |
| Retail scheme income | - | 932 |
| Charity shop income | 78,902 | 164,135 |
| Government grants (Covid) | <u>64,995</u> | <u>-</u> |
| | <u>168,241</u> | <u>210,089</u> |

4. INVESTMENT INCOME

| | 2021 | 2020 |
|--------------------------|------------|--------------|
| | £ | £ |
| Deposit account interest | <u>691</u> | <u>1,023</u> |

5. INCOME FROM CHARITABLE ACTIVITIES

| | ABIP (Acquired Brain Injury Programmes) £ | Lifestyle services £ | Carers Services £ |
|---|--|----------------------------|-------------------------|
| ABIP (Acquired Brain Injury Programmes) | 648,286 | - | - |
| Services in the community | - | 371,055 | - |
| Community Fund Carer Services | - | - | 163,659 |
| Government grants (Covid) | <u>-</u> | <u>-</u> | <u>-</u> |
| | <u>648,286</u> | <u>371,055</u> | <u>163,659</u> |
| | | 2021 | 2020 |
| | Government grants | Total activities | Total activities |
| | £ | £ | £ |
| ABIP (Acquired Brain Injury Programmes) | - | 648,286 | 749,600 |
| Services in the community | - | 371,055 | 495,484 |
| Community Fund Carer Services | - | 163,659 | 175,838 |
| Government grants (Covid) | <u>234,742</u> | <u>234,742</u> | <u>-</u> |
| | <u>234,742</u> | <u>1,417,742</u> | <u>1,420,922</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

6. OTHER TRADING ACTIVITIES

| | 2021 | 2020 |
|--------------------|----------------|----------------|
| | £ | £ |
| Staff costs | 54,160 | 69,739 |
| Other direct costs | 61 | 31 |
| Support costs | <u>52,067</u> | <u>95,930</u> |
| | <u>106,288</u> | <u>165,700</u> |

7. CHARITABLE ACTIVITIES COSTS

| | Direct Costs (see note 8) | Support costs (see note 9) | Totals |
|--|---------------------------------|----------------------------------|------------------|
| | £ | £ | £ |
| ABIP (Acquired Brain Injury Programmes) | 554,651 | 230,043 | 784,694 |
| Lifestyle services | 401,366 | 68,042 | 469,408 |
| Carers Services | <u>95,805</u> | <u>54,232</u> | <u>150,037</u> |
| | <u>1,051,822</u> | <u>352,317</u> | <u>1,404,139</u> |

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

| | 2021 | 2020 |
|---------------------------------|------------------|------------------|
| | £ | £ |
| Staff costs | 880,167 | 1,022,810 |
| Premises | 88,665 | 125,025 |
| Communication and IT costs | 25,956 | 16,756 |
| Motor and travel costs | 20,223 | 33,105 |
| Bad debts | - | 253 |
| Sundry expenses | 2,819 | 6,986 |
| Legal and professional fees | 6,128 | 12,972 |
| Activities and associated costs | 5,939 | 28,048 |
| Depreciation | <u>21,925</u> | <u>19,291</u> |
| | <u>1,051,822</u> | <u>1,265,246</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

9. SUPPORT COSTS

| | Management £ | Governance costs £ | Totals £ |
|--|-----------------|--------------------------|----------------|
| Other trading activities | 50,089 | 1,978 | 52,067 |
| ABIP (Acquired Brain Injury Programmes) | 223,276 | 6,767 | 230,043 |
| Lifestyle services | 66,168 | 1,874 | 68,042 |
| Carers Services | <u>52,566</u> | <u>1,666</u> | <u>54,232</u> |
| | <u>392,099</u> | <u>12,285</u> | <u>404,384</u> |

Support costs, included in the above, are as follows:

