

HEADWAY SURREY HEAD INJURIES ASSOCIATION LTD

England & Wales · Charity number 1046863

Details

Other names HEADWAY SURREY

Status Registered

Legal form Charitable company

Company number [02991672](#)

Registered 1995-06-01

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

Contact

Address Headway House
21 North Road
Guildford
Surrey
GU2 9PU

Phone 01483455225

Email enquiries@headwaysurrey.org

Website www.headwaysurrey.org

Activities

Objects: TO PROMOTE THE RELIEF OF PERSONS WHO HAVE SUFFERED HEAD INJURIES FROM THE CONSEQUENCES OF SUCH INJURIES AND THE REHABILITATION OF SUCH PERSONS AND TO ADVANCE THE EDUCATION OF THE PUBLIC IN ALL ASPECTS OF HEAD INJURY AND THE CONSEQUENCES THEREOF.

Activities: Headway Surrey promotes the relief of persons who have suffered head injuries from the consequences of such injuries and the rehabilitation of such persons. It also advances the education of the public in all aspects of head injury and the consequences thereof.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** People With Disabilities, Other Defined Groups

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£373,310	£332,998	-	-
2024-03-31	£280,538	£290,441	-	-
2023-03-31	£194,849	£241,329	-	-
2022-03-31	£204,667	£269,913	-	-
2021-03-31	£232,566	£238,643	-	-

Trustees

Name	Role	Appointed
Mandy Ferguson	Chair	2019-10-10
Alexandra Reece		2024-11-12
Andy Golding		2020-10-08
Jacqueline Payne		2024-10-17
Louise Eccles		2022-10-26
Philippa Davies		2024-10-17
Rebecca Byers		2025-03-05
Richard Clark		2025-06-16
Sarah Ings		2019-10-10

HEADWAY SURREY HEAD INJURIES ASSOCIATION LTD

England & Wales - Charity number 1046863

Accounts

REGISTERED COMPANY NUMBER: 02991672 (England and Wales)
REGISTERED CHARITY NUMBER: 1046863

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025
FOR
HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

Caldwell Penn
7a Abbey Business Park
Monks Walk
Farnham
Surrey
GU9 8HT

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

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For The Year Ended 31 March 2025**

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**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

REFERENCE AND ADMINISTRATIVE DETAILS
For The Year Ended 31 March 2025

TRUSTEES	L M Eccles M Ferguson Acting Chair A C Golding Treasurer S J Ings J Payne (appointed 1.4.2024) P Davies (appointed 1.7.2024) I MacFarlane (appointed 1.4.2024) (resigned 6.3.2025) N Felles (appointed 1.7.2024) A Reece (appointed 12.11.2024) R Byers (appointed 6.3.2025) R Clark (appointed 16.6.2025)
REGISTERED OFFICE	Headway House North Road Stoughton Guildford Surrey GU2 9PU
REGISTERED COMPANY NUMBER	02991672 (England and Wales)
REGISTERED CHARITY NUMBER	1046863
INDEPENDENT EXAMINER	Caldwell Penn 7a Abbey Business Park Monks Walk Farnham Surrey GU9 8HT
BANKERS	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**REPORT OF THE TRUSTEES
For The Year Ended 31 March 2025**

The 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 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)".

Who are we and why our work is important.

At Headway Surrey, everyone is welcomed into a supportive community where they feel a sense of belonging, can be themselves, and work towards personal goals that enable them to thrive. We provide facilities, resources, and peer support for people living with acquired or traumatic brain injury (ABI/TBI). Importantly, our work extends beyond survivors to include families, carers, employers and wider support networks.

Every 90 seconds, someone in the UK is admitted to hospital with a brain injury. Causes include workplace and sports accidents, trips and falls, falling objects, stroke, encephalitis, meningitis, hypoxia, carbon monoxide poisoning, assault, domestic violence, combat injuries, brain tumours, aneurysms and many other conditions. Headway Surrey helps people and their families to cope with this life-changing trauma.

Our work reduces the pressure on public services by filling a vital gap in specialist rehabilitation and support not available elsewhere.

Our Vision

To be known throughout Surrey as the 'go to place' for support with acquired and traumatic brain injury.

Our Mission

- * To support adults with acquired and traumatic brain injury, their families and carers.
- * To promote understanding of the implications of brain injury.
- * To enable people to lead worthwhile and fulfilling lives after brain injury.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

REPORT OF THE TRUSTEES For The Year Ended 31 March 2025

OBJECTIVES AND ACTIVITIES

Objectives

- * To promote the relief and rehabilitation of persons who have suffered head injuries.
- * To advance public education in all aspects of head injury and its consequences.

Activities

- * Supporting individuals living with ABI/TBI, as well as their families, carers, colleagues and friends.
- * Promoting and developing independent living skills.
- * Providing rehabilitation services.
- * Supporting reintegration into community life.
- * Offering advice, signposting and practical support.
- * Raising awareness of ABI/TBI and promoting prevention strategies.
- * Providing counselling, well-being support and peer-led social sessions.
- * Delivering early intervention through Link Workers in hospitals and community settings.

Public benefit

The Trustees have considered the Charity Commission's guidance on public benefit. They confirm that Headway Surrey delivers clear and demonstrable benefit to:

- * Survivors of brain injury and their families
- * Carers and local communities
- * Health and social care providers including NHS, Adult Social Care, Surrey County Council and voluntary organisations

By providing specialist rehabilitation and support not otherwise available, the charity relieves pressure on statutory services while improving quality of life for clients.

Chief Executive Report on Services

Headway Surrey continues to provide a wide range of services to support and enable adults in Surrey with acquired brain injury to live well. Our Reablement Team brings specialist expertise, with staff holding qualifications such as the Certificate in Brain Injury (Headway UK/Northampton University) and Brain Tree Training. Team members also have experience in special needs, challenging behaviour, and psychology.

The staff team numbers 8 employees, equivalent to 6 full-time roles, supported by more than 29 volunteers in a variety of roles including trusteeship, centre-based support, helpline cover, awareness raising, fundraising, admin and gardening.

Using a conservative estimate:

- * 29 volunteers × 48 weeks × 10 hours = **13,920 hours annually**
- * At £12.21 per hour (National Living Wage from 1st April 2025), this equates to **£169,963 worth of volunteer support.**

The Services

Headway Surrey's portfolio of services includes:

- * **Helpline & Email Support** (plus text/WhatsApp) - a vital, life-saving first point of contact for survivors, families and professionals.
- * **Centre Workshop Days** - structured, person-centred rehabilitation sessions combining skills development, peer support and therapeutic activities.
- * **Zoom Coffee Mornings** - fortnightly online peer groups that combat isolation and provide accessible support.
- * **1:1 Sessions** - bespoke support covering cognitive strategies, life skills, benefits, correspondence, returning to work, and family guidance.
- * **Monthly Drop-In** - a popular open session (20-30 attendees) providing social connection, peer support
- * **Family Education Sessions** - tailored group or 1:1 sessions to help families understand and adapt.
- * **Carers Survival Toolkit** - a 6-week online course offering education, skills and peer support for carers.
- * **Short-Term Counselling** - six-session programme for survivors, carers and families.
- * **Understanding Brain Injury for Survivors Course** - a 6-week course building knowledge, coping strategies and peer connections.
- * **Early Intervention & Community Engagement Coordinator** - hospital-based and community outreach at St George's, Queen Mary's, Bradley Unit, St Peter's and other Surrey hospitals. Community Engagement Coordinators also deliver professional talks to Adult Social Care Teams, GP networks, stroke clubs and more.
- * **Walking/Talking Groups** - monthly outdoor activities (March-October) for survivors and families.
- * **Annual Events** - summer outings and Christmas lunches, providing vital social connection and respite.

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**REPORT OF THE TRUSTEES
For The Year Ended 31 March 2025**

* **Work Experience Placements** - supporting students in psychology, OT, nursing and speech & language therapy.

Collaboration and joint working .

We work collaboratively with statutory and voluntary partners including:

- * Surrey Acquired Brain Injury Network (SABIN)
- * Surrey Coalition of Disabled People
- * Long Term Neurological Conditions Group
- * Surrey Charities Chief Executive Group
- * Surrey Charities Forum
- * Queen Elizabeth Foundation

We also work closely with Surrey County Council, NHS Clinical Commissioning Groups, borough councils, Rotary Clubs and other voluntary organisations and corporate partners.

Staff Team (2024-25)

- * Chief Executive Officer - Maggee Fulleylove
- * Services Manager - Claire Moore
- * Business Development Manager - Janette Godfrey
- * Reablement Team Lead - Jo Jones Baxter
- * Reablement Coordinators - Charlotte Bagchi and Jo Thomassen
- * Engagement Coordinator - Laura Bisset
- * Community Engagement Coordinator - Gill Edwards

Financial Challenges and Sustainability

Like many charities, Headway Surrey has faced ongoing financial pressures during 2025. Rising operational costs, increased demand for services, and a competitive funding environment have impacted our income streams.

To ensure financial stability, the Trustees and management team made the difficult decision to reduce or scale back some services during the year. This careful prioritisation allowed the charity to continue delivering its most vital support programmes, including the helpline, 1:1 rehabilitation sessions, Centre Workshop Days, and hospital-based Community Engagement Coordinator outreach.

Despite these challenges, the commitment of our staff, volunteers, and supporters has ensured that brain injury survivors and their families continue to receive essential help when they need it most.

Looking ahead, Headway Surrey is focused on:

- * Diversifying income through grant applications, corporate partnerships, and community fundraising.
- * Developing new awareness and engagement initiatives to reach more donors and supporters.
- * Strengthening collaboration with statutory services and health partners to demonstrate our value in reducing pressure on NHS and social care resources.
- * Exploring innovative service delivery models, including digital services, to maximise reach and cost-effectiveness.

The Trustees remain confident that, with the continued support of funders, partners, and the local community, Headway Surrey will build a more sustainable future while continuing to deliver life-changing services across Surrey.

**REPORT OF THE TRUSTEES
For The Year Ended 31 March 2025**

ACHIEVEMENTS AND PERFORMANCE

Report by the Chair on Achievements and Performance

In June this year Headway Surrey celebrated its 40th anniversary and for all that time Headway Surrey has been dedicated to helping people navigate life after acquiring a brain injury. Acquired brain injuries are caused by trauma or other events after birth with the main causes being strokes, trips and falls, road traffic accidents, infection and disease and assaults. We estimate that c30,000 people are admitted to Surrey hospitals with a brain injury every year and we believe everyone should have access to the help and support they need and deserve after injury.

At the moment, Headway Surrey provides an invaluable service to only a small proportion of those living with ABI and their families in Surrey but our strategic aim remains to steadily increase our client numbers and to help as many people with ABI as we are able to. In order to do that, we need to increase our income and ensure the Charity is in a sustainable financial position. This is the biggest challenge the Charity has to address.

The fiscal year this report covers, saw financial progress made with a more encouraging financial performance due in the main to a few key factors regarding grants and fees.

In March 2024 we received a substantial grant for this fiscal of £73,000 from the Surrey County Council, Care Commissioner through the Better Care Fund, to support the provision of services that are utilized by carers. We also had a notable success with the receipt of a National Lottery Reaching Communities Grant for £135,000 which is spread over 5 years.

The other key factor was an increase in fees from Surrey County Council's Adult Social Care. Some of our clients are able to get funding for their rehabilitation from Surrey County Council's Adult Social Care but as public sector funding had not been increasing with inflation, the fees received from ASC were not covering Headway Surrey's full costs of servicing those clients. Therefore, in late 2023, our CEO entered discussions with our Local Authority, Surrey County Council (SCC), Adult Social Care, presenting a case for them to increase their payments to cover full cost recovery for the services we are providing for them. After much hard work, we were very pleased to be informed that the fees would be increased from July'24 to the level requested. This was a significant positive step for the Charity.

