

**REGISTERED COMPANY NUMBER: 02665296 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1021036**

**HEADWAY SWINDON AND DISTRICT**

**UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2023**

**HEADWAY SWINDON AND DISTRICT**  
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**FOR THE YEAR ENDED 31 DECEMBER 2023**

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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

The charity's purpose is set out in the objects set out in its governing documents:

- 1 To relieve persons resident in Swindon, Wiltshire and the surrounding area who have suffered head injury or brain damage through illness or accident.
- 2 To assist their families including co-habitees and dependents of such persons who are in need as is charitable in law.

We review our objectives, aims and activities on an annual basis. Our aims remain as follows:

Headway Swindon is committed to making a positive change in the lives of people with a brain injury, their families and their carers by providing help, information and ongoing support. We listen to those with brain injuries to find out what's important to them and then provide a tailored Cognitive Rehabilitation Therapy programme of tasks and activities to help them achieve their goals. At Headway Swindon, people with brain injuries come first and are valued and respected. We committed to helping each and every one reach their full potential so that they can be themselves and live as independent lives as possible. We believe that all brain injuries matter - no injury is too slight to ignore or too severe to lose hope. Everyone recovers at their own pace and some people can continue to develop new pathways in their brain for many years after injury. Headway Swindon is committed to raising public and professional awareness of acquired brain injury and the needs of people with brain injuries, their families and their carers.

Our vision is to be recognised as the regional centre of excellence for cognitive rehabilitation offering the latest techniques and programmes available to maximise independence and quality of life, whilst offering a full programme of support and information to carers and families of brain injury survivors.

The charity receives fees from local authorities towards the costs of the charity's services provided to service users. Fees are also received from private users and the NHS. The remaining costs of the charity are met by income generated by grants and from fundraising and donations.

**How we deliver our objectives and aims**

The charity is principally engaged in the provision of a day care centre providing cognitive and social rehabilitation and support for clients with brain injuries, and their families and carers. The centre is run at Avocet House, The Dorcan Centre, Swindon this is also the registered office of the charity.

**Main focus for the year**

In 2023 we have focused on increasing our client numbers following the hardships and effects of Covid. We have been able to raise our profile within the community through talks to GP surgeries, Social Prescribers, Hospital and through the voluntary sector. We have been able to support the Stroke team within the Hospital through our Hospital Liaison services and this means we are able to offer early intervention to both the patient and family at a time of need. All of which means returning to face to face interactions which are essential for people who have suffered a brain injury.

We have focused on streamlining our CRM systems to adapt to the changes in services that we provide, ensuring our data is of excellent quality enabling us to monitor the services we provide and drawing reports to promote the services around brain injury.

To continue to meet with partners to shape brain injury services in Swindon and Wiltshire through collaboration. Working alongside Change Grow Live for alcohol and drug services supporting an understanding of addiction and brain injury as well as supporting people with their mental well-being with increased therapeutic sessions.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**OBJECTIVES AND ACTIVITIES**

**Who used and benefited from our services?**

The majority of clients who attended the Headway Swindon centre in 2023 are Swindon residents (58), with (10) resident in North Wiltshire, and (1) in Oxfordshire. 39% of our attendees were female, a gradual increase from previous years, and reflecting national statistics on brain injury. Our service is available to adults, with 2023 attendees' ages ranging from 22-85, and is based on an initial assessment where we gather information about their injury and how it affects them to ensure we can help the individual and that they feel comfortable in our environment.

Equal access for all people is very important for us and we take care to make everyone welcome, irrespective of protected characteristics. We welcome diversity within our staff team, volunteers and attendees, and strive to reach all communities. The specialist requirements for assisting children preclude the charity from providing services to children with brain injury under the age of sixteen.

We are very conscious that brain injury does not only affect the individuals who attend our centre, it can also have a major impact on their families, friends and carers. We provide advice and support, through our helpline or in person, and have a resource centre full of information to help people understand the effects of brain injury.