Management

| | Other trading activities £ | ABIP (Acquired Brain Injury Programmes) £ | Lifestyle services £ |
|---|-------------------------------------|--|----------------------------|
| Wages | - | 149,696 | 41,844 |
| Social security | - | 12,735 | 3,557 |
| Pensions | - | 2,859 | 800 |
| Premises | 35,213 | 21,200 | 6,539 |
| Administration and other costs | - | - | - |
| Communication and IT costs | 6,028 | 13,063 | 1,755 |
| Motor and travel costs | 1,379 | 241 | 67 |
| Sundry expenses | 2,404 | 6,730 | 2,015 |
| Fundraising costs | - | - | - |
| Legal and professional fees | 678 | 2,357 | 2,808 |
| Activities and associated costs | 297 | 8,090 | 2,299 |
| Depreciation of tangible and heritage assets | 2,316 | 5,051 | 4,133 |
| Finance costs | <u>1,774</u> | <u>1,254</u> | <u>351</u> |
| | <u>50,089</u> | <u>223,276</u> | <u>66,168</u> |

| | Carers Services £ | 2021 Total activities £ | 2020 Total activities £ |
|--------------------------------|-------------------------|----------------------------------|----------------------------------|
| Wages | 34,268 | 225,808 | 186,804 |
| Social security | 3,191 | 19,483 | 13,358 |
| Pensions | 718 | 4,377 | 3,886 |
| Premises | 6,412 | 69,364 | 77,379 |
| Administration and other costs | - | - | 414 |
| Communication and IT costs | 1,570 | 22,416 | 17,343 |
| Motor and travel costs | <u>61</u> | <u>1,748</u> | <u>1,776</u> |
| Carried forward | 46,220 | 343,196 | 300,960 |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

9. SUPPORT COSTS - continued

Management - continued

| | Carers Services £ | 2021 Total activities £ | 2020 Total activities £ |
|--|-------------------------|----------------------------------|----------------------------------|
| Brought forward | 46,220 | 343,196 | 300,960 |
| Sundry expenses | 1,693 | 12,842 | 13,896 |
| Fundraising costs | - | - | 2,078 |
| Legal and professional fees | 2,496 | 8,339 | 11,874 |
| Activities and associated costs | 2,068 | 12,754 | 14,170 |
| Depreciation of tangible and heritage assets | - | 11,500 | 11,664 |
| Finance costs | 89 | 3,468 | 3,078 |
| | <u>52,566</u> | <u>392,099</u> | <u>357,720</u> |

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2021 £ | 2020 £ |
|--|--------------|--------------|
| Auditors' remuneration | 12,285 | 8,960 |
| Depreciation - owned assets | 33,426 | 30,955 |
| Operating leases - Land and buildings | 75,652 | 24,062 |
| Operating leases - Plant and machinery | <u>1,818</u> | <u>2,761</u> |

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

The charity considers its key management personnel comprise of the Chief Executive Officer, Head of Operations Manager, Head of Services, ABI Services Manager, Lifestyles Manager, Fundraising Manager and Carer Services Managers whose employee benefits for the year ended 31 March 2021 total £192,264 (2020: £184,972).

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

11. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

The trustees did not have any expenses reimbursed during the year (2019: £nil).

12. STAFF COSTS

| | 2021 £ | 2020 £ |
|-----------------------|-------------------------|-------------------------|
| Wages and salaries | 1,098,055 | 1,205,266 |
| Social security costs | 69,437 | 72,145 |
| Other pension costs | <u>16,503</u> | <u>19,186</u> |
| | <u><u>1,183,995</u></u> | <u><u>1,296,597</u></u> |

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

| | 2021 | 2020 |
|-----------------------|------------------|------------------|
| Charity staff | 71 | 80 |
| Trading company staff | <u>5</u> | <u>4</u> |
| | <u><u>76</u></u> | <u><u>84</u></u> |