We continued to work with our freelance fundraiser, Katie Heyward, who focusses on applying and obtaining grants for us. We are very grateful for the grants and donations made by a broad mix of institutions, corporate sponsors and also to individuals who have undertaken a number of challenges and activities to generate our much-needed funds.

Our staff team and volunteer team have continued to support our clients in every way they can. The hospital Community Engagement Coordinators were able to form the bridge between primary care medical professions and our services, ensuring that people newly injured are aware of our services. Our monthly Drop Ins, Walking Talking Groups and Young Persons Group have proved very popular again this year.

In the last quarter of the fiscal year, we were pleased to introduce a completely refreshed website which has been designed to make it much easier and clearer for people to find the information they are looking for.

In June 2024 the Board undertook a review to ensure the organisational structure of the Charity was set up to operate as efficiently and effectively as possible to deliver our objectives and as a result of that review the Board made some changes to the structure. An outcome of the review was that one of our Joint CEOs, Sonja Freebody, decided to take redundancy and we wish to thank Sonja for her contribution and commitment to the Charity. Maggee Fulleylove was appointed as the sole CEO and has been doing an excellent job leading the Charity.

One of our long serving Rehabilitation Co-Ordinators, Rowena Tyler, unfortunately had to retire due to health issues and we thank her for her many years of supporting our clients.

The Board of Trustees has undergone some changes as well. Ian MacFarlane stood down as a Trustee for personal reasons but I am pleased to report that Alexandra Reeves, Rebecca Byers and Richard Clark have joined the Board of Trustees bringing valuable skills and experience with them.

Whilst the fiscal year these accounts cover was a successful year and the Board entered this current fiscal optimistic about the continued development of the Charity, the current adverse economic environment is presenting challenges for small charities with critically the availability of funds from Grants and Foundations becoming even more competitive due to the increased number of charities applying for support. The Board therefore decided that to ensure the sustainability of the Charity and reduce the dependence upon receiving grant income, it has implemented a plan to reduce overheads. The Charity will continue to play a crucial role in the lives of brain injury survivors and their families through focusing on our core services of Centre workshops and 1-to-1 support sessions and we remain fully committed to supporting the Surrey community

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

REPORT OF THE TRUSTEES For The Year Ended 31 March 2025

I would like to thank our wonderful staff, volunteer team, and our trustees - existing, past and new - without whom we would be unable to continue providing such life-changing support to our clients. It is a real honour to work with such a dedicated and professional team, who care so deeply about each person that we support.

FINANCIAL REVIEW

Financial position

The accounts for the year ending 31 March 2025 show total income amounting to £373,310 (2024: £280,538) and resources expended of £332,998 (2024: £290,441). A surplus of £40,565 (2024: £3,770 deficit) was recorded in the year following the inclusion of a £253 gain on investments (2024: £6,133 gain).

This is a remarkably strong year for the Charity, primarily as a result of a couple of material grants being received. However, there was also high growth in fee income as Adult Social Care increased the fees paid per client.

Reserves policy

The Reserves Policy is reviewed annually. It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to 6 months expenditure. The trustees consider that reserves at this level would ensure that, in the event of a significant drop in funding, they would be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. Trustees have supported a cautious reserves policy for two reasons:

- * the charity is reliant on Surrey County Council for a significant proportion of funds relating to provision of rehabilitation and support services and is therefore vulnerable should the Council make budget changes.
- * the clients supported by the charity are highly vulnerable and reliant on our support, we do not wish to have to withdraw vital services unnecessarily and wish to maintain a level of reserves which will enable us to weather major disruptive challenges without having to disadvantage our beneficiaries.

At the end of March 2025 Headway Surrey Head Injuries Association Ltd carried £231,882 unrestricted, undesignated reserves, equal to 8.6 months operating costs based on the results of the year. Of those funds, £63,507 represent free reserves. Unrestricted reserves includes the revalued cost of the leasehold property, which is disproportionately high compared to annual income and expenditure. For this reason, the Charity considers free reserves to be a more accurate measure of its ability to meet financial obligations as they fall due and have set a target of maintaining 2 months of average expenditure. The level held at the year end is equal to 2.3 months of expenditure.

In response to historically low level of free reserves, the Finance Committee has continued to carry out an enhanced cash flow review on a monthly basis throughout the year. This has ensured that funds have been made available when well in advance of potential cash flow issues arising and as a result the Charity has faced no issues with paying creditors during the year.

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**REPORT OF THE TRUSTEES
For The Year Ended 31 March 2025**

FINANCIAL REVIEW

Strategic Development Fund and Investments

The Strategic Development Fund (SDF) is a designated fund earmarked for improving the provision of existing services and developing new services in response to the needs of our beneficiaries as directed by the Trustees. The fund is substantially made up by an investment portfolio. Cash income generated by the investments will be available for unrestricted use by the Charity, whilst gains on investment values shall remain within the designated fund.

It is the objective of the Charity that for the investment portfolio, total annualised returns over a three year period exceed average annual CPI over the same period. Total annual returns will be measured using an industry standard, and will account for additions to, and withdrawals from, the capital invested. This level of return is considered necessary to justify the risk to capital inherent with investments of this nature. It is deemed inappropriate to make a full appraisal of the investments at this stage due to exceptional economic conditions over the last three years, however, there has been an encouraging recovery in the value of the investment portfolio during the year.

Headway Surrey Head Injuries Association Ltd retains a long-term interest in the site at North Road, Guildford, having leased the land from Windsor and District Housing Association for a period of 125 years, at a peppercorn rent.

Going Concern

In recent years the Charity has been increasingly dependant on grants and donations to continue operating. Whilst the year ending 31 March 2025 was financially strong for the Charity, returning a large surplus after a number of years of deficits, this has been driven by high grant receipts.

Grants and donations accounted for 63% of incoming resources in the year. The Trustees have become increasingly concerned by the risk this exposes the Charity to and this concern has highlighted by the budget prepared for the 2026 year end, in which fee income covered just 45% of planned expenditure.

The trustees consider this level of dependence on grants to be unsustainable so have in months implemented a plan to reduce overheads and focus of core fee paying services. The Board forecast that under this new model total expenditure will fall by around 50% and annual fee income will account for 72% of this expenditure. This significantly reduces the level of grants and donations needed annually down to an acceptable level.

On this basis, the Board consider the Charity to be a going concern at the date of signing this report.

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**REPORT OF THE TRUSTEES
For The Year Ended 31 March 2025**

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee, founded in 1985, registered with the Charity Commission in June 1995. Memorandum and Articles were incorporated on 17th November 1994, as amended by special resolutions dated 26th April 1995, 11th October 2011 and 27th October 2016.

In the event of the company being wound up, all the Trustees who are members are required to contribute an amount of £1. None of the Trustees has any beneficial interest in the company and give their time freely as volunteers. No trustee received remuneration in the year.

Statement of trustees' responsibilities

The Trustees, who are also the directors of Headway Surrey Head Injuries Association Limited 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 charity 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 a going concern basis unless it is inappropriate to presume that the charity 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 charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on**20/10/2025**..... and signed on its behalf by:


Mandy Ferguson (Oct 20, 2025 13:38:05 GMT+1)

.....
M Ferguson - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

Independent examiner's report to the trustees of Headway Surrey Head Injuries Association Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

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 Institute of Chartered Accountants in England and Wales, 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.

Katharine Halsall

Katharine Halsall (Oct 21, 2025 07:41:59 GMT+1)

Katharine Halsall FCCA ACA

Caldwell Penn
7a Abbey Business Park
Monks Walk
Farnham
Surrey
GU9 8HT

Date: 20/10/2025

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 March 2025**

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	4	41,831	905	42,736	39,138
Charitable activities	6				
Charitable activities		178,603	148,266	326,869	239,747
Investment income	5	3,705	-	3,705	1,653
Total		<u>224,139</u>	<u>149,171</u>	<u>373,310</u>	<u>280,538</u>
EXPENDITURE ON					
Raising funds	7	34,325	11,083	45,408	22,449
Charitable activities	8				
Charitable activities		165,118	122,472	287,590	267,992
Total		<u>199,443</u>	<u>133,555</u>	<u>332,998</u>	<u>290,441</u>
Net gains on investments		<u>253</u>	<u>-</u>	<u>253</u>	<u>6,133</u>
NET INCOME/(EXPENDITURE)		24,949	15,616	40,565	(3,770)
RECONCILIATION OF FUNDS					
Total funds brought forward		275,464	94,610	370,074	373,844
TOTAL FUNDS CARRIED FORWARD		<u><u>300,413</u></u>	<u><u>110,226</u></u>	<u><u>410,639</u></u>	<u><u>370,074</u></u>

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**BALANCE SHEET
31 March 2025**

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
FIXED ASSETS					
Tangible assets	13	168,375	79,154	247,529	245,729
Investments	14	67,814	-	67,814	67,561
		<u>236,189</u>	<u>79,154</u>	<u>315,343</u>	<u>313,290</u>
CURRENT ASSETS					
Stocks	15	500	-	500	32
Debtors	16	39,211	1,000	40,211	25,026
Cash at bank and in hand		76,623	31,433	108,056	77,137
		<u>116,334</u>	<u>32,433</u>	<u>148,767</u>	<u>102,195</u>
CREDITORS					
Amounts falling due within one year	17	(32,110)	(1,361)	(33,471)	(25,411)
		<u>84,224</u>	<u>31,072</u>	<u>115,296</u>	<u>76,784</u>
NET CURRENT ASSETS					
		<u>84,224</u>	<u>31,072</u>	<u>115,296</u>	<u>76,784</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		320,413	110,226	430,639	390,074
CREDITORS					
Amounts falling due after more than one year	18	(20,000)	-	(20,000)	(20,000)
		<u>300,413</u>	<u>110,226</u>	<u>410,639</u>	<u>370,074</u>
NET ASSETS					
		<u>300,413</u>	<u>110,226</u>	<u>410,639</u>	<u>370,074</u>
FUNDS	20				
Unrestricted funds:					
Designated fund: Strategic Development fund				67,814	67,561
Designated fund: Bursary fund				717	717
General unrestricted funds				159,021	134,325
Revaluation reserve				72,861	72,861
				<u>300,413</u>	<u>275,464</u>
Restricted funds:					
Fixed asset donation				78,000	78,000
Projects				32,226	16,610
				<u>110,226</u>	<u>94,610</u>
TOTAL FUNDS				<u>410,639</u>	<u>370,074</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**BALANCE SHEET - continued
31 March 2025**

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the 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 20/10/2025 and were signed on its behalf by:

Mandy Ferguson

Mandy Ferguson (Oct 20, 2025 13:38:05 GMT+1)

.....
M Ferguson - Trustee

1. CHARITY INFORMATION

Headway Surrey Head Injuries Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, 21 North Road, Guildford, Surrey, GU2 9PU.

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 charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. 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.

Going concern

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The Trustees have made this assessment in respect of a period of one year from the date of approval of these financial statements.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity 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.

Income

Income is recognised when the charity 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 charity 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.

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.

Support and governance costs are allocated to charitable activities (85%) and fundraising costs (15%) to reflect the underlying activity levels.

Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

Impairment of fixed assets

At each reporting end date, the charity 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).

2. ACCOUNTING POLICIES - continued

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.

Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and 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:

Leasehold land and buildings	-	Nil
Day centre equipment	-	5 years straight-line
Fixtures and fittings	-	5 years straight-line
Computers	-	5 years straight-line

Freehold land is not depreciated.

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.