**Public benefit**

The public benefit provided by the charity is the provision of information, services and support to people with a brain injury, and their families and carers, who live in Swindon and the surrounding including Wiltshire, Gloucestershire, Oxfordshire and Berkshire. The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and are satisfied that the public benefit requirements are fully met. There are no private benefits made available to the charity's Trustees.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

**Operational Statistics**

The total number of clients that were funded for help from our service throughout the year was 72. Client numbers remained relatively steady throughout the year, dropping from 58 in the first quarter to 57 by the end of the year. We continue to work alongside health and social care professionals building our profile, supporting the referral process and enabling more people to gain the support of our services.

**Client Activities**

This year we were able to provide 78 sessions each week a mixture of 1:1 and group sessions. This allows people to gain the personal tailored support of, have the time to discuss worries and concerns as well as supporting them with correspondence and encouraging goal setting and achievements. Group sessions encourage peer support and reduce isolation, build self-esteem and work on their collective goals such as communication, memory and cooking and budgeting.

Each attendee has a dedicated keyworker with whom every 12 weeks they review, set goals and outcomes and ensure their well-being is being monitored. This is in line with their person-centered plans and their progress towards these goals and outcomes is monitored to show progress of these goals and outcomes.

The focus of the goals and outcomes were around the following:

- Community Links
- Life skills general
- Life Skills cooking
- Building confidence, social skills/behaviours
- Learning skills
- Communication
- Mental well-being
- Health & Well-being
- Brain injury Cognitive Behaviour Therapy
- Drug and alcohol
- Woodwork

As a charity fundraising is important to be able to fund many activities to enable attendees to achieve these outcomes and provide a holistic variety of activities.

We value working with other professional bodies within the community and this year we were able to continue the work with Enterprise Works to support the woodwork sessions, CGL to support attendees with substance misuse, The Salvation Army Recycles to support one attendee to volunteer to fix bikes using his skills and building self-esteem. Working in this way also builds connections within the community to better understand brain injury and the effects of brain injuries.

We continue to offer well-being calls when attendees are not able to attend. Our focus is also to support families of people with brain injuries to provide advice and a listening ear in challenging times. We have also provided bespoke support to and advice to attendees about benefits and how to manage their finances, support medical appointments and in some cases providing prompts to attend appointments for those with memory problems.

Our regular volunteer workforce is vital in supporting our team and attendees. We also offer student work placements for T-Level, City & Guilds and Degree qualifications.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**FINANCIAL REVIEW**

**Financial position**

**Operational Income**

The majority of our income comes from the daily rate that we charge clients to attend the centre, the majority of whom are supported by social services. We also receive an annual grant of £32,200 from Swindon Borough Council (SBC) towards the infrastructure that is required to support all Swindon residents.

Due to a slight decrease in client numbers during the year, our operational income decreased slightly to £260,828 vs £263,807 in 2022.

**Fundraising**

Grant income decreased from £65,006 to £9,661. This difference was largely accounted for by the fact that we had received a £40,000 grant the previous year.

Our income from donations and fundraising events reduced slightly from £17,299 to £14,193. Both Grants and Fundraising have been impacted by a reallocation of job roles and a prioritisation of service delivery.

As always, the Trustees are very grateful to those who support Headway Swindon & District in work that is widely acknowledged to be necessary. Donations make all the difference to our clients.

**Operational costs**

Expenditure decreased from £389,497 to £359,955. Our largest expense is staffing costs which decreased from £272,223 to £234,955 as a result of the aforementioned restructure.

The rent will be subject to a 5-year rent review, next due in October 2025, in line with local market rates. The expected cost for building dilapidations are being written off over 10 years.

**Performance review**

The financial outcome for the year was a deficit of £ £26,468. This was due to a reduction in the number of people using the service, both as a result of our success in helping people move on to independence and also due to a lower number of referrals from health and social care professionals.