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

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|--|----------------------------|--------------------------|---------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | 3,639 | 20,023 | 23,662 |
| Charitable activities | | | |
| ABIP (Acquired Brain Injury Programmes) | 749,600 | - | 749,600 |
| Lifestyle services | 495,484 | - | 495,484 |
| Carers Services | - | 175,838 | 175,838 |
| Other trading activities | 210,089 | - | 210,089 |
| Investment income | <u>1,023</u> | <u>-</u> | <u>1,023</u> |
| Total | 1,459,835 | 195,861 | 1,655,696 |
| EXPENDITURE ON | | | |
| Raising funds | | | |
| Other trading activities | <u>165,700</u> | <u>-</u> | <u>165,700</u> |
| | 165,700 | - | 165,700 |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|--|----------------------------|--------------------------|---------------------|
| Charitable activities | | | |
| ABIP (Acquired Brain Injury Programmes) | 580,398 | 44,565 | 624,963 |
| Lifestyle services | 750,404 | 42,307 | 792,711 |
| Carers Services | - | 118,321 | 118,321 |
| | <hr/> | <hr/> | <hr/> |
| Total | 1,496,502 | 205,193 | 1,701,695 |
| | <hr/> | <hr/> | <hr/> |
| NET INCOME/(EXPENDITURE) | (36,667) | (9,332) | (45,999) |
| | <hr/> | <hr/> | <hr/> |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 729,670 | 454,390 | 1,184,060 |
| | <hr/> | <hr/> | <hr/> |
| TOTAL FUNDS CARRIED FORWARD | <u>693,003</u> | <u>445,058</u> | <u>1,138,061</u> |

14. TANGIBLE FIXED ASSETS

| Group | Freehold property £ | Craft equipment £ | Office equipment, fixtures and fittings £ | Motor vehicles £ | Totals £ |
|--------------------------------------|---------------------------|-------------------------|--|------------------------|------------------|
| COST | | | | | |
| At 1 April 2020 and 31 March 2021 | <u>814,300</u> | <u>5,092</u> | <u>85,835</u> | <u>101,582</u> | <u>1,006,809</u> |
| DEPRECIATION | | | | | |
| At 1 April 2020 | 120,790 | 5,092 | 71,232 | 67,025 | 264,139 |
| Charge for year | <u>13,049</u> | <u>-</u> | <u>10,410</u> | <u>9,967</u> | <u>33,426</u> |
| At 31 March 2021 | <u>133,839</u> | <u>5,092</u> | <u>81,642</u> | <u>76,992</u> | <u>297,565</u> |
| NET BOOK VALUE | | | | | |
| At 31 March 2021 | <u>680,461</u> | <u>-</u> | <u>4,193</u> | <u>24,590</u> | <u>709,244</u> |
| At 31 March 2020 | <u>693,510</u> | <u>-</u> | <u>14,603</u> | <u>34,557</u> | <u>742,670</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

14. TANGIBLE FIXED ASSETS continued

| Charity | Freehold property £ | Craft equipment £ | Office equipment, fixtures and fittings £ | Motor vehicles £ | Totals £ |
|--------------------------------------|---------------------------|-------------------------|--|------------------------|----------------|
| COST | | | | | |
| At 1 April 2020 and 31 March 2021 | <u>808,845</u> | <u>5,092</u> | <u>79,709</u> | <u>101,582</u> | <u>995,228</u> |
| DEPRECIATION | | | | | |
| At 1 April 2020 | 116,426 | 5,092 | 67,250 | 67,025 | 255,793 |
| Charge for year | <u>11,958</u> | <u>-</u> | <u>9,184</u> | <u>9,967</u> | <u>31,109</u> |
| At 31 March 2021 | <u>128,384</u> | <u>5,092</u> | <u>76,434</u> | <u>76,992</u> | <u>286,902</u> |
| NET BOOK VALUE | | | | | |
| At 31 March 2021 | <u>680,461</u> | <u>-</u> | <u>3,275</u> | <u>24,590</u> | <u>708,326</u> |
| At 31 March 2020 | <u>692,419</u> | <u>-</u> | <u>12,459</u> | <u>34,557</u> | <u>739,435</u> |

15 INVESTMENTS

Company Investments – Shares in Subsidiary undertaking

| | 2021 £ | 2020 £ |
|-------------|------------|------------|
| Cost | <u>100</u> | <u>100</u> |

The investment comprises of a 100% holding of the ordinary share capital of Headway Birmingham & Solihull Trading Limited, a company registered in England and Wales.

The principal activity of Headway Birmingham & Solihull Trading Limited was that of operating charity shops.