Stocks

Stocks comprise stocks of leaflets, publications and stationery held for use in charitable activities. Valuation is based upon the cost price as typically stocks are held for distribution at no or nominal cost, with the cost borne by the charity at the point these are used to undertake fundraising or charitable activities.

Taxation

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

Charitable funds

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

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

Retirement benefits

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

Financial instruments

The charity 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 charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with 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.

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.

2. ACCOUNTING POLICIES - continued

Financial instruments

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 a 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 charity's contractual obligations expire or are discharged or cancelled.

Concessionary loans

Concessionary loans with no set repayment date are measured at the amount received, adjusted for any amounts repaid and accrued interest.

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 charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

3. CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

In the application of the charity'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 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.

Key sources and estimation of uncertainty

Valuation of investments

A key accounting estimate is the value at which trustees recognise investments. The risk of misstatement is mitigated by the use of investment managers who publish a portfolio valuation. Listed investments are valued by reference to their market value prevailing at the balance sheet date.

4. DONATIONS AND LEGACIES

	Unrestricted funds	Restricted funds	2025 Total funds	2024 Total funds
	£	£	£	£
Donations and gifts	41,831	905	42,736	39,138
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2025**

5. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
Trading investments	948	-	948	1,270
Interest receivable non-operating	2,757	-	2,757	110
Interest receivable operating	-	-	-	273
	<u>3,705</u>	<u>-</u>	<u>3,705</u>	<u>1,653</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	2025 Charitable activities £	2024 Total activities £
Charity activities	138,202	114,564
Grants	188,667	125,183
	<u>326,869</u>	<u>239,747</u>

7. RAISING FUNDS

Raising donations and legacies

	2025 Total funds £	2024 Total funds £
Advertising	6,620	573
Seeking donations, grants and legacies	14,635	1,353
Fundraising support costs	24,153	20,523
	<u>45,408</u>	<u>22,449</u>

8. CHARITABLE ACTIVITIES COSTS

	Charitable Expenditure 2025 £	Charitable Expenditure 2024 £
Staff costs	140,976	148,886
Day centre expenses	9,412	2,530
Befriending expenses	334	279
	<u>150,722</u>	<u>151,695</u>
Share of support costs (see note 9)	126,100	109,634
Share of governance costs (see note 9)	10,768	6,663
	<u>287,590</u>	<u>267,992</u>
Analysis by fund		
Unrestricted funds - general	165,118	219,494
Restricted funds	122,472	48,498
	<u>287,590</u>	<u>267,992</u>

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2025**

9. SUPPORT COSTS

	Management	Governance	Totals
	£	costs	£
	£	£	£
Raising donations and legacies	148,351	12,668	161,019

Governance costs includes payments to the independent examiner of £1,440 (2024 - £1,440) for independent examination fees.

Support costs, included in the above, are as follows:

	2025	2024
	Raising	Total
	donations	activities
	and	£
	legacies	£
Salaries - admin	92,271	76,076
Salaries - admin - social security	9,302	7,827
Salaries - admin - pensions	2,065	1,786
Rates and water	289	1,265
Legal and professional fees	11,223	16,103
Premises expenses	9,441	5,063
Telephone	8,318	8,962
Postage and stationery	707	683
Sundries	2,488	536
Computer expenses	4,430	5,936
Subscriptions	1,826	1,557
Staff training	5,416	2,277
Depreciation of tangible and heritage assets	575	910
Independent examination fees	1,440	1,440
Accountancy fees	11,228	6,399
	161,019	136,820

10. NET INCOME/(EXPENDITURE)

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

	2025	2024
	£	£
Depreciation - owned assets	575	910

11. TRUSTEES' REMUNERATION AND BENEFITS

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

12. NUMBER OF EMPLOYEES

The average monthly number of employees during the year was:

	2025	2024
Chief Executive	1	1
Finance and Administration Manager	1	1
Services Co-ordinator	1	1
Rehabilitation Co-ordinators	3	2
Executive Assistant	1	1
Counsellor	0	1
Rehabilitation Assistant	0	1
Marketing Assistant	0	1
ABI Link Worker	1	1
	<u>8</u>	<u>10</u>

13. TANGIBLE FIXED ASSETS

	Long leasehold £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 April 2024	245,000	845	10,694	18,671	275,210
Additions	-	-	1,270	1,105	2,375
	<u>245,000</u>	<u>845</u>	<u>11,964</u>	<u>19,776</u>	<u>277,585</u>
At 31 March 2025	245,000	845	11,964	19,776	277,585
DEPRECIATION					
At 1 April 2024	-	845	10,656	17,980	29,481
Charge for year	-	-	155	420	575
	<u>-</u>	<u>845</u>	<u>10,811</u>	<u>18,400</u>	<u>30,056</u>
At 31 March 2025	-	845	10,811	18,400	30,056
NET BOOK VALUE					
At 31 March 2025	<u>245,000</u>	<u>-</u>	<u>1,153</u>	<u>1,376</u>	<u>247,529</u>
At 31 March 2024	<u>245,000</u>	<u>-</u>	<u>38</u>	<u>691</u>	<u>245,729</u>

Land and buildings with a carrying amount of £245,000 were revalued in September 2021 by a RICS registered independent valuer not connected with the charity on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

At 31 March 2025, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £172,139 (2024 - £172,139).

The revaluation surplus is disclosed on the balance sheet.

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2025**

14. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2024	67,561
Revaluations	253
	<u>67,814</u>
At 31 March 2025	<u>67,814</u>
NET BOOK VALUE	
At 31 March 2025	<u>67,814</u>
At 31 March 2024	<u>67,561</u>

There were no investment assets outside the UK.

Cost or valuation at 31 March 2025 is represented by:

	Listed investments £
Valuation in 2025	<u>67,814</u>

15. STOCKS

	2025 £	2024 £
Stock of materials	500	32
	<u>500</u>	<u>32</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade debtors	32,805	18,202
Other debtors	3,203	3,203
Prepayments and accrued income	4,203	3,621
	<u>40,211</u>	<u>25,026</u>

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade creditors	2,216	1,870
Social security and other taxes	5,156	3,667
Other creditors	900	189
Accruals and deferred income	25,199	19,685
	<u>33,471</u>	<u>25,411</u>

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2025**

18. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2025	2024
	£	£
Other loans (see note 19)	20,000	20,000

19. LOANS

The loan of £20,000 from Surrey County Council is unsecured and is for an indefinite period, and will only be repayable in the event of liquidation. The loan is interest-free and is measured at the amount received. No repayments have been made nor an interest accrued as none is due.

20. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
Unrestricted funds			
Designated fund: Strategic Development fund	67,561	253	67,814
Designated fund: Bursary fund	717	-	717
General unrestricted funds	134,325	24,696	159,021
Revaluation reserve	72,861	-	72,861
	275,464	24,949	300,413
Restricted funds			
Fixed asset donation	78,000	-	78,000
Projects	16,610	15,616	32,226
	94,610	15,616	110,226
TOTAL FUNDS	370,074	40,565	410,639

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

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
Designated fund: Strategic Development fund	-	-	253	253
General unrestricted funds	224,139	(199,443)	-	24,696
	224,139	(199,443)	253	24,949
Restricted funds				
Projects	149,171	(133,555)	-	15,616
TOTAL FUNDS	373,310	(332,998)	253	40,565

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2025

20. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
Designated fund: Strategic Development fund	92,734	(25,173)	67,561
Designated fund: Bursary fund	226	491	717
Designated fund: Carers pilot	105	(105)	-
General unrestricted funds	114,728	19,597	134,325
Revaluation reserve	72,861	-	72,861
	<u>280,654</u>	<u>(5,190)</u>	<u>275,464</u>
Restricted funds			
Fixed asset donation	78,000	-	78,000
Projects	15,190	1,420	16,610
	<u>93,190</u>	<u>1,420</u>	<u>94,610</u>
TOTAL FUNDS	<u>373,844</u>	<u>(3,770)</u>	<u>370,074</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Designated fund: Strategic Development fund	-	(31,306)	6,133	(25,173)
Designated fund: Bursary fund	386	105	-	491
Designated fund: Carers pilot	-	(105)	-	(105)
General unrestricted funds	230,235	(210,638)	-	19,597
	<u>230,621</u>	<u>(241,944)</u>	<u>6,133</u>	<u>(5,190)</u>
Restricted funds				
Projects	49,917	(48,497)	-	1,420
	<u>280,538</u>	<u>(290,441)</u>	<u>6,133</u>	<u>(3,770)</u>

Restricted Funds

Fixed asset donations were received for the purchase of fixed assets for continued use by the charity. A balance of £75,000 relates to the Lottery Fund grant for property which is not depreciated and a further £3,000 relates to a donation towards a new door for the premises.

Grants were received from several entities towards specific projected, including the National Lottery.

Unrestricted Funds

o The Strategic Development Fund (SDF) is held for projects which aim to secure and expand the provision of future services and help more people suffering with acquired brain injury. It consists substantially of the charity's investment portfolio and the gain or loss on the value of investments is included within income or expenditure.

o The Temporary employee fund, previously the Link Worker fund, provides funding to fill short term roles that meet the aims of the SDF. If a role becomes permanent, expenditure will then be met by unrestricted reserves.

20. MOVEMENT IN FUNDS - continued

o The Bursary fund is available for clients undergoing financial hardship, to ensure their continued access to Headway Surrey's services.

21. EMPLOYEE BENEFIT OBLIGATIONS

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

The charge to income and expenditure in respect of defined contribution schemes was £4,395 (2024 - £4,047).

22. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

Headway Surrey Head Injuries Association Limited. Final Accounts 2025

Final Audit Report

2025-10-21

Created:	2025-10-20
By:	Katharine Halsall (katiehalsall@caldwellpenn.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA009JZQSp_JZvEncZlc2PYD2q-vypoM1l

"Headway Surrey Head Injuries Association Limited. Final Accounts 2025" History

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-  Agreement completed.
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HEADWAY SURREY HEAD INJURIES ASSOCIATION LTD

England & Wales - Charity number 1046863

Accounts

REGISTERED COMPANY NUMBER: 02991672 (England and Wales)
REGISTERED CHARITY NUMBER: 1046863

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024
FOR
HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED

Caldwell Penn
7a Abbey Business Park
Monks Walk
Farnham
Surrey
GU9 8HT

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

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For The Year Ended 31 March 2024**

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**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

REFERENCE AND ADMINISTRATIVE DETAILS
For The Year Ended 31 March 2024

TRUSTEES	L M Eccles M Ferguson Acting Chair A C Golding Treasurer S J Ings J Payne (appointed 1.4.2024) P Davies (appointed 1.7.2024) I MacFarlane (appointed 1.4.2024) N Felles (appointed 1.7.2024)
REGISTERED OFFICE	Headway House North Road Stoughton Guildford Surrey GU2 9PU
REGISTERED COMPANY NUMBER	02991672 (England and Wales)
REGISTERED CHARITY NUMBER	1046863
INDEPENDENT EXAMINER	Caldwell Penn 7a Abbey Business Park Monks Walk Farnham Surrey GU9 8HT
BANKERS	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

REPORT OF THE TRUSTEES For The Year Ended 31 March 2024

The 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 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)".

Who are we and why our work is important.

Every 90 seconds someone in the UK is admitted to hospital with a brain injury, this may be from a work or sports injury, trip, fall, falling objects, stroke, encephalitis, meningitis, hypoxia, carbon monoxide poisoning, assault, combat, domestic violence, brain tumour, aneurysm and many other issues. Headway Surrey help people to cope with this traumatic change to their lives.

At Headway Surrey everyone has a feeling of belonging and can be themselves, they can enjoy meeting others in a similar situation and work on their own personal goals so that they thrive. We work together and provide the facilities and resources for everyone to gain peer support. We support not only the person with the brain injury but also their families, carers and employers.