**Reserves policy**

Reserves are reviewed periodically to ensure that, as far as possible, they are maintained at a level that will enable the service to continue for a period of approximately eight months following a cessation or diminution of current income. The reserves policy also considers the financial commitment arising from the terms of the lease that Headway Swindon and District has entered into in respect of its premises. Reserves also need to be built so that if we cannot stay and refurbish our current premises at lease end in 2030 the charity will have sufficient reserves to fund another move and refurbishment project. £80,000 has been set aside so far towards refurbishment, repairs and/or dilapidations costs. Reserves in 2023 meet the reserves policy of 8 months operational cost.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**FUTURE PLANS**

Our priority for the year ahead is to continue to listen and champion the voice of the person with lived experience. Provide good quality services to people who have sustained a brain injury. To be able to increase the work we provide through Hospital Liaison with early intervention and reach more patients and families. Provide services within community hubs to work on prevention as well as being able to reduce barriers to services within the community.

Review and launch a new website, leaflet and social media to highlight the great services we offer.

Continue to work collaboratively and building relationships with Swindon Borough Council, Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board, Swindon VCSE for the benefit of those who need services.

Our pilot contract with Swindon Borough Council which was due to end in June 2024 has been extended for another year and we will continue to review the services provided to ensure they remain the focus for people with a brain injury and their families.

The future remains challenging, but I remain confident that Headway Swindon & District will continue to address the needs of those who require our services and that the Charity is well served by staff and trustees to ensure a continuing exciting and progressive future.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Headway Swindon is a company limited by guarantee (number 2665296), incorporated in November 1991, and registered as a charity (number 1021036) in May 1993. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In event of the company being wound up members are required to contribute an amount not exceeding £1.

**Recruitment and appointment of new trustees**

Recruitment and appointment of the Management Committee

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity.

The trustees undertake a skills audit to ensure that collectively they have sufficient expertise and experience to ensure the charity is managed effectively.

Trustees are familiar with the practical work of the charity having been encouraged to spend time in the centre interacting with clients and staff. Trustees are encouraged to attend courses offered by organisations such as Voluntary Action Swindon and Wiltshire Community Foundation, and to read the Charity Commission's guide "The Essential Trustee". Page 5

**Organisational structure**

Headway Swindon is affiliated to Headway the brain injury association, a registered charity (number 1025852).

Headway Swindon has a Management Committee of 4 members who meet every 3 months and are responsible for the strategic direction and financial oversight of the charity. A finance sub-committee of trustees plus the Chief Executive Officer meet as and when appropriate (a minimum of twice a year).

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive Officer together with the Operations Manager. The Chief Executive Officer is responsible for ensuring that charity delivers the services specified, key performance indicators are met and requirements of funders are fulfilled. They manage the staff team and ensure adequate training and development opportunities are provided. The Operations Manager supports the day to day operation of the centre and look at the introduction of new grant funded projects and services.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Related parties**

Headway Swindon and District has no related parties transactions.

**Risk management**

The Management Committee, together with the Chief Executive, have established a risk register for the charity that is reviewed at least annually. Where possible systems or procedures have been established to mitigate these risks. Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, clients and visitors to the centre. Adherence to the Headway UK Governance and Service Standards, audited annually, ensures that we consistently deliver a quality service.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

02665296 (England and Wales)

**Registered Charity number**

1021036

**Registered office**

Ground Floor, Avocet House  
The Dorcan Complex, Faraday Road  
Dorcan  
SWINDON  
Wiltshire  
SN3 5HQ

**Trustees**

The trustees serving during the year and since the year end were as follows:

Mr I J M Reynolds

Mr S Brazington

Mr D Green

Mr N Sharland

Ms L L'Estrange (Appointed on 14 September 2022, resigned 1 August 2023)

Mr A J Cook (Appointed on 18 February 2024)

**Company Secretary**

Mr D Green

**Independent Examiner**

Morris Owen

Chartered Accountants

43-45 Devizes Road

SWINDON

Wiltshire

SN1 4BG

**Bankers**

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill

West Malling

Kent

ME19 4JQ



**HEADWAY SWINDON AND DISTRICT (REGISTERED NUMBER: 02665296)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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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 5 July 2024 and signed on its behalf by:

DocuSigned by:  
  
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Mr S Brazington - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HEADWAY SWINDON AND DISTRICT**

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**Independent examiner's report to the trustees of Headway Swindon and District ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*I. Sumbler*

Mr I Sumbler FCCA

Morris Owen  
Chartered Accountants  
43-45 Devizes Road  
SWINDON  
Wiltshire  
SN1 4BG

Date: ..... *9.7.2024* .....