The profits earned by the subsidiary are donated to the charity. A summary of the subsidiary's results are shown below:

| | 2021 £ | 2020 £ |
|---------------------------------------|------------------|------------------|
| Turnover | 78,902 | 164,135 |
| Government grants (Covid) | 64,995 | - |
| Direct costs and administration costs | <u>(106,289)</u> | <u>(137,060)</u> |
| Net profit | <u>37,608</u> | <u>27,075</u> |
| Amount donated to the charity | <u>(37,608)</u> | <u>(27,075)</u> |
| Retained in subsidiary | <u>-</u> | <u>-</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

The assets and liabilities of the subsidiary were:

| | 2021 | 2020 |
|--------------------------------------|-----------------|-----------------|
| | £ | £ |
| Fixed assets | 918 | 3,234 |
| Current assets | 37,255 | 60,647 |
| Current liabilities | <u>(38,073)</u> | <u>(63,781)</u> |
| Total net assets | <u>100</u> | <u>100</u> |
| Aggregate share capital and reserves | <u>100</u> | <u>100</u> |

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| Group | 2021 | 2020 |
|---|----------------|----------------|
| | £ | £ |
| Trade debtors | 218,285 | 175,376 |
| Other debtors | 2,700 | 5,500 |
| VAT | 990 | - |
| Prepayments and accrued income | <u>22,286</u> | <u>37,811</u> |
| | <u>244,261</u> | <u>218,687</u> |
| Charity | 2021 | 2020 |
| | £ | £ |
| Trade debtors | 218,285 | 174,292 |
| Other debtors | 2,700 | 2,700 |
| Prepayments and accrued income | 18,240 | 30,129 |
| Amounts due from subsidiary undertaking | <u>27,651</u> | <u>52,829</u> |
| | <u>266,876</u> | <u>259,950</u> |

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| Group | 2021 | 2020 |
|------------------------------|---------------|----------------|
| | £ | £ |
| Trade creditors | 13,186 | 31,624 |
| Other creditors | 17,386 | 22,965 |
| Accruals and deferred income | <u>41,510</u> | <u>61,922</u> |
| | <u>72,082</u> | <u>116,511</u> |
| Charity | 2021 | 2020 |
| | £ | £ |
| Trade creditors | 7,575 | 25,917 |
| Other creditors | 17,325 | 22,426 |
| Accruals and deferred income | <u>36,947</u> | <u>57,216</u> |
| | <u>61,847</u> | <u>105,559</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

18. LEASING AGREEMENTS

Group

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2021 | 2020 |
|----------------------------|----------------|----------------|
| | £ | £ |
| Within one year | 74,752 | 84,418 |
| Between one and five years | <u>157,083</u> | <u>232,005</u> |
| | <u>231,835</u> | <u>316,423</u> |

Charity

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2021 | 2020 |
|----------------------------|----------------|----------------|
| | £ | £ |
| Within one year | 74,614 | 66,818 |
| Between one and five years | <u>157,014</u> | <u>222,322</u> |
| | <u>231,628</u> | <u>289,140</u> |

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Group

| | Unrestricted funds | Restricted funds | 2021 Total funds | 2020 Total funds |
|---------------------|--------------------|------------------|------------------|------------------|
| | £ | £ | £ | £ |
| Fixed assets | 370,075 | 339,169 | 709,244 | 742,670 |
| Investments | - | - | - | - |
| Current assets | 571,307 | 64,064 | 635,371 | 511,902 |
| Current liabilities | <u>(65,205)</u> | <u>(6,877)</u> | <u>(72,082)</u> | <u>(116,511)</u> |
| | <u>876,505</u> | <u>396,356</u> | <u>1,272,533</u> | <u>1,138,061</u> |

Charity

| | Unrestricted funds | Restricted funds | 2021 Total funds | 2020 Total funds |
|---------------------|--------------------|------------------|------------------|------------------|
| | £ | £ | £ | £ |
| Fixed assets | 369,157 | 339,169 | 708,326 | 739,435 |
| Investments | 100 | - | 100 | 100 |
| Current assets | 561,890 | 64,064 | 625,954 | 504,085 |
| Current liabilities | <u>(54,970)</u> | <u>(6,877)</u> | <u>(61,847)</u> | <u>(105,559)</u> |
| | <u>876,177</u> | <u>396,356</u> | <u>1,272,533</u> | <u>1,138,061</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