We also reduce the pressure on public services.

Our Vision

To be known throughout Surrey as the 'go to place' for support with acquired and traumatic brain injury.

Our Mission

To support adults with acquired and traumatic brain injury, their families and carers. To promote and understand the implications of brain injury and to discover how to lead a worthwhile and different life with brain injury

OBJECTIVES AND ACTIVITIES

Objectives

- To promote the relief of persons who have suffered head injuries from the consequences of such injuries and the rehabilitation of such persons.
- To advance the education of the public in all aspects of head injury and the consequences thereof.

Activities

- Supporting those living with acquired brain injury and their families, carers, colleagues and friends.
- Promoting and supporting independent living skills amongst those living with acquired brain injury.
- Providing rehabilitation services for those living with acquired brain injury.
- Assisting those living with acquired brain injury to reintegrate into their communities following their injury.
- Providing advice to those living with acquired brain injury and their families, carers, colleagues and friends.
- Promoting awareness of all aspects of acquired brain injury and the ways in which it can be prevented.
- Providing counselling and well-being support in the form of social sessions to enable peer support.
- Providing Link Workers to enable early intervention at hospitals and similar to enable access to Headway Surrey's services and support.

Public benefit

The trustees have considered the Charity Commission's guidance on the provision of public benefit and the trustees believe that Headway Surrey provides a public benefit to clients and families with acquired or traumatic brain injury, their carers, their families, local community, public services, SCC, NHS, Adult Social Care, Social Services and health care providers, providing specialist support not provided elsewhere.

**REPORT OF THE TRUSTEES
For The Year Ended 31 March 2024**

OBJECTIVES AND ACTIVITIES

Chief Executive Report on Services

Headway Surrey continues to offer a wide range of services designed to support and enable adults in Surrey with acquired brain injury to live well with their brain injury. The Rehabilitation Team are very experienced, some being awarded the Certificate in Brain Injury from Headway UK and Northampton University, others undertaking Brain Tree Training courses, which specialise in upskilling staff to support brain injury survivors. The team also have backgrounds that come from working with special needs, challenging behaviour and psychology. The staff team comprises 10 people which is the equivalent of 6.5 full-time.

Headway Surrey relies on the support of its wonderful volunteers, either regularly or one-off. The number of volunteers varies but there are in excess of 20. The roles they fill are as Trustees, centre helpers in group sessions, tea and coffee volunteers, Drop-In helpers, behind the scenes office admin, awareness events, fundraising, social media and gardening.

The Services

Helpline and Email Support. This is a vital and life-saving service. It is used for advice, support and for those with communication issues, this also includes a text or What's App service. It provides information to those surviving a brain injury, families and carers, and professional health and social care professionals. It is often the initial contact point for these people immediately after a brain injury and then again later when the person is discharged from hospital. It is also used many months or even years after the brain injury. Cognitive disabilities may be identified often in a crisis, or when the family feel they are unable to cope on their own anymore and that is when help will be sought.

Centre Workshop Days. Two days of the week, a weekly Centre Workshop Day runs from 10am-2.30pm. Up to 15 people with brain injury can attend and each person has person-centred goals which are monitored and supported. The day is split into different sections to enable those attending to gain the maximum support. The day starts with individual bespoke worksheets, followed by socialisation time over coffee. Then a session which may be on brain injury strategies and skills for memory, information processing, decision making, creative writing or a guest speaker, or a discussion around emotions or certain effects of brain injury. This is followed by a lunch break, where conversation and communication are encouraged, along with reading the newspapers, crosswords, listening to music and enjoying the Headway Surrey Garden. In the afternoon there will be an art therapy session art, boardgames, or seated boccia. These sessions are used either short term or long term, some attendees use these sessions to maintain their brain improvement and to give their carers respite.

Zoom Coffee Mornings. Fortnightly and online to make it accessible for those who cannot travel or leave their homes. An hour of lively discussion on topics that the attendees choose. Coffee Morning attendees gain a great deal of peer support, ideas on living well and coping with their brain injury, as well as laughter and friendship, which breaks the isolation barriers. For some it is the only contact they have with others all week. Professionals in hospitals may attend with patients due to be discharged in a bid to familiarise themselves with the services they may access in the future.

1:1 Sessions. These sessions are specialised and bespoke for those that need or want more 1:1 specialist support. They are also ideal for those whose brain injury has resulted in noise intolerance and those requiring more confidentiality. The sessions are person-centred and may involve learning skills and strategies to manage memory or information processing, controlling behaviour, decision making, specialist worksheets, new skill training, or re-training on lost skills, practical administration support to understand and read correspondence, benefits, bills, appointments, medical letters etc. Assistance with returning to work, practical advice and strategies to cope. Signposting and support to volunteering or training or employment. The sessions are accessible online or face to face at Headway Surrey. These sessions can also be used for family members to gain skills and support to help them support their loved one.

Drop In. Held on the third Friday morning of every month, this very popular session is for regulars and also potential new clients. Attendance numbers vary, but will be between 20-30. It gives new potential clients the opportunity to see the centre, meet some of the team, discuss options and to meet others in a similar situation. For regulars, it is a welcome monthly event to socialise and reduce isolation, gain communication practice, peer-to-peer support and meet new people. Family and carers also attend and they gain support from talking to other families and carers and members of staff. The session also provides carers a morning of respite from their caring duties, if they wish to drop and leave the person with brain injury, knowing they are in a safe place. Previous clients also use the drop-in as a time to re-connect / socialise with other clients and staff.

Family Education Sessions. These are for family group issues or 1:1 sessions for spouse/partner, parents and children to understand what the person with the brain injury is going through, how they can help and how as a family they can work together and support the survivor's rehabilitation. These are accessible online or face-to-face.

**REPORT OF THE TRUSTEES
For The Year Ended 31 March 2024**

OBJECTIVES AND ACTIVITIES

Carers Survival Toolkit Course. A 6-week course held online to support and educate family and carers to understand brain injury, cognition, neuro-fatigue, behaviour changes and communication issues. The course is ideal for family and carers to gain skills and strategies to use from the facilitator, peer support and to meet others in a similar situation. Courses take a maximum of 12 attendees and the average attendance is 6-12 people at each session. Each session lasts 1.5 hours, divided into 1 hour of tutorial and 30 minutes of discussion. These are run either in the afternoon or early evening to make them accessible around caring duties. The Headway Surrey helpline and email support is also available for family and carers.

Short Term Counselling Course. 6 counselling sessions for survivors of brain injury and their families and carers. These 50-minute sessions are accessible online, via telephone or face to face at the centre.

Understanding Brain Injury for Survivors Course. 6-week course to help those with brain injury to understand their condition. Exploring how the brain works, neuro fatigue, cognition, emotions and communication. Each session is 1.5 hours online, which is 1 hour of tutorial and 30 minutes of discussion. The benefits gained include good peer support, insight and reduces the feeling of being the only one with a brain injury.

Early Intervention and Link Worker. The Link Worker provides early intervention support and guidance to families, patients and staff and regularly visit:

St. George's Hospital, Tooting
Queen Mary's Hospital, Roehampton
Bradley Unit, Woking
St Peter's Hospital, Chertsey

They also support the Multi-Disciplinary Teams (MDT) at other Surrey hospitals with periodic in-service training, monthly updates on our support services and distribution of patient information packs. The Link Worker is currently working with other Surrey hospitals to gain a regular presence e.g. Frimley Park Hospital, Royal Surrey County Hospital Guildford, East Surrey Hospital Reigate, Epsom Hospital.

The Link Worker also gives free 30-45 min talks, online or face-to-face to Adult Social Care Teams, Social prescribing teams, GP networks, stroke clubs and other healthcare organisations.

Walking/Talking Groups. First Friday of the month (usually March to October) for survivors of brain injury, their families, friends and carers, facilitated by a staff member together with Speech & Language Therapist volunteers from the University of London.

Annual Summer Outing. The clients select a local place of interest to visit for a day, e.g. Mane Chance Horse Sanctuary or Swingbridge Boat on the River Wey. Clients help plan the day and gain a lot of cognitive benefit, both socially and practically, e.g. planning, information processing, communication and decision making.

Annual Christmas Lunches. Held at Headway House for all the clients. This is a vital social opportunity, complete with all the necessary entertainment, Father Christmas and a small gift. This event offers local companies the opportunity to sponsor the event and to be involved with participating and volunteering on the day.

Work Experience is available at Headway Surrey for trainee psychologists, occupational therapists, nurses, speech and language therapists etc. This provides great two-way learning opportunities for all involved and the clients gain additional benefit from meeting new people.

Collaboration and joint working . We play an active part and attend the following.

SABIN - Surrey Acquired Brain Injury Network
Surrey Coalition of Disabled People
Long Term Neurological Conditions Group
Surrey Charities Chief Executive Group
Surrey Charities Forum
Queen Elizabeth Foundation

As well as working with Surrey County Council, we also work with Adult Social Services, Adult Locality Teams, Adult and Community Care Teams, NHS Clinical Commissioning Groups, Surrey Borough Councils.

We also work with other organisations from the voluntary sector, funding organisations, local groups, companies and corporates e.g. Rotary Club.

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**REPORT OF THE TRUSTEES
For The Year Ended 31 March 2024**

OBJECTIVES AND ACTIVITIES

Professional Training Special training sessions can be arranged for different groups of professionals, for example Lawyers or Case Managers. These are usually 2 hours in length and delivered online or face to face.

Professional Lunch and Learn Webinars. These are held once every two months online and are 30 minutes in length enabling health care and social care professionals to easily join and learn in bite sized chunks about brain injury and some other associated issues, e.g. Communication, behaviour, memory.

Volunteering there are a range of opportunities. For example, 1:1 support with clients, facilitating group sessions e.g. quiz and boardgames, preparing refreshments and conversation practice, fundraising, event support, admin, gardening and trusteeship. All volunteers undergo an interview, DBS check, two references, trial period, induction and training. We have more than 20 volunteers at any time, either regular volunteers, term-time volunteers, holiday volunteers and one-off volunteers.

Taking an average:

20 volunteers x 48 weeks of the year x 10 hours = 9,600 hours per year
at the national living wage of £11.44 per hour this would cost = £109,824

**REPORT OF THE TRUSTEES
For The Year Ended 31 March 2024**

ACHIEVEMENT AND PERFORMANCE

Report by the Chair on Achievements and Performance

Someone in the UK is admitted to hospital every 90 seconds with an acquired brain injury (ABI), and we estimate that 9,000 ABI cases occur in Surrey every year, which is a very sobering number.

At the moment, Headway Surrey provides an invaluable service to only a small proportion of those living with ABI and their families in Surrey but our strategic aim is to steadily increase our client numbers and to help as many people with ABI as we are able to. In order to do that, we need to increase our income and ensure the Charity is in a sustainable financial position. This is the biggest challenge the Charity has to address.

Unfortunately, the fiscal year this report covers, has been another difficult year financially. The continued adverse economic situation has impacted in many areas. It has particularly affected people like our clients who have a disability or long term illness but the high cost of living also impacts our staff, our volunteers with several being unable to continue to volunteer due to having to work more hours, the ability of our supporters to continue to donate and critically the availability of funds from Grants and Foundations has become even more competitive due to the increased number of charities applying for support.

As our income has been reduced, we therefore had to release some of our invested reserves to support our ongoing operations.

We continued to work with our freelance fundraiser, Katie Heyward, who has made good progress in obtaining grants for us. We are very grateful for the grants and donations made by a broad mix of institutions, corporate sponsors and individuals who have undertaken a number of challenges and activities to generate our much-needed funds. In addition, the Joint CEOs had a notable success with the receipt of a National Lottery Reaching Communities Grant for £135,000 which is spread over 5 years.