**HEADWAY SWINDON AND DISTRICT**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	Unrestricted funds £	Restricted funds £	<b>2023 Total funds £</b>	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		<b>21,139</b>	-	<b>21,139</b>	9,994
<b>Charitable activities</b>	5				
Charitable Community		<b>300,905</b>	<b>3,884</b>	<b>304,789</b>	364,347
Fundraising activities	3	<b>3,055</b>	-	<b>3,055</b>	7,303
Investment income	4	<b>4,504</b>	-	<b>4,504</b>	1,110
<b>Total</b>		<b>329,603</b>	<b>3,884</b>	<b>333,487</b>	382,754
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Charitable Community		<b>352,773</b>	<b>7,182</b>	<b>359,955</b>	389,496
<b>NET INCOME/(EXPENDITURE)</b>		<b>(23,170)</b>	<b>(3,298)</b>	<b>(26,468)</b>	(6,742)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<b>365,821</b>	<b>12,867</b>	<b>378,688</b>	385,430
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>342,652</b>	<b>9,568</b>	<b>352,220</b>	378,688

The notes form part of these financial statements

STATEMENT OF FINANCIAL POSITION  
31 DECEMBER 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>					
Intangible assets	11	1,440	2,621	4,061	6,490
Tangible assets	12	100,968	5,949	106,917	124,327
		<u>102,408</u>	<u>8,570</u>	<u>110,978</u>	<u>130,817</u>
<b>CURRENT ASSETS</b>					
Debtors	13	71,683	-	71,683	37,564
Cash at bank and in hand		259,227	998	260,225	304,300
		<u>330,910</u>	<u>998</u>	<u>331,908</u>	<u>341,864</u>
<b>CREDITORS</b>					
Amounts falling due within one year	14	(10,666)	-	(10,666)	(13,993)
<b>NET CURRENT ASSETS</b>		<u>320,244</u>	<u>998</u>	<u>321,242</u>	<u>327,871</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>422,652</u>	<u>9,568</u>	<u>432,220</u>	<u>458,688</u>
<b>PROVISIONS FOR LIABILITIES</b>	16	(80,000)	-	(80,000)	(80,000)
<b>NET ASSETS</b>		<u>342,652</u>	<u>9,568</u>	<u>352,220</u>	<u>378,688</u>
<b>FUNDS</b>	17				
Unrestricted funds				342,652	365,821
Restricted funds				9,568	12,867
<b>TOTAL FUNDS</b>				<u>352,220</u>	<u>378,688</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

**HEADWAY SWINDON AND DISTRICT (REGISTERED NUMBER: 02665296)**

**STATEMENT OF FINANCIAL POSITION - continued  
31 DECEMBER 2023**

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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 5 July 2024 and were signed on its behalf by:

DocuSigned by:  
  
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Mr S Brazington - Trustee

**HEADWAY SWINDON AND DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

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**1. CHARITY INFORMATION**

The charity is incorporated, limited by guarantee and registered at the Charity Commission for England & Wales.

The registered office is Avocet House, The Dorcan Complex, Faraday Road, Swindon, SN3 5HQ.

These financial statements are presented in British Pounds (GBP), which is the charity's functional and presentational currency.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, 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.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**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.

