

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

**HEADWAY SWINDON AND DISTRICT**

**UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2024**

**HEADWAY SWINDON AND DISTRICT**  
**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

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	<b>Page</b>
<b>Report of the Trustees</b>	1 to 7
<b>Independent Examiner's Report</b>	8
<b>Statement of Financial Activities</b>	9
<b>Statement of Financial Position</b>	10 to 11
<b>Notes to the Financial Statements</b>	12 to 20

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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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 2024. 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 2024, we have dedicated our efforts to expanding our client base and strengthening our presence within the community. Through engagement with GP surgeries, Social Prescribers, Hospitals, and the voluntary sector, we have successfully raised awareness and provided crucial support.

Our Hospital Liaison services have been instrumental in offering timely intervention to patients and their families during critical moments. Face-to-face interactions have proven invaluable in supporting individuals recovering from brain injuries.

We have enhanced our approach to assessment by refining the use of tools like QOLIBRI and Outcome Star. This improvement allows us to maintain high-quality data, enabling better monitoring of our services and more effective promotion of brain injury support.

A significant milestone has been the establishment of our client forum group, which empowers individuals to have a voice in Headway's direction and advocate for the needs of those with brain injuries. Additionally, we've updated our promotional materials, such as our website and leaflet, to better connect with and support the community.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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**OBJECTIVES AND ACTIVITIES**

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

The total number of clients that were funded for help from our service throughout the year was 65. Client numbers remained relatively steady throughout the year, dropping from 58 in the first quarter to 56 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.

**Public benefit**

Who used and benefited from our services?

The majority of clients who attended the Headway Swindon centre in 2024 are Swindon residents (56), with (7) resident in Wiltshire, and (2) in Oxfordshire. 65% of our attendees were male, an increase from the previous year (61%), and beginning to move away from reflecting the national statistics on brain injury (55% Male, 45% Female - although this data is now over five years old). Our service is available to adults, with 2024 attendees' ages ranging from 23-80, 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 areas**

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 2024**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

This year we were able to provide 82 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:

- " Cognitive abilities
- " Community Links
- " Life skills
- " Building confidence, social skills/behaviours
- " Learning skills
- " Communication
- " Mental well-being
- " Health & Well-being
- " Brain injury Cognitive Behaviour Therapy
- " Brain injury education

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 to work with CGL to support attendees with substance misuse. Signposting to other services is vital in ensuring people gain a variety of support. 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 2024**

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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 an increase in attendances and an uplift to our fee, operational income increased to £294,362 vs £260,828 in 2023.

**Fundraising**

Grant income decreased from £9,661 to £4000. This difference was due to a lack of capacity in the team to drive grant applications. We are looking at ways we can remedy this in 2025.

Our income from donations and fundraising events increased from £24,193 to £54,553. This was due to a legacy of £35,000 being received.

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 stayed relatively inline with the previous year at £359,043 from £359,955. Our largest expense is staffing costs which rose slightly from £234,955 to £240,948, largely accounted for by the wage increase decided on in our annual pay review.

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. We continue to work with our landlord to reduce our footprint.

**Performance review**

The financial outcome for the year was a surplus of £ £34,666. This was due to a greater number of attendances recorded across the year (current clients requesting additional sessions) and a concerted effort to implement more prudent and effective strategies to increase financial stability and ensure the sustainability of the charity.

**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 2024 meet the reserves policy of 8 months operational cost.



**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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**FUTURE PLANS**

Our priority for 2025 is to continue to ensure that the voice of people with lived experience is championed and heard. To work on strengthening the services we provide, work together with partners to provide early intervention and prevention strategies for people with ABI/TBI injuries.

Working alongside voluntary and statutory sectors we aim to improve on the great work provided in 2024. Increase our presence with Great Western Hospital through our Hospital Liaison service, providing support to patients, families and staff at the right time in their recovery. Work collaboratively with Swindon Borough Council, Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board and Swindon VCSE to benefit people within our catchment area.