Despite all the efforts behind income generation, we still ended the fiscal with an operating deficit for this fiscal.

In order to improve our income generation for this coming fiscal some key actions have been taken. Some of our clients are able to get funding for their rehabilitation from Surrey County Council's Adult Social Care but as public sector funding has not increased with inflation, the fees received from ASC have not covered Headway Surrey's full costs of servicing those clients. Therefore, at the end of last year, the Joint CEOs approached our Local Authority, Surrey County Council (SCC), Adult Social Care to present a case for them to increase their payments to cover full cost recovery for the services we are providing for them. After much hard work from the Joint CEO's, providing all the requested supporting information, I am delighted to report that this has resulted in two significant outcomes. Firstly, in March we were notified of a grant for this coming 12 months of this fiscal of £73,000 from the SCC, Care Commissioner through the Better Care Fund, to support the provision of services that are utilized by carers. If we had not received this significant grant, the ongoing future of the Charity would have been in severe jeopardy.

Secondly negotiations have continued with ASC to receive fees which represent full cost recovery for the clients we support for them and we have recently been notified that the fees will increase from July'24 to the level requested. This is a significant positive step to ensure the charity can continue on a sounder financial footing.

Our staff team and volunteer team have continued to support our clients in every way they can. The hospital Link Workers were able to form the bridge between primary care medical professions and our services, ensuring that people newly injured are aware of our services. Our monthly Drop Ins, Walking Talking Groups and Young Persons Group have proved very popular again this year.

We have had several changes in our staff team this year, which of course is very disruptive. Recruitment has been challenging, taking more time than usual, however we were delighted to welcome Charlotte Bagchi and Laura Bisset as Rehabilitation Assistants during the year.

The Board of Trustees has undergone some changes as well. Our long-standing Chair, Rebecca Bowden, had stayed on beyond the end of her official term to help steer the Charity through the year end challenges but then stood down in March. We thank her for her many years of expertly guiding the charity and for her hard work and dedication to supporting the team, including the Board, and the clients. I have stepped into the role of Interim Chair until such time as we have managed to recruit a replacement Chair. Four Trustees also stepped down during this past fiscal, for a variety of reasons, and I would like to thank Gen Dearman, Will Glover, Jennifer Hannah and Louise Gostling for their valued contribution to the Charity. Beth Lowe has also taken a sabbatical for the foreseeable future. I am pleased to report that in this current fiscal, we have successfully welcomed 4 new Trustees to the Board: Ian MacFarlane, Jackie Payne, Philippa Davies and Natasha Felles whose appointment will be officially confirmed at our AGM in October.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

REPORT OF THE TRUSTEES For The Year Ended 31 March 2024

I would like to pay tribute to our wonderful staff and volunteer team, and our fabulous trustees (existing, past and new) without whom we would be unable to continue providing such life-changing support to our clients. In particular, our Joint CEOs Sonja Freebody and Maggee Fulleylove who have worked tirelessly to support the team, and our clients. It is a real honor to work with such a dedicated and professional team, who care so deeply about each person that we support.

FINANCIAL REVIEW

Financial position

The accounts for the year ending 31 March 2024 show total income amounting to £280,538 (2023: £194,849) and resources expended of £290,441 (2023: £241,329). A deficit of £3,770 (2023: £58,744 deficit) was recorded in the year following the inclusion of a £6,133 gain on investments (2023: £12,264 loss).

This performance represents a significant turn around compared to recent years. It has been largely driven by the work of the freelance fundraiser appointed late in the previous financial year resulting in a significant increase in grant receipts. However, there was also strong growth in fee income, 9%, which is fundamental to the long term success of the Charity.

Reserves policy

The Reserves Policy is reviewed annually. It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to 6 months expenditure. The trustees consider that reserves at this level would ensure that, in the event of a significant drop in funding, they would be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. Trustees have supported a cautious reserves policy for two reasons:

- the charity is reliant on Surrey County Council for a significant proportion of funds relating to provision of rehabilitation and support services and is therefore vulnerable should the Council make budget changes.
- the clients supported by the charity are highly vulnerable and reliant on our support, we do not wish to have to withdraw vital services unnecessarily and wish to maintain a level of reserves which will enable us to weather major disruptive challenges without having to disadvantage our beneficiaries.

At the end of March 2024 Headway Surrey Head Injuries Association Ltd carried £275,464 unrestricted reserves, equal to 14.5 months operating costs based on the results of the year. Of those funds, £39,457 represent free reserves. Unrestricted reserves includes the revalued cost of the leasehold property, which is disproportionately high compared to annual income and expenditure. For this reason, the Charity considers free reserves to be a more accurate measure of its ability to meet financial obligations as they fall due and have set a target of maintaining 2 months of average expenditure. The level held at the year end is equal to 1.6 months of expenditure.

In response to historically low level of free reserves, the Finance Committee has continued to carry out an enhanced cash flow review on a monthly basis throughout the year. This has ensured that funds have been made available when well in advance of potential cash flow issues arising and as a result the Charity has faced no issues with paying creditors during the year.

Strategic Development Fund and Investments

The Strategic Development Fund (SDF) is a designated fund earmarked for improving the provision of existing services and developing new services in response to the needs of our beneficiaries as directed by the Trustees. The fund is substantially made up by an investment portfolio. Cash income generated by the investments will be available for unrestricted use by the Charity, whilst gains on investment values shall remain within the designated fund.

In December 2023 it was deemed necessary to reclassify £30,000 from the SDF to unrestricted funds, to enable the Charity to meet monthly expenditures. At the time of writing this report, no further reclassifications have been made and a strong performance through the 2024 calendar year has significantly alleviated the Charity's cash flow concerns.

It is the objective of the Charity that for the investment portfolio, total annualised returns over a three year period exceed average annual CPI over the same period. Total annual returns will be measured using an industry standard, and will account for additions to, and withdrawals from, the capital invested. This level of return is considered necessary to justify the risk to capital inherent with investments of this nature. It is deemed inappropriate to make a full appraisal of the investments at this stage due to exceptional economic conditions over the last three years, however, there has been an encouraging recovery in the value of the investment portfolio during the year.

Headway Surrey Head Injuries Association Ltd retains a long-term interest in the site at North Road, Guildford, having leased the land from Windsor and District Housing Association for a period of 125 years, at a peppercorn rent.

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**REPORT OF THE TRUSTEES
For The Year Ended 31 March 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee, founded in 1985, registered with the Charity Commission in June 1995. Memorandum and Articles were incorporated on 17th November 1994, as amended by special resolutions dated 26th April 1995, 11th October 2011 and 27th October 2016.

In the event of the company being wound up, all the Trustees who are members are required to contribute an amount of £1. None of the Trustees has any beneficial interest in the company and give their time freely as volunteers. No trustee received remuneration in the year.

Staff

From 1st April 2023 - 31st March 2024 the charity employed 9 staff equivalent to 6 full-time, details are as follows:

2 Joint Chief Executive Officers - Sonja Freebody & Maggee Fulleylove
1 Services Manager - Claire Moore
2 Rehabilitation Coordinators - Jo Jones Baxter, Rowena Tyler
1 Rehabilitation Assistant - Laura Bisset
1 Client Coordinator - Charlotte Bagchi
1 ABI Link Worker - Gill Edwards
1 Lead Counsellor - Kat Howard

The Joint CEOs have overall responsibility for the charity and have split their responsibilities between them to take into account daily operations, its policies and strategic development.

Statement of trustees' responsibilities

The Trustees, who are also the directors of Headway Surrey Head Injuries Association Limited 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 charity 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 a going concern basis unless it is inappropriate to presume that the charity 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 charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 17th October 2024 and signed on its behalf by:

Mandy Ferguson

M Ferguson - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

Independent examiner's report to the trustees of Headway Surrey Head Injuries Association Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 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 Institute of Chartered Accountants in England and Wales, 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.

Katharine Halsall

Katharine Halsall FCCA ACA

Caldwell Penn
7a Abbey Business Park
Monks Walk
Farnham
Surrey
GU9 8HT

Date: 17 October 2024

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 March 2024**

		Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	4	39,138	-	39,138	36,215
Charitable activities	6				
Charitable activities		189,830	49,917	239,747	157,077
Investment income	5	1,653	-	1,653	1,556
Total		<u>230,621</u>	<u>49,917</u>	<u>280,538</u>	<u>194,848</u>
EXPENDITURE ON					
Raising funds	7	22,449	-	22,449	28,743
Charitable activities	8				
Charitable activities		219,495	48,497	267,992	212,585
Total		<u>241,944</u>	<u>48,497</u>	<u>290,441</u>	<u>241,328</u>
Net gains/(losses) on investments		<u>6,133</u>	<u>-</u>	<u>6,133</u>	<u>(12,264)</u>
NET INCOME/(EXPENDITURE)		(5,190)	1,420	(3,770)	(58,744)
RECONCILIATION OF FUNDS					
Total funds brought forward		280,654	93,190	373,844	432,588
TOTAL FUNDS CARRIED FORWARD		<u><u>275,464</u></u>	<u><u>94,610</u></u>	<u><u>370,074</u></u>	<u><u>373,844</u></u>

The notes form part of these financial statements

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**BALANCE SHEET
31 March 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	13	167,729	78,000	245,729	246,639
Investments	14	67,561	-	67,561	91,428
		<u>235,290</u>	<u>78,000</u>	<u>313,290</u>	<u>338,067</u>
CURRENT ASSETS					
Stocks	15	32	-	32	32
Debtors	16	25,026	-	25,026	18,115
Cash at bank and in hand		59,201	17,936	77,137	50,759
		<u>84,259</u>	<u>17,936</u>	<u>102,195</u>	<u>68,906</u>
CREDITORS					
Amounts falling due within one year	17	(24,085)	(1,326)	(25,411)	(13,129)
		<u>60,174</u>	<u>16,610</u>	<u>76,784</u>	<u>55,777</u>
NET CURRENT ASSETS					
		<u>60,174</u>	<u>16,610</u>	<u>76,784</u>	<u>55,777</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		295,464	94,610	390,074	393,844
CREDITORS					
Amounts falling due after more than one year	18	(20,000)	-	(20,000)	(20,000)
		<u>275,464</u>	<u>94,610</u>	<u>370,074</u>	<u>373,844</u>
NET ASSETS					
		<u>275,464</u>	<u>94,610</u>	<u>370,074</u>	<u>373,844</u>
FUNDS	20				
Unrestricted funds:					
Designated fund: Strategic Development fund				67,561	92,734
Designated fund: Bursary fund				717	226
Designated fund: Carers pilot				-	105
General unrestricted funds				134,325	114,728
Revaluation reserve				72,861	72,861
				<u>275,464</u>	<u>280,654</u>
Restricted funds:					
Fixed asset donation				78,000	78,000
Projects				16,610	15,190
				<u>94,610</u>	<u>93,190</u>
TOTAL FUNDS				<u>370,074</u>	<u>373,844</u>

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

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

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**BALANCE SHEET - continued
31 March 2024**

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the 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 and were signed on its behalf by:

Mandy Ferguson
.....

M Ferguson - Trustee

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 March 2024**

1. CHARITY INFORMATION

Headway Surrey Head Injuries Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, 21 North Road, Guildford, Surrey, GU2 9PU.

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 charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. 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.

Going concern

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The Trustees have made this assessment in respect of a period of one year from the date of approval of these financial statements.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity 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.

Income

Income is recognised when the charity 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 charity 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.

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.

Support and governance costs are allocated to charitable activities (85%) and fundraising costs (15%) to reflect the underlying activity levels.

Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

Impairment of fixed assets

At each reporting end date, the charity 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).

2. ACCOUNTING POLICIES - continued

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.