20. MOVEMENT IN FUNDS

| | At 1/4/20 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/21 £ |
|--------------------------------|------------------|----------------------------------|------------------------------------|--------------------|
| Unrestricted funds | | | | |
| General fund | 693,003 | 98,502 | 76,672 | 868,177 |
| Designated fund- Motor vehicle | - | - | 8,000 | 8,000 |
| | 693,003 | 98,502 | 84,672 | 876,177 |
| Restricted funds | | | | |
| Carer's Services Fund | 71,049 | 13,623 | (84,672) | - |
| Leighton House Building Fund | 331,572 | (11,958) | - | 319,614 |
| People Carrier Fund | 1,658 | (1,658) | - | - |
| Minibus Fund | 25,822 | (6,267) | - | 19,555 |
| IT Equipment Fund | 1,219 | - | - | 1,219 |
| Stained Glass Repairs Fund | 2,000 | - | - | 2,000 |
| Sutton House Lift Fund | 11,200 | 20,350 | - | 31,550 |
| Activities Fund | 538 | 7,932 | - | 8,470 |
| Sutton House Gym Fund | - | 13,948 | - | 13,948 |
| | 445,058 | 35,970 | (84,672) | 396,356 |
| TOTAL FUNDS | <u>1,138,061</u> | <u>134,472</u> | <u>-</u> | <u>1,272,533</u> |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 1,295,112 | (1,196,610) | 98,502 |
| Headway Birmingham & Solihull Trading Company | 143,897 | (143,897) | - |
| | 1,439,009 | (1,340,507) | 98,502 |
| Restricted funds | | | |
| Carer's Services Fund | 163,660 | (150,037) | 13,623 |
| Leighton House Building Fund | - | (11,958) | (11,958) |
| People Carrier Fund | - | (1,658) | (1,658) |
| Minibus Fund | - | (6,267) | (6,267) |
| Sutton House Lift Fund | 20,350 | - | 20,350 |
| Activities Fund | 7,932 | - | 7,932 |
| Sutton House Gym Fund | 13,948 | - | 13,948 |
| | 205,890 | (169,920) | 35,970 |
| TOTAL FUNDS | <u>1,644,899</u> | <u>(1,510,427)</u> | <u>134,472</u> |

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

20. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

| | At 1/4/19 £ | Net movement in funds £ | At 31/3/20 £ |
|------------------------------|------------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 729,670 | (36,667) | 693,003 |
| Restricted funds | | | |
| Carer's Services Fund | 68,259 | 2,790 | 71,049 |
| Leighton House Building Fund | 338,460 | (6,888) | 331,572 |
| Sports Fund | 10,094 | (10,094) | - |
| People Carrier Fund | 5,358 | (3,700) | 1,658 |
| Minibus Fund | 30,000 | (4,178) | 25,822 |
| IT Equipment Fund | 1,219 | - | 1,219 |
| Stained Glass Repairs Fund | 1,000 | 1,000 | 2,000 |
| Sutton House Lift Fund | - | 11,200 | 11,200 |
| Activities Fund | - | 538 | 538 |
| | <u>454,390</u> | <u>(9,332)</u> | <u>445,058</u> |
| TOTAL FUNDS | <u>1,184,060</u> | <u>(45,999)</u> | <u>1,138,061</u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 1,295,701 | (1,332,368) | (36,667) |
| Headway Birmingham & Solihull Trading Company | <u>164,134</u> | <u>(164,134)</u> | <u>-</u> |
| | 1,459,835 | (1,496,502) | (36,667) |
| Restricted funds | | | |
| Carer's Services Fund | 175,838 | (173,048) | 2,790 |
| Leighton House Building Fund | 4,525 | (11,413) | (6,888) |
| Sports Fund | 750 | (10,844) | (10,094) |
| People Carrier Fund | - | (3,700) | (3,700) |
| Minibus Fund | - | (4,178) | (4,178) |
| Stained Glass Repairs Fund | 1,000 | - | 1,000 |
| Sutton House Lift Fund | 11,700 | (500) | 11,200 |
| Activities Fund | <u>2,048</u> | <u>(1,510)</u> | <u>538</u> |
| | <u>195,861</u> | <u>(205,193)</u> | <u>(9,332)</u> |
| TOTAL FUNDS | <u>1,655,696</u> | <u>(1,701,695)</u> | <u>(45,999)</u> |

20. MOVEMENT IN FUNDS - continued

Carer's Services Fund

This carer services work includes care carried out by Community Outreach workers and carer support and training co-ordinators.