Strengthen our client forum to support Headway Swindon to be a presence in the community and be a voice for people with ABI/TBI. Develop our carer/family support services expanding from a drop-in service.

In 2025, we remain dedicated to advocating for and empowering individuals with ABI/TBI, ensuring they receive the support they need at every stage of their journey. By fostering meaningful collaborations, enhancing our services, and amplifying the voices of those with lived experience, we will continue to make a lasting impact in our community. Together, we will build a more inclusive and supportive future for all.

**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 2024**

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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  
Mr A J Cook

**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



**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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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 June 2025 and signed on its behalf 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 2024.

**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: ..... *6.6.2025* .....

**HEADWAY SWINDON AND DISTRICT**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

	Notes	Unrestricted funds £	Restricted funds £	<b>2024 Total funds £</b>	2023 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		<b>51,625</b>	-	<b>51,625</b>	21,139
<b>Charitable activities</b>	5				
Charitable Community		<b>329,048</b>	<b>4,000</b>	<b>333,048</b>	304,790
Fundraising activities	3	<b>2,928</b>	-	<b>2,928</b>	3,054
Investment income	4	<b>6,108</b>	-	<b>6,108</b>	4,504
<b>Total</b>		<b>389,709</b>	<b>4,000</b>	<b>393,709</b>	333,487
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Charitable Community		<b>352,567</b>	<b>6,476</b>	<b>359,043</b>	359,955
<b>NET INCOME/(EXPENDITURE)</b>		<b>37,142</b>	<b>(2,476)</b>	<b>34,666</b>	(26,468)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<b>342,652</b>	<b>9,568</b>	<b>352,220</b>	378,688
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>379,794</b>	<b>7,092</b>	<b>386,886</b>	352,220

The notes form part of these financial statements



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

**STATEMENT OF FINANCIAL POSITION  
31 DECEMBER 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
<b>FIXED ASSETS</b>					
Intangible assets	11	741	891	1,632	4,061
Tangible assets	12	86,635	5,821	92,456	106,917
		<u>87,376</u>	<u>6,712</u>	<u>94,088</u>	110,978
<b>CURRENT ASSETS</b>					
Debtors	13	71,330	-	71,330	71,683
Cash at bank and in hand		309,183	380	309,563	260,225
		<u>380,513</u>	<u>380</u>	<u>380,893</u>	331,908
<b>CREDITORS</b>					
Amounts falling due within one year	14	(8,095)	-	(8,095)	(10,666)
<b>NET CURRENT ASSETS</b>		<u>372,418</u>	<u>380</u>	<u>372,798</u>	321,242
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		459,794	7,092	466,886	432,220
<b>PROVISIONS FOR LIABILITIES</b>	16	(80,000)	-	(80,000)	(80,000)
<b>NET ASSETS</b>		<u>379,794</u>	<u>7,092</u>	<u>386,886</u>	352,220
<b>FUNDS</b>	17				
Unrestricted funds				379,794	342,652
Restricted funds				7,092	9,568
<b>TOTAL FUNDS</b>				<u>386,886</u>	352,220

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

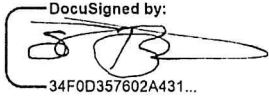
- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus 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.

**STATEMENT OF FINANCIAL POSITION - continued**  
**31 DECEMBER 2024**

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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 June 2025 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 2024**

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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 2024

### 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

	2024	2023
	£	£
Fundraising events	<u>2,928</u>	<u>3,054</u>

### 4. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>6,108</u>	<u>4,504</u>

### 5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2024	2023
		£	£
Client funding	Charitable Community	294,362	260,828
Daily client contributions	Charitable Community	2,486	2,101
Contract payment	Charitable Community	32,200	32,200
Grants	Charitable Community	<u>4,000</u>	<u>9,661</u>
		<u>333,048</u>	<u>304,790</u>

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

	2024	2023
	£	£
Local authority services	-	9,661
Voluntary sector grants	<u>4,000</u>	<u>-</u>
	<u>4,000</u>	<u>9,661</u>