Tangible fixed assets

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

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

Leasehold land and buildings	-	Nil
Day centre equipment	-	5 years straight-line
Fixtures and fittings	-	5 years straight-line
Computers	-	5 years straight-line

Freehold land is not depreciated.

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.

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured at the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

Taxation

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

Charitable funds

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

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

Retirement benefits

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

Financial instruments

The charity 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 charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with 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.

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.

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2024

2. ACCOUNTING POLICIES - continued

Financial instruments

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 on 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 a 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 charity's contractual obligations expire or are discharged or cancelled.

Concessionary loans

Concessionary loans with no set repayment date are measured at the amount received, adjusted for any amounts repaid and accrued interest.

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 charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

3. CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

In the application of the charity'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 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.

Key sources and estimation of uncertainty

Valuation of investments

A key accounting estimate is the value at which trustees recognise investments. The risk of misstatement is mitigated by the use of investment managers who publish a portfolio valuation. Listed investments are valued by reference to their market value prevailing at the balance sheet date.

4. DONATIONS AND LEGACIES

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Donations and gifts	39,138	-	39,138	36,215
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

All donations and gifts received in this year and in the previous year were recognised in unrestricted funds.

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2024**

5. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Trading investments	1,270	-	1,270	1,497
Interest receivable non-operating	110	-	110	34
Interest receivable operating	273	-	273	25
	<u>1,653</u>	<u>-</u>	<u>1,653</u>	<u>1,556</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	2024 Charitable activities	2023 Total activities
	£	£
Sales with charitable activity	114,564	105,067
Grants	125,183	52,010
	<u>239,747</u>	<u>157,077</u>

7. RAISING FUNDS

Raising donations and legacies

	2024 Total funds	2023 Total funds
	£	£
Advertising	573	443
Seeking donations, grants and legacies	1,353	8,629
Fundraising support costs	20,523	19,671
	<u>22,449</u>	<u>28,743</u>

8. CHARITABLE ACTIVITIES COSTS

	Charitable Expenditure 2024	Charitable Expenditure 2023
	£	£
Staff costs	148,886	93,889
Day centre expenses	2,530	2,201
Befriending expenses	279	194
	<u>151,695</u>	<u>96,284</u>
Share of support costs (see note 9)	109,634	111,469
Share of governance costs (see note 9)	6,663	4,833
	<u>267,992</u>	<u>212,586</u>
Analysis by fund		
Unrestricted funds - general	219,494	179,550
Restricted funds	48,498	33,036
	<u>267,992</u>	<u>212,586</u>

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2024**

9. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Raising donations and legacies	128,981	7,839	136,820

Governance costs includes payments to the independent examiner of £1,440 (2023 - £2,046) for independent examination fees.

Support costs, included in the above, are as follows:

	2024	2023
	Raising donations and legacies £	Total activities £
Salaries - admin	76,076	90,992
Salaries - admin - social security	7,827	10,628
Salaries - admin - pensions	1,786	2,258
Rates and water	1,265	1,753
Legal and professional fees	16,103	-
Premises expenses	5,063	5,351
Telephone	8,962	7,609
Postage and stationery	683	492
Sundries	536	2,372
Computer expenses	5,936	4,626
Subscriptions	1,557	1,285
Staff training	2,277	1,784
Depreciation of tangible and heritage assets	910	1,261
Independent examination fees	1,440	2,046
Accountancy fees	6,399	4,369
	<u>136,820</u>	<u>136,826</u>

10. NET INCOME/(EXPENDITURE)

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

	2024 £	2023 £
Depreciation - owned assets	<u>910</u>	<u>1,261</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

Trustees' expenses

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2024**

12. NUMBER OF EMPLOYEES

The average monthly number of employees during the year was:

	2024	2023
Chief Executive	1	1
Finance and Administration Manager	1	1
Services Co-ordinator	1	1
Rehabilitation Co-ordinators	2	2
Executive Assistant	1	1
Counsellor	1	1
Rehabilitation Assistant	1	1
Marketing Assistant	1	1
ABI Link Worker	1	1
	<u>10</u>	<u>10</u>

13. TANGIBLE FIXED ASSETS

	Long leasehold £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 April 2023 and 31 March 2024	245,000	845	10,694	18,671	275,210
DEPRECIATION					
At 1 April 2023	-	845	10,578	17,148	28,571
Charge for year	-	-	78	832	910
At 31 March 2024	-	845	10,656	17,980	29,481
NET BOOK VALUE					
At 31 March 2024	245,000	-	38	691	245,729
At 31 March 2023	245,000	-	116	1,523	246,639

Land and buildings with a carrying amount of £245,000 were revalued in September 201 by a RICS registered independent valuer not connected with the charity on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

At 31 March 2024, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £172,139 (2023 - £172,139).

The revaluation surplus is disclosed on the balance sheet.

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2024**

14. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2023	91,428
Disposals	(30,000)
Revaluations	6,133
	<u>67,561</u>
At 31 March 2024	67,561
NET BOOK VALUE	
At 31 March 2024	<u>67,561</u>
At 31 March 2023	<u>91,428</u>

There were no investment assets outside the UK.

Cost or valuation at 31 March 2024 is represented by:

	Listed investments £
Valuation in 2024	<u>67,561</u>

15. STOCKS

	2024 £	2023 £
Stock of finished goods	<u>32</u>	<u>32</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	18,202	9,262
Other debtors	3,203	3,203
Prepayments and accrued income	3,621	5,650
	<u>25,026</u>	<u>18,115</u>

**HEADWAY SURREY HEAD INJURIES ASSOCIATION
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2024**

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	1,870	352
Social security and other taxes	3,667	2,513
Other creditors	189	2,034
Accruals and deferred income	19,685	8,230
	<u>25,411</u>	<u>13,129</u>

18. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2024	2023
	£	£
Other loans (see note 19)	<u>20,000</u>	<u>20,000</u>

19. LOANS

The loan of £20,000 from Surrey County Council is unsecured and is for an indefinite period, and will only be repayable in the event of liquidation. The loan is interest-free and is measured at the amount received. No repayments have been made nor an interest accrued as none is due.

20. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
Unrestricted funds			
Designated fund: Strategic Development fund	92,734	(25,173)	67,561
Designated fund: Bursary fund	226	491	717
Designated fund: Carers pilot	105	(105)	-
General unrestricted funds	114,728	19,597	134,325
Revaluation reserve	72,861	-	72,861
	<u>280,654</u>	<u>(5,190)</u>	<u>275,464</u>
Restricted funds			
Fixed asset donation	78,000	-	78,000
Projects	15,190	1,420	16,610
	<u>93,190</u>	<u>1,420</u>	<u>94,610</u>
TOTAL FUNDS	<u>373,844</u>	<u>(3,770)</u>	<u>370,074</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2024**

20. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Designated fund: Strategic Development fund	-	(31,306)	6,133	(25,173)
Designated fund: Bursary fund	386	105	-	491
Designated fund: Carers pilot	-	(105)	-	(105)
General unrestricted funds	230,235	(210,638)	-	19,597
	230,621	(241,944)	6,133	(5,190)
Restricted funds				
Projects	49,917	(48,497)	-	1,420
TOTAL FUNDS	<u>280,538</u>	<u>(290,441)</u>	<u>6,133</u>	<u>(3,770)</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
Designated fund: Strategic Development fund	129,998	(37,264)	92,734
Designated fund: Temporary employee fund	183	(183)	-
Designated fund: Bursary fund	757	(531)	226
Designated fund: Carers pilot	-	105	105
Building project	3,600	(3,600)	-
General unrestricted funds	133,627	(18,899)	114,728
Revaluation reserve	72,861	-	72,861
	341,026	(60,372)	280,654
Restricted funds			
Fixed asset donation	78,000	-	78,000
Projects	13,562	1,628	15,190
	91,562	1,628	93,190
TOTAL FUNDS	<u>432,588</u>	<u>(58,744)</u>	<u>373,844</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 March 2024**

20. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Designated fund: Strategic Development fund	-	(25,000)	(12,264)	(37,264)
Designated fund: Temporary employee fund	-	(183)	-	(183)
Designated fund: Bursary fund	-	(531)	-	(531)
Designated fund: Carers pilot	105	-	-	105
Building project	2,300	(5,900)	-	(3,600)
General unrestricted funds	157,779	(176,678)	-	(18,899)
	160,184	(208,292)	(12,264)	(60,372)
Restricted funds				
Projects	34,664	(33,036)	-	1,628
TOTAL FUNDS	194,848	(241,328)	(12,264)	(58,744)

Restricted Funds

Fixed asset donations were received for the purchase of fixed assets for continued use by the charity. A balance of £75,000 relates to the Lottery Fund grant for property which is not depreciated and a further £3,000 relates to a donation towards a new door for the premises.

Grants were received from several entities towards specific projects, including the National Lottery.

Unrestricted Funds

o The Strategic Development Fund (SDF) is held for projects which aim to secure and expand the provision of future services and help more people suffering with acquired brain injury. It consists substantially of the charity's investment portfolio and the gain or loss on the value of investments is included within income or expenditure.

o The Temporary employee fund, previously the Link Worker fund, provides funding to fill short term roles that meet the aims of the SDF. If a role becomes permanent, expenditure will then be met by unrestricted reserves.

o The Bursary fund is available for clients undergoing financial hardship, to ensure their continued access to Headway Surrey's services.

o The Carers Pilot fund was set up to develop the Carers Survival Toolkit courses. The courses have been successfully implemented, so the unused funds were transferred to unrestricted reserves in the year.

o The Building Development fund was established to research and implement improvements to the Headway building and physical facilities.

o The Website Development fund was established to fund improvements in the Headway website and the website facilities.

21. EMPLOYEE BENEFIT OBLIGATIONS

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

The charge to income and expenditure in respect of defined contribution schemes was £4,047 (2023 - £3,579).

22. RELATED PARTY DISCLOSURES

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

HEADWAY SURREY HEAD INJURIES ASSOCIATION LTD

England & Wales - Charity number 1046863

Accounts

Charity registration number 1046863

Company registration number 2991672 (England and Wales)

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	R Bowden (Chair)	
	M Ferguson	
	W Glover	
	S Ings	
	Mr A Golding	
	B Lowe	(Appointed 1 October 2022)
	J Hannah	(Appointed 1 October 2022)
	G Dearman	(Appointed 1 October 2022)
	L Eccles	(Appointed 1 October 2022)
	L Gostling	(Appointed 1 October 2022)
Charity number	1046863	
Company number	2991672	
Registered office	Headway House 21 North Road Guildford Surrey GU2 9PU	
Independent examiner	Stephen Meredith FCA DChA Friary Court 13-21 High Street Guildford Surrey GU1 3DL	
Bankers	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA	

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The 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 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

Who we are and why our work is important.

At Headway Surrey everyone has a feeling of belonging and can be themselves, they can enjoy meeting others in a similar situation and work on their own personal goals so that they thrive. We work together and provide the facilities and resources for everyone to gain peer support. We support not only the person with the brain injury but also their families, carers and employers.

Every 90 seconds someone in the UK is admitted to hospital with a brain injury, this may be from a work or sports injury, trip, fall, falling objects, stroke, encephalitis, meningitis, hypoxia, carbon monoxide poisoning, assault, combat, domestic violence, brain tumour, aneurysm and many other issues. We help people to cope with this traumatic change to their lives.

We reduce the pressure on public services.

Our Vision

To be known throughout Surrey as the go to place for support with acquired and traumatic brain injury.

Our Mission

To support adults with acquired and traumatic brain injury, their families and carers. To promote and understand the implications of brain injury and to discover how to lead a worthwhile and different life with brain injury.

Objectives and activities

Objectives

- To promote the relief of persons who have suffered head injuries from the consequences of such injuries and the rehabilitation of such persons.
- To advance the education of the public in all aspects of head injury and the consequences thereof.