Leighton House Building Fund

The second restricted fund relates to the purchase and development of Leighton House in Birmingham. Leighton House is used for social rehabilitation activities for brain injured people. Grants and donations were received to fund the original property purchase and development in July 2007. During subsequent years further grants were received to facilitate the building an annex and a foyer to provide much needed accommodation. The annexe was completed during the year ended 31 March 2017 and the foyer was complete in the year ended 31 March 2020. The property is subject to depreciation charge in accordance with the charity's accounting policies. A first legal charge is held on this property by the Lottery Board in respect of grant monies paid to the Charity in order to fund the property's original purchase.

Sports Fund

This grant was received to fund a Community Sports project for brain injured people and their families to attend. The fund covers the cost of a project coordinator and specifically targeted appropriate sporting activities which would otherwise be impossible to undertake because of the barriers caused by brain injury.

People Carrier Fund

This grant was received to fund the purchase of a people carrier motor vehicle which the Charity will use in order to transport staff, carers and clients.

Minibus Fund

This grant was received to fund the purchase of the minibus which the Charity will use in order to transport staff, carers and clients.

IT Equipment Fund

This grant was received to purchase a new computer for use by clients and staff.

Stained Glass Repairs Fund

This grant was raised to repair the damaged stained glass window.

Sutton House Lift Fund

This fund has been raised to provide a lift for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Sutton House Gym Fund

This fund has been raised to provide a gym and equipment for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Activities Fund

This fund has been received to assist carers on the charity's premises with the provision of the social rehabilitation activities for brain injured people.

Designated Fund- Motor vehicle

This designated fund has been set aside by the trustees to provide an additional or replacement motor vehicle in future years.

HEADWAY BIRMINGHAM & SOLIHULL

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

21. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

22. POST BALANCE SHEET EVENTS

The global Covid-19 pandemic and the associated quarantines put in place by the UK and other governments present significant challenges to the sector in which Headway Birmingham & Solihull and its subsidiary operates.

The trustees are confident that the actions taken to mitigate the impact of reduced activity have ensured that the Group has continued to make satisfactory progress based on results to date.

Although, the trustees consider that an estimate of the possible future impact cannot be made. The trustees confirm that they have considered the effect of any further uncertainties as known at date of signing associated to the impact of Covid -19 when considering the group's going concern position.

23. PARENT COMPANY'S STATEMENT OF FINANCIAL ACTIVITIES

The parent company has taken advantage of the exemption permitted by Section 408 of the Companies Act 2006 and has not published its own Statement of Financial Activities. The total comprehensive income attributable to the parent company, was a surplus of £134,472 (2020 deficit of £45,999).

Headway Birmingham & Solihull

Services 2020/21

We provide a range of services to thousands of brain injured people and their cares/families. The numbers below give some indication of the work we provide.

1,136

Service Users
of all of our services

1,063

Posts on Facebook with
31,651 clients engaged

136 people per week
supported remotely
during covid

Over **5000** calls &
visits to include food
shopping/deliveries

257 received advice,
information & support
via our enquiry line

91 new
carers
registered
& over

52
families had
case worker

Over
116
people
received
Lifestyle
services

45% of ABI users
reported that remote
services were vital
during lockdown, but
they couldn't wait for
face to face services

10
people
were
supported
with 'end
of life care'

28% received wellbeing
calls & support

104 people contacted in
hospital

10 referred from GPs

135 1 to 1 support

75%
of staff
have been
with HBS
over 2
years

31 people employed a
1 to 1 Lifestyle worker in
the community across
the year

Over **20,000** hours
of support delivered

36 complements received
from users

60 referrals to other
relevant organisations

70 mind & body
sessions online

Over **157** Zoom
sessions attracting **1,866**
participants

Over **499** posts on
Twitter with **74** new
followers

32 families supported
with financial matters and
£43k won back at tribunal