### 6. NET INCOME/(EXPENDITURE)

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

	2024	2023
	£	£
Depreciation - owned assets	15,783	17,770
Deficit on disposal of fixed assets	96	193
Computer software amortisation	<u>2,429</u>	<u>2,429</u>

# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2024

### 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2024 nor for the year ended 31st December 2023.

### 8. STAFF COSTS

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

	<b>2024</b>	2023
	<b>12</b>	12
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

	2024	2023
	£	£
Statutory accounts production & external scrutiny	2,808	2,304
	<u>2,808</u>	<u>2,304</u>

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

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	21,139	-	21,139
<b>Charitable activities</b>			
Charitable Community	300,904	3,885	304,789
Fundraising activities	3,055	-	3,055
Investment income	4,504	-	4,504
<b>Total</b>	<u>329,602</u>	<u>3,885</u>	<u>333,487</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable Community	<u>352,773</u>	<u>7,182</u>	<u>359,955</u>
<b>NET INCOME/(EXPENDITURE)</b>	(23,171)	(3,297)	(26,468)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	365,822	12,866	378,688
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>342,651</u>	<u>9,569</u>	<u>352,220</u>

# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2024

### 11. INTANGIBLE FIXED ASSETS

	Computer software £
<b>COST</b>	
At 1 January 2024 and 31 December 2024	<b>12,144</b>
<b>AMORTISATION</b>	
At 1 January 2024	<b>8,083</b>
Charge for year	<b>2,429</b>
At 31 December 2024	<b>10,512</b>
<b>NET BOOK VALUE</b>	
At 31 December 2024	<b>1,632</b>
At 31 December 2023	<b>4,061</b>

### 12. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2024	<b>169,881</b>	<b>27,995</b>	<b>20,599</b>	<b>218,475</b>
Additions	-	-	<b>1,418</b>	<b>1,418</b>
Disposals	-	<b>(238)</b>	-	<b>(238)</b>
At 31 December 2024	<b>169,881</b>	<b>27,757</b>	<b>22,017</b>	<b>219,655</b>
<b>DEPRECIATION</b>				
At 1 January 2024	<b>78,500</b>	<b>14,374</b>	<b>18,684</b>	<b>111,558</b>
Charge for year	<b>13,250</b>	<b>2,025</b>	<b>508</b>	<b>15,783</b>
Eliminated on disposal	-	<b>(142)</b>	-	<b>(142)</b>
At 31 December 2024	<b>91,750</b>	<b>16,257</b>	<b>19,192</b>	<b>127,199</b>
<b>NET BOOK VALUE</b>				
At 31 December 2024	<b>78,131</b>	<b>11,500</b>	<b>2,825</b>	<b>92,456</b>
At 31 December 2023	<b>91,381</b>	<b>13,621</b>	<b>1,915</b>	<b>106,917</b>

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

	2024 £	2023 £
Other debtors	<b>18,610</b>	43,633
Prepayments and accrued income	<b>52,720</b>	28,050
	<b>71,330</b>	<b>71,683</b>



# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2024

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

	2024	2023
	£	£
Trade creditors	309	3,834
Social security and other taxes	3,575	3,374
Other creditors	1,403	1,273
Accruals and deferred income	2,808	2,185
	<u>8,095</u>	<u>10,666</u>

### 15. LEASING AGREEMENTS

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

	2024	2023
	£	£
Within one year	31,660	31,660
Between one and five years	126,640	126,640
In more than five years	29,019	60,679
	<u>187,319</u>	<u>218,979</u>

### 16. PROVISIONS FOR LIABILITIES

#### Dilapidations

No further provision of has been made in the year, leaving the total provision as at 31 December 2024 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 2024 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 2024