Activities

- Supporting those living with acquired brain injury and their families, carers, colleagues and friends.
- Promoting and supporting independent living skills amongst those living with acquired brain injury.
- Providing rehabilitation services for those living with acquired brain injury.
- Assisting those living with acquired brain injury to reintegrate into their communities following their injury.
- Providing advice to those living with acquired brain injury and their families, carers, colleagues and friends.
- Promoting awareness of all aspects of acquired brain injury and the ways in which it can be prevented.
- Providing counselling and well-being support in the form of social sessions to enable peer support.
- Providing Link Workers to enable early intervention at hospitals and similar to enable access to Headway Surrey's services and support.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2023

Public Benefit

The trustees have considered the Charity Commission's guidance on the provision of public benefit and the trustees believe that Headway Surrey provides a public benefit to clients and families with acquired or traumatic brain injury, their carers, their families, local community, public services, SCC, NHS, Adult Social Care, Social Services and health care providers, providing specialist support not provided elsewhere.

The trustees have considered the Charity Commission's guidance on the provision of public benefit and the trustees believe that Headway Surrey provides a public benefit to clients with acquired or traumatic brain injury, their carers, their families, local community, public services, SCC, NHS, Adult Social Care, Social Services and health care providers, providing specialist support not provided elsewhere.

Chief Executive Report on Services

Headway Surrey continues to offer a wide range of services designed to support and enable adults in Surrey with acquired brain injury to live well with their brain injury. The Rehabilitation Team are very experienced, some being awarded the Certificate in Brain Injury from Headway UK and Northampton University, others undertaking Brain Tree Training courses, which specialize in upskilling staff to support brain injury survivors. The team also have backgrounds that come from working with special needs, challenging behaviour and psychology. The staff team comprises of 10 people which is the equivalent of 6.5 full time.

Headway Surrey relies on the support of its wonderful volunteers, either regularly or one-off, the number of volunteers varies but are in excess of 20. The roles they fill are as Trustees, centre helpers in group sessions, tea and coffee volunteers, Drop in Helpers, behind the scenes office admin, awareness events, fundraising, social media, bookkeeping and gardening.

The Services

- **Helpline and Email Support.** This is a vital and life-saving service. It is used for advice and support and for those with communication issues, includes a text or What's App service. It provides information to those surviving a brain injury, families and carers, and professional health and social care professionals. It is often the initial contact point for these people immediately after a brain injury and then again later when the person is discharged from hospital. It is also used many months or even years after the brain injury. Cognitive disabilities may be identified often in a crisis, or when the family feel they are unable to cope on their own anymore and that is when help will be sought.
- **Centre Workshop Days.** Two days of the week, a weekly Centre Workshop Day runs from 10am-2.30pm. Up to 16 people with brain injury can attend and each person has person-centred goals which are monitored and supported. The day is split into different sections to enable those attending to gain the maximum support. The day starts with individual bespoke worksheets, followed by socialization time over coffee. Then a session which may be on brain injury strategies and skills for memory, information processing, decision making, creative writing or a guest speaker, or a discussion around emotions or certain effects of brain injury. This is followed by a lunch break, where conversation and communication are encouraged, along with reading the newspapers, crosswords, listening to music and enjoying the Headway Surrey Garden. In the afternoon there will be a session on art, boardgames, or seated boccia. These sessions are used either short term or long term, some attendees use these sessions to maintain their brain improvement and to give their carers respite.
- **Zoom Coffee Mornings.** Fortnightly and online to make it accessible for those who cannot travel or leave their homes. An hour of lively discussion on topics that the attendees choose. Coffee Morning attendees gain a great deal of peer support, ideas on living well and coping with their brain injury, as well as laughter and friendship, which breaks the isolation barriers. For some it is the only contact they have with others all week. Professionals in hospitals may attend with patients due to be discharged in a bid to familiarise them with the services they may access in the future.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2023

- **1:1 Sessions.** These sessions are specialized and bespoke for those that need or want more 1:1 specialist support. They are also ideal for those whose brain injury has resulted in noise intolerance and those requiring more confidentiality. The sessions are person-centred and may involve learning skills and strategies to manage memory or information processing, controlling behaviour, decision making, specialist worksheets, new skill training, or re-training on lost skills, practical administration support to understand and read correspondence, benefits, bills, appointments, medical letters etc. Assistance with returning to work, practical advice and strategies to cope. Signposting and support to volunteering or training or employment. The sessions are accessible online or face to face at Headway Surrey. These sessions can also be used for family members to gain skills and support to help them support their loved one.
- **Drop In (Friday Friends).** Held on the third Friday morning of every month, this very popular free session is for regulars and also new would-be clients, attendance numbers vary, but will be between 20-30. It gives new would-be clients the opportunity to see the centre, meet some of the team, discuss options and to meet others in a similar situation. For regulars, it is a welcome monthly event to socialize and reduce isolation, gain communication practice, peer-to-peer support and meet new people. Family and carers also attend and they gain support from talking to other families and carers and members of staff. The session also provides carers a morning of respite from their caring duties, if they wish to drop and leave the person with brain injury, knowing they are in a safe place. Previous clients also use the drop-in as a time to re-connect / socialize with other clients and staff.
- **Family Education Sessions.** These are for family group issues or 1:1 sessions for spouse/partner, parents and children to understand what the person with the brain injury is going through, how they can help and how as a family they can work together and support the survivor's rehabilitation. These are accessible online or face-to-face.
- **Family and Carers Survival Toolkit Course.** A 6-week course held online to support and educate family and carers to understand brain injury, cognition, neuro-fatigue, behavior changes and communication issues. The course is ideal for family and carers to gain skills and strategies to use from the facilitator, peer support and to meet others in a similar situation. Courses take a maximum of 12 attendees and the average attendance is 6-12 people at each session. Each session lasts 1.5 hours, divided into 1 hour of tutorial and 30 minutes of discussion. These are run either in the afternoon or early evening to make them accessible around caring duties. The Headway Surrey helpline and email support is also available for family and carers as well.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2023

- **Short Term Counselling Course.** 6 counselling sessions for survivors of brain injury and their families. These 50-minute sessions are accessible online, via telephone or face to face at the centre.
- **Understanding Brain Injury for Survivors Course.** 6-week course to help those with brain injury to understand their condition. Exploring how the brain works, neuro fatigue, cognition, emotions and communication. Each session is 1.5 hours online, which is 1 hour of tutorial and 30 minutes of discussion. The benefits gained include good peer support, insight and reduces the feeling of being the only one.

Early Intervention and Link Workers

The Link Workers provide early intervention support and guidance to families, patients and staff and regularly visit:

- St. George's Hospital, Tooting
- Queen Mary's Hospital, Roehampton
- Bradley Unit, Woking
- St Peter's Hospital, Chertsey

They also support the Multi-Disciplinary Teams (MDT) at other Surrey hospitals with periodic in-service training, monthly updates on our support services and distribution of patient information packs. The Link Workers are currently working with other Surrey hospitals to gain a regular presence. Eg. Frimley Park Hospital, Royal Surrey County Hospital Guildford, East Surrey Hospital Reigate, Epsom Hospital.

They also give free 30-45 min talks, online or face-to-face to Adult Social Care Teams, Social prescribing teams, GP networks, stroke clubs and other healthcare organisations.

- **Annual Summer Outing.** The clients select a local place of interest to visit for a day, eg Mane Chance Horse Sanctuary or Swingbridge Boat on the River Wey. Clients help plan the day and gain a lot of cognitive benefit, both socially and practically, eg. planning, information processing, communication and decision making.
- **Annual Christmas Lunches and Summer BBQs.** These are held at Headway House for all the clients, carers, volunteers, Trustees, and staff. These are vital social opportunities, complete with all the necessary BBQ trimmings, Father Christmas, entertainment and a small gift. These events offer local companies the opportunity to sponsor an event and to be involved with participating and volunteering on the day.
- **Work Experience** is available at Headway Surrey for trainee psychologists, occupational therapists, nurses, speech and language therapists etc. This provides great two-way learning opportunities for all involved and the clients gain additional benefit from meeting new people.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

- **Collaboration and joint working.** We play an active part and attend the following.

- SABIN - Surrey Acquired Brain Injury Network
- Surrey Coalition of Disabled People
- Long Term Neurological Conditions Group
- Surrey Charities Chief Executive Group
- Surrey Charities Forum
- Queen Elizabeth Foundation

As well as working with Surrey County Council, we also work with Adult Social Services, Adult Locality Teams, Adult and Community Care Teams, NHS Clinical Commissioning Groups, Surrey Borough Councils.

We also work with other organisations from the voluntary sector, funding organisations, local groups, companies and corporates. Eg. Lions, Rotary.

- **Professional Training** Special training sessions can be arranged for different groups of professionals, for example Lawyers or Case Managers. These are usually 2 hours in length and delivered online or face to face.
- **Professional Lunch and Learn Webinars.** These are held monthly online and are 30 minutes in length enabling health care and social care professionals to easily join and learn in bite sized chunks about brain injury and some other associated issues, eg. Communication, behaviour, memory.
- **Volunteering** there are a range of opportunities. For example, 1:1 support with clients, facilitating group sessions eg. quiz and boardgames, preparing refreshments and conversation practice, fundraising, event support, admin, gardening and trusteeship. All volunteers undergo an interview, DBS check, two references, trial period, induction and training. We have more than 20 volunteers at any time. Either regular volunteers, term-time volunteers, holiday volunteers and one-off volunteers.

Taking an average of 20 volunteers working 10 hours a week:

20 volunteers x 48 weeks of the year x 10 hours = 9,600 hours per year

at the national living wage of £10.42 per hour this would cost = £100,032

Achievements and performance

Report by the Chair on Achievements and Performance – Dr Rebecca Bowden

Winston Churchill said: *'The pessimist sees difficulty in every opportunity. The optimist sees the opportunity in every difficulty'*.

This year it has been a very good thing that we have such a fabulous bunch of optimists amongst our staff and volunteers! It has been another difficult year, following on from 2 very challenging years for our charity and our clients. However, we are beginning to see the results of our hard work and agility in terms of how much we have done to change the way we work, to raise funds in new ways, and to offer exciting new services to our clients.

The cost-of-living crisis has hit those who are most disadvantaged in a disproportionate way. The current situation has particularly affected people like our clients who have a disability or long-term illness. Rising costs of fuel, food, transport and childcare are particularly acute in Surrey. Of course, this affects not only our clients, but our staff and volunteers too, with many people in our area being unable to continue to volunteer due to having to work more hours, or not being able to afford transport costs.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

This all affects the availability of funds for our charity too, with every aspect of our income being squeezed. Some of our clients are able to get funding for their rehabilitation, but public sector funding has not increased in line with inflation, and we have been left having to find other income to cover the full costs. We're delighted that we have managed to secure a number of small grants to provide bursaries to clients who otherwise wouldn't be able to afford to get the rehab that is so important to their recovery. We have also successfully supported a number of clients through appeals against non-payment decisions – but the process is slow and very upsetting for our clients.

It has been an extremely challenging year financially, and we have again made significant use of our strategic development fund this year to invest in developing new services and in improving our fundraising capacity.

Nevertheless, our outstanding staff and volunteer team have continued to support our clients in every way we can. Someone in the UK is admitted to hospital every 90 seconds with an acquired brain injury, and cases have increased year-on-year in the UK steadily for several years. Our Link Workers are able to form the bridge between primary care medical professions and our services, ensuring that people newly injured are aware of our services.

Our monthly drop-in sessions continue to be very well attended. We have found that we are getting more and more young people using our services and so we have set a young person's support group so that they have a space to share their stories.