**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.

**Tangible fixed assets**

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

Improvements to property	- Over the term of the lease
Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 25% on cost

**Taxation**

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

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2023

### 2. ACCOUNTING POLICIES - continued

#### Fund accounting

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 3. FUNDRAISING ACTIVITIES

	2023	2022
	£	£
Fundraising events	<u>3,055</u>	<u>7,303</u>

### 4. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	<u>4,504</u>	<u>1,110</u>

### 5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2023	2022
		£	£
Client funding	Charitable Community	<b>260,828</b>	263,808
Daily client contributions	Charitable Community	<b>2,101</b>	3,333
Contract payment	Charitable Community	<b>32,200</b>	32,200
Grants	Charitable Community	<b>9,660</b>	65,006
		<u><b>304,789</b></u>	<u>364,347</u>

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

	2023	2022
	£	£
Local authority services	<u>9,660</u>	<u>65,006</u>

### 6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation - owned assets	<b>17,770</b>	17,695
Deficit on disposal of fixed assets	<b>193</b>	1,104
Computer software amortisation	<u><b>2,429</b></u>	<u>2,815</u>

**HEADWAY SWINDON AND DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2023 nor for the year ended 31st December 2022.

**8. STAFF COSTS**

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

	<b>2023</b>	2022
	<b>12</b>	14
Charitable activities	<u>          </u>	<u>          </u>

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

No employees received a salary in excess of £60,000.

**9. INDEPENDENT EXAMINERS FEES**

	2023	2022
	£	£
Statutory accounts production & external scrutiny	2,304	2,154
	<u>2,304</u>	<u>2,154</u>

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	9,994	-	9,994
<b>Charitable activities</b>			
Charitable Community	310,780	53,567	364,347
Fundraising activities	7,303	-	7,303
Investment income	1,110	-	1,110
<b>Total</b>	<u>329,187</u>	<u>53,568</u>	<u>382,755</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable Community	331,383	58,113	389,496
<b>NET INCOME/(EXPENDITURE)</b>	(2,196)	(4,546)	(6,742)
<b>Transfers between funds</b>	(1,384)	1,384	-
<b>Net movement in funds</b>	(3,580)	(3,162)	(6,742)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	369,401	16,029	385,430



# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2023

### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>365,821</b>	<b>12,867</b>	<b>378,688</b>

### 11. INTANGIBLE FIXED ASSETS

	Computer software £
<b>COST</b>	
At 1 January 2023 and 31 December 2023	<b>12,144</b>
<b>AMORTISATION</b>	
At 1 January 2023	<b>5,654</b>
Charge for year	<b>2,429</b>
At 31 December 2023	<b>8,083</b>
<b>NET BOOK VALUE</b>	
At 31 December 2023	<b>4,061</b>
At 31 December 2022	<b>6,490</b>

### 12. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2023	<b>169,881</b>	<b>27,995</b>	<b>21,287</b>	<b>219,163</b>
Additions	-	-	<b>553</b>	<b>553</b>
Disposals	-	-	<b>(1,241)</b>	<b>(1,241)</b>
At 31 December 2023	<b>169,881</b>	<b>27,995</b>	<b>20,599</b>	<b>218,475</b>
<b>DEPRECIATION</b>				
At 1 January 2023	<b>65,250</b>	<b>12,108</b>	<b>17,478</b>	<b>94,836</b>
Charge for year	<b>13,250</b>	<b>2,266</b>	<b>2,254</b>	<b>17,770</b>
Eliminated on disposal	-	-	<b>(1,048)</b>	<b>(1,048)</b>
At 31 December 2023	<b>78,500</b>	<b>14,374</b>	<b>18,684</b>	<b>111,558</b>
<b>NET BOOK VALUE</b>				
At 31 December 2023	<b>91,381</b>	<b>13,621</b>	<b>1,915</b>	<b>106,917</b>
At 31 December 2022	<b>104,631</b>	<b>15,887</b>	<b>3,809</b>	<b>124,327</b>

# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2023

### 13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Other debtors	43,633	19,189
Prepayments and accrued income	28,050	18,375
	<u>71,683</u>	<u>37,564</u>

### 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	3,834	4,562
Social security and other taxes	3,374	3,959
Other creditors	1,273	3,305
Accruals and deferred income	2,185	2,167
	<u>10,666</u>	<u>13,993</u>

### 15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2023	2022
	£	£
Within one year	31,660	31,660
Between one and five years	126,640	126,640
In more than five years	60,679	92,339
	<u>218,979</u>	<u>250,639</u>

### 16. PROVISIONS FOR LIABILITIES

#### Dilapidations

No further provision of has been made in the year, leaving the total provision as at 31 December 2023 as £60,000. This is to reflect the need for a dilapidations provision on the premises at Faraday Road Dorcan to be built up over 10 years.