### 17. MOVEMENT IN FUNDS

	At 1.1.24 £	Net movement in funds £	At 31.12.24 £
<b>Unrestricted funds</b>			
General fund	342,652	37,142	379,794
<b>Restricted funds</b>			
Wiltshire Community Foundation	808	(153)	655
Co-op Community Grant 2017	661	(99)	562
National Lottery Cook Book 2019	113	(113)	-
National Lottery Community Fund	959	(314)	645
WCF Salesforce Fund	2,305	(1,521)	784
Scottish Power Foundation 2022 - Mental Health	3,724	(558)	3,166
TE Global - Education Workshops	998	(618)	380
Alex Ferry Foundation	-	900	900
	<u>9,568</u>	<u>(2,476)</u>	<u>7,092</u>
<b>TOTAL FUNDS</b>	<u>352,220</u>	<u>34,666</u>	<u>386,886</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	389,709	(352,567)	37,142
<b>Restricted funds</b>			
Wiltshire Community Foundation	-	(153)	(153)
Co-op Community Grant 2017	-	(99)	(99)
National Lottery Cook Book 2019	-	(113)	(113)
National Lottery Community Fund	-	(314)	(314)
WCF Salesforce Fund	-	(1,521)	(1,521)
Scottish Power Foundation 2022 - Mental Health	-	(558)	(558)
TE Global - Education Workshops	-	(618)	(618)
Alex Ferry Foundation	4,000	(3,100)	900
	<u>4,000</u>	<u>(6,476)</u>	<u>(2,476)</u>
<b>TOTAL FUNDS</b>	<u>393,709</u>	<u>(359,043)</u>	<u>34,666</u>

# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2024

### 17. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
<b>Unrestricted funds</b>			
General fund	365,822	(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	174	(61)	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>12,866</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>

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	329,602	(352,772)	(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	2,386	(1,388)	998
	<u>3,886</u>	<u>(7,184)</u>	<u>(3,298)</u>
<b>TOTAL FUNDS</b>	<u>333,488</u>	<u>(359,956)</u>	<u>(26,468)</u>



# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2024

### 17. MOVEMENT IN FUNDS - continued

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

	At 1.1.23 £	Net movement in funds £	At 31.12.24 £
<b>Unrestricted funds</b>			
General fund	365,822	13,972	379,794
<b>Restricted funds</b>			
Big Lottery Fund	85	(85)	-
Wiltshire Community Foundation	2,081	(1,426)	655
Co-op Community Grant 2017	778	(216)	562
National Lottery Cook Book 2019	174	(174)	-
National Lottery Community Fund	1,541	(896)	645
WCF Salesforce Fund	3,826	(3,042)	784
Scottish Power Foundation 2022 - Mental Health	4,381	(1,215)	3,166
TE Global - Education Workshops	-	380	380
Alex Ferry Foundation	-	900	900
	<u>12,866</u>	<u>(5,774)</u>	<u>7,092</u>
<b>TOTAL FUNDS</b>	<u>378,688</u>	<u>8,198</u>	<u>386,886</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	719,311	(705,339)	13,972
<b>Restricted funds</b>			
Big Lottery Fund	-	(85)	(85)
Wiltshire Community Foundation	-	(1,426)	(1,426)
Co-op Community Grant 2017	-	(216)	(216)
National Lottery Cook Book 2019	-	(174)	(174)
National Lottery Community Fund	-	(896)	(896)
WCF Salesforce Fund	1,500	(4,542)	(3,042)
Scottish Power Foundation 2022 - Mental Health	-	(1,215)	(1,215)
TE Global - Education Workshops	2,386	(2,006)	380
Alex Ferry Foundation	4,000	(3,100)	900
	<u>7,886</u>	<u>(13,659)</u>	<u>(5,774)</u>
<b>TOTAL FUNDS</b>	<u>727,197</u>	<u>(718,999)</u>	<u>8,198</u>

## HEADWAY SWINDON AND DISTRICT

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2024

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#### 17. MOVEMENT IN FUNDS - continued

<b>Fund name</b>	<b>Purpose and restriction</b>
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.
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
TE Global - Education workshops	To provide staff training and procurement of programmes and applications to deliver education workshops.
Alex Ferry Foundation	To provide staff training and outreach work in the local community

#### 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024 or for the year ended 31 March 2023.

#### 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.