#### Redecoration

No further provision of has been made in the year, leaving the total provision as at 31 December 2023 as £12,000. This is to reflect the need to carry out decoration and replacement floor covering throughout the facility before the end of the lease term. This is in addition to any dilapidation costs that might also be incurred, and this is being built up over the same time frame.

#### Roof Repairs

It is anticipated that there will be a pro rata share of roof repairs likely to be required before the end of the lease term. A provision of £8,000 was made in 2017 in full to reflect the potential liability arising.

# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2023

### 17. MOVEMENT IN FUNDS

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
<b>Unrestricted funds</b>			
General fund	365,821	(23,170)	342,652
<b>Restricted funds</b>			
Big Lottery Fund	85	(85)	-
Wiltshire Community Foundation	2,081	(1,273)	808
Co-op Community Grant 2017	778	(117)	661
National Lottery Cook Book 2019	175	(62)	113
National Lottery Community Fund	1,541	(582)	959
WCF Salesforce Fund	3,826	(1,521)	2,305
Scottish Power Foundation 2022 - Mental Health	4,381	(657)	3,724
TE Global - Education Workshops	-	998	998
	<u>12,867</u>	<u>(3,298)</u>	<u>9,568</u>
<b>TOTAL FUNDS</b>	<u>378,688</u>	<u>(26,468)</u>	<u>352,220</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	329,603	(352,773)	(23,170)
<b>Restricted funds</b>			
Big Lottery Fund	-	(85)	(85)
Wiltshire Community Foundation	-	(1,273)	(1,273)
Co-op Community Grant 2017	-	(117)	(117)
National Lottery Cook Book 2019	-	(61)	(61)
National Lottery Community Fund	-	(582)	(582)
WCF Salesforce Fund	1,500	(3,021)	(1,521)
Scottish Power Foundation 2022 - Mental Health	-	(657)	(657)
TE Global - Education Workshops	2,384	(1,386)	998
	<u>3,884</u>	<u>(7,182)</u>	<u>(3,298)</u>
<b>TOTAL FUNDS</b>	<u>333,487</u>	<u>(359,955)</u>	<u>(26,468)</u>

**HEADWAY SWINDON AND DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**17. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
<b>Unrestricted funds</b>				
General fund	369,401	(2,196)	(1,384)	365,821
<b>Restricted funds</b>				
Respite Care	490	(490)	-	-
Big Lottery Fund	171	(86)	-	85
Wiltshire Community Foundation	4,102	(2,021)	-	2,081
Co-op Community Grant 2017	915	(137)	-	778
National Lottery Cook Book 2019	281	(106)	-	175
SBC Infection Control Grant	3,894	(3,894)	-	-
National Lottery Community Fund	2,176	(635)	-	1,541
WCF Salesforce Fund	4,000	(1,558)	1,384	3,826
Scottish Power Foundation 2022 - Mental Health	-	4,381	-	4,381
	<u>16,029</u>	<u>(4,546)</u>	<u>1,384</u>	<u>12,867</u>
<b>TOTAL FUNDS</b>	<u>385,430</u>	<u>(6,742)</u>	<u>-</u>	<u>378,688</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	329,187	(331,383)	(2,196)
<b>Restricted funds</b>			
Respite Care	-	(490)	(490)
Big Lottery Fund	-	(86)	(86)
Wiltshire Community Foundation	-	(2,021)	(2,021)
Co-op Community Grant 2017	-	(137)	(137)
National Lottery Cook Book 2019	-	(106)	(106)
SBC Infection Control Grant	6,665	(10,559)	(3,894)
National Lottery Community Fund	-	(635)	(635)
Rapid Test Fund	1,166	(1,166)	-
WCF Salesforce Fund	-	(1,558)	(1,558)
Scottish Power Foundation 2022 - Mental Health	40,000	(35,619)	4,381
Vaccines Funding	777	(777)	-
Workforce Retention and Recruitment	4,959	(4,959)	-
	<u>53,567</u>	<u>(58,113)</u>	<u>(4,546)</u>
<b>TOTAL FUNDS</b>	<u>382,754</u>	<u>(389,496)</u>	<u>(6,742)</u>



# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2023

### 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
<b>Unrestricted funds</b>				
General fund	369,401	(25,366)	(1,384)	342,652
<b>Restricted funds</b>				
Respite Care	490	(490)	-	-
Big Lottery Fund	171	(171)	-	-
Wiltshire Community Foundation	4,102	(3,294)	-	808
Co-op Community Grant 2017	915	(254)	-	661
National Lottery Cook Book 2019	281	(167)	-	113
SBC Infection Control Grant	3,894	(3,894)	-	-
National Lottery Community Fund	2,176	(1,217)	-	959
WCF Salesforce Fund	4,000	(3,079)	1,384	2,305
Scottish Power Foundation 2022 - Mental Health	-	3,724	-	3,724
TE Global - Education Workshops	-	998	-	998
	<u>16,029</u>	<u>(7,844)</u>	<u>1,384</u>	<u>9,568</u>
<b>TOTAL FUNDS</b>	<u>385,430</u>	<u>(33,210)</u>	<u>-</u>	<u>352,220</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	658,789	(684,155)	(25,366)
<b>Restricted funds</b>			
Respite Care	-	(490)	(490)
Big Lottery Fund	-	(171)	(171)
Wiltshire Community Foundation	-	(3,294)	(3,294)
Co-op Community Grant 2017	-	(254)	(254)
National Lottery Cook Book 2019	-	(167)	(167)
SBC Infection Control Grant	6,665	(10,559)	(3,894)
National Lottery Community Fund	-	(1,217)	(1,217)
Rapid Test Fund	1,166	(1,166)	-
WCF Salesforce Fund	1,500	(4,579)	(3,079)
Scottish Power Foundation 2022 - Mental Health	40,000	(36,276)	3,724
Vaccines Funding	777	(777)	-
Workforce Retention and Recruitment	4,959	(4,959)	-
TE Global - Education Workshops	2,386	(1,388)	998
	<u>57,453</u>	<u>(65,297)</u>	<u>(7,844)</u>
<b>TOTAL FUNDS</b>	<u>716,242</u>	<u>(749,452)</u>	<u>(33,210)</u>

## HEADWAY SWINDON AND DISTRICT

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2023

#### 17. MOVEMENT IN FUNDS - continued

<b>Fund name</b>	<b>Purpose and restriction</b>
Respite care	To provide respite for those suffering from brain injuries, and their families and carers, at the trustees' discretion.
Big Lottery Fund	To provide therapeutic activities. This figure represents remaining IT asset value.
Wiltshire Community Foundation	To provide an occupational therapist service and related equipment for the centre. The reported figure represents remaining asset value
Co-op Community Grant	To provide chairs for clients to use in the main centre. The reported figure represents remaining asset value.
National Lottery Cook Book 2019	To design and produce a cook book that is specifically tailored for brain injury survivors. This includes investment in a laptop.
Community Outbreak Fund	To reduce inequalities affecting COVID-19 safety and infection management in Swindon and to encourage and support COVID-19 safe behaviours and vaccine take up.
Rapid Test Fund	To pay for costs associated with training and carrying out lateral flow testing
WCF Salesforce	To invest in further development of a CRM database to reflect changes to the service as a result of the pandemic
Scottish Power Foundation 2022 - Mental Health	To provide a mindfulness room and mindfulness sessions for clients
Vaccines Funding	Reimbursing staff for costs associated with getting vaccine
Workforce Retention and Recruitment	Training of staff in the centre

#### 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023 or for the year ended 31 March 2022.

#### 19. COMPANY LIMITED BY GUARANTEE

The company is limited by the guarantee of the members. The liability of the members is limited to £1 upon the winding up of the company.