We have had a number of changes in our staff team this year, which of course is very disruptive, but we're delighted to welcome a new Link Worker Lucy Gregory, Rehab Assistant Angela Manrique and our new Office Manager Claire Moore. This year too, Sonja and Maggee took on new roles as the joint CEO – giving us a great deal of knowledge and experience at the helm. We're also delighted to be working with our freelance fundraiser, Katie Heyward who has brought great insight, and we are already seeing the results of her labours.

We carried out an open recruitment campaign for new trustees and we were really pleased to be able to appoint 5 fabulous new trustees to our Board, Gennie Dearman, Jennifer Lund, Louise Gostling, Louise Eccles and Beth Lowe. We are particularly delighted to have three survivors of ABI on our Board of Trustees, and working with them has really helped us to understand the issues faced by clients, and to have their needs at the centre of all our strategic planning for Headway Surrey.

Our Art and Creative Writing classes continue to thrive and to provide our clients with new skills, but also an opportunity to talk through their feelings. This year too we have continued to embrace the power of the outdoors to improve mental and physical health with our Walking and Talking Group for our clients. In addition, our staff and volunteers have worked minor miracles in the garden – not only in the existing outdoor space but also the wonderful community garden for the local residents to make use of as well as our clients. This is a real demonstration of 'community' in action, as well as the healing power of growing things and we were delighted to be awarded Best Neighborhood Project and a Gold Guildford in Bloom Award.

The ongoing mental health toll of the last few years on our clients continues to require support, and in addition to our expert staff we have maintained our counselling service with 4 volunteer counsellors, from time to time we have a waiting list, but this is only for about 6 weeks.

I would like to pay tribute to our wonderful staff and volunteer team, and our fabulous trustees, without whom we would be unable to continue providing such life-changing support to our clients. In particular our joint CEOs Sonja and Maggee who have worked tirelessly to support the team, and our clients. It is a real honour to work with such a dedicated and professional team, who care so deeply about each person that we support.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

Financial review

The accounts for the year ending 31 March 2023 show total income amounting to £194,849 (2022: £204,667) and resources expended of £241,329 (2022: £269,913). A deficit of £58,744 (2022: £67,245) was recorded in the year following the inclusion of a £12,264 loss on investments (2022: £1,999 loss).

A deficit of this level for a second year running is a significant concern for the charity, and occurred despite the Board of Trustees and senior staff carefully monitoring income and expenditure on a monthly basis. Through a restructuring in the year the Charity was able to cut staff costs, however, this could not make up for a decrease in donations and grants received in the year, which is considered to result from the cost of living crisis facing the UK. The charitable sector is particularly susceptible to downturns in the wider economy as high inflation and reduced disposable incomes cut donations from both individuals and corporations.

As mentioned in the Report by the Chair on Achievements and Performance, the Board has appointed a freelance fundraiser in the year. This cost has been funded using the Strategic Development Fund and aims to combat the falling level of grants and donations seen over the last few years. Results have been very positive with an increase in grants being experienced toward the end of the year helping the Charity to make a surplus of £3,895 in Q4. This trend has continued in to the 2023/24 year end, and the Board are optimistic that this will provide a significant boost to our incoming resources and reduce the increasing risk to going concern.

Reserves Policy

The Reserves Policy is reviewed annually. It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to 6 months expenditure. The trustees consider that reserves at this level would ensure that, in the event of a significant drop in funding, they would be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. Trustees have supported a cautious reserves policy for two reasons:

- the charity is reliant on Surrey County Council for a significant proportion of funds relating to provision of rehabilitation and support services and is therefore vulnerable should the Council make budget changes.
- the clients supported by the charity are highly vulnerable and reliant on our support, we do not wish to have to withdraw vital services unnecessarily and wish to maintain a level of reserves which will enable us to weather major disruptive challenges without having to disadvantage our beneficiaries.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2023

At the end of March 2023 Headway Surrey Head Injuries Association Ltd carried £280,654 unrestricted reserves, equal to 14 months operating costs based on the results of the year. Of those funds, £18,950 represent free reserves. Unrestricted reserves includes the revalued cost of the leasehold property, which is disproportionately high compared to annual income and expenditure. For this reason, the Charity considers free reserves to be a more accurate measure of its ability to meet financial obligations as they fall due and have set a target of maintaining 2 months of average expenditure. The level held at the year end is equal to 1.0 months of expenditure.

In response to the low level of free reserves, the Finance Committee has been carrying out an enhanced cash flow review on a monthly basis throughout the year. This has ensured that funds have been made available when well in advance of potential cash flow issues arising and as a result the Charity has faced no issues with paying creditors during the year.

Strategic Development Fund and Investments

The Strategic Development Fund (SDF) is a designated fund earmarked for improving the provision of existing services and developing new services in response to the needs of our beneficiaries as directed by the Trustees. The fund is substantially made up by an investment portfolio. Cash income generated by the investments will be available for unrestricted use by the Charity, whilst gains on investment values shall remain within the designated fund.

It is the objective of the charity that total annualised returns over a three year period exceed average annual CPI over the same period. Total annual returns will be measured using an industry standard, and will account for additions to, and withdrawals from, the capital invested. This level of return is considered necessary to justify the risk to capital inherent with investments of this nature. It is deemed inappropriate to make an appraisal of the investments at this stage due to ongoing exceptional economic conditions.

As mentioned above, this year a portion of the fund has successfully been utilised to hire a freelance fundraiser. On one occasion in the year it also become necessary to reclassify £25,000 of the SDF as unrestricted funds, to enable the Charity to meet monthly expenditures. This occurred in November 2022, and at the time of signing this report, no further reclassifications have been required due to the improving financial position of the Charity.

Headway Surrey Head Injuries Association Ltd retains a long-term interest in the site at North Road, Guildford, having leased the land from Windsor and District Housing Association for a period of 125 years, at a peppercorn rent.

Risk and insurance

The trustees review at Board meetings the major risks to which the charity is exposed. Procedures are in place to mitigate those risks. A risk register is reviewed regularly by the Board of Trustees. A full review of policies commenced in 2022 and was finalised in the first few months of the 2022/2023 year end.

Individual client risks and activity assessments are undertaken by staff as required and procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre, with public, employee and legal insurance in place.

Quality Standards

Headway Surrey undertakes a National Standards Audit by Headway UK to ensure consistent quality of delivery for all operational and service aspects of the charity.

Development Areas

Due to Covid, some plans have been placed on hold.

- the possibility of an extension at Headway House to provide more space for extra activities,
- the provision of more regional hubs throughout Surrey to enable more beneficiaries to be supported in their local area.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

Plans for future periods

Our key strategic priorities

For the year 2022/2023 we continue to monitor and assess service requirements appropriate to client needs to improve outcomes and services across Surrey and adapt to the challenges all around us, especially the high cost of living and the impact on all.

Sustainable centre of excellence for ABI support in Surrey

- Seek to become widely known as the 'go to' centre for advice and support for ABI in Surrey
- Expand services to reach clients across the breadth of Surrey, increase numbers of both supported and private paying clients, maintain the bursary scheme to support disadvantaged clients.
- Continue to support and attend (SABIN) Surrey Acquired Brain Injury Network
- To continue to raise the profile of Headway Surrey and brain injury in and around Surrey to increase understanding of its causes and consequences.
- To increase service usage and diversify income with additional funding.
- To identify suitable key partners to form strategic alliances for developing services to address complex needs, including learning disability, stroke and brain tumours.

Cognitive rehabilitation providing support and guidance for living well with brain injury

- Weekly centre workshop days and 1:1 sessions in the Guildford centre and online.
- Expanded to accommodate 36 clients per week.
- To provide services across Surrey to accommodate 48 clients /week.
- Maximise the number of clients being supported to make best use of available facilities and staffing and drive down cost per head.
- Provide Helpline, email, text and what's app support.
- Review, assess and introduce management KPIs on visits/attendances at centre/ new clients to maintain values for our clients from our resources.

Community Support - practical support to improve independence and signpost available support.

- Support for obtaining Brain Injury ID Cards
- Provision of support for PIP, ESA, Funding assessment meetings.

Social and emotional support to reduce loneliness and isolation

- Drop In Friday Friends monthly in Guildford.
- Coffee mornings online.
- Social element to the regional outreach & support.
- Focus on Friends of Headway Surrey as a means of reaching out to carers and families.
- Helpline also available.

Structure, governance and management

The charity is a company limited by guarantee, founded in 1985, registered with the Charity Commission in June 1995. Memorandum and Articles were incorporated on 17th November 1994, as amended by special resolutions dated 26th April 1995, 11th October 2011 and 27th October 2016.

In the event of the company being wound up, all the Trustees who are members are required to contribute an amount of £1. None of the Trustees has any beneficial interest in the company and give their time freely as volunteers. No trustee received remuneration in the year.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

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:

R Bowden (Chair)	
S Casson	(Retired 1 October 2022)
M Ferguson	
H M Goatley (Vice Chair)	(Retired 1 October 2022)
W Glover	
S Ings	
Mr A Golding	
B Lowe	(Appointed 1 October 2022)
J Hannah	(Appointed 1 October 2022)
G Dearman	(Appointed 1 October 2022)
L Eccles	(Appointed 1 October 2022)
L Gostling	(Appointed 1 October 2022)

The responsibility of recruiting new trustees is the responsibility of the exiting trustees and is mainly through word of mouth and social media. The trustees are responsible for the election of the Charity's Chairman, Secretary and Treasurer. The trustees feel that it is important to have a diverse Board of Trustees and a minimum of one survivor of brain injury. All Trustees are subject a minimum of one interview and a trial period on the Board, DBS check, two references. Trustee Skill Audits are carried out every one to two years depending on retiring Trustees.

Staff

From 1st April 2022 - 31st December 2022, the charity employed 10 members of staff equivalent to 7 full-time, details are as follows:

- 1 Chief Executive Officer – Sonja Freebody
- 1 Finance and Admin Officer – Maggee Fulleylove
- 1 Services Coordinator – Chloe Bunce
- 2 Rehabilitation Coordinators – Jo Jones Baxter, Rowena Tyler
- 2 Rehabilitation Assistants - Dave Storer, Lucy Gregory, Julie Weeden
- 1 ABI Link Worker – Gill Edwards
- 1 Marketing Assistant - Ella Smith
- 1 Counsellor - Kat Howard

From 1st January 2023 - 31st March 2023 the charity employed 10 staff equivalent to 6 full-time, details are as follows:

- 2 Joint Chief Executive Officers – Sonja Freebody & Maggee Fulleylove
- 1 Office Manager – Claire Moore
- 2 Rehabilitation Coordinators – Jo Jones Baxter, Rowena Tyler
- 2 Rehabilitation Assistants - Dave Storer, Angela Manrique
- 2 ABI Link Workers – Gill Edwards & Lucy Gregory
- 1 Counsellor – Kat Howard

The Joint CEOs have overall responsibility for the charity and have split their responsibilities between them to take into account daily operations, its policies and strategic development.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

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



.....
R Bowden (Chair)

Chairman

Date: 19/10/23

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

I report to the trustees on my examination of the financial statements of Headway Surrey Head Injuries Association Limited (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Stephen Meredith FCA DChA

Friary Court
13-21 High Street
Guildford
Surrey
GU1 3DL

24/10/2023

Dated:

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<u>Income from:</u>							
Donations and legacies	3	36,215	-	36,215	49,001	-	49,001
Charitable activities	4	122,413	34,664	157,077	120,127	33,149	153,276
Investments	5	1,557	-	1,557	2,390	-	2,390
Total income		160,185	34,664	194,849	171,518	33,149	204,667
<u>Expenditure on:</u>							
Raising funds	6	28,743	-	28,743	16,323	-	16,323
Charitable activities	7	179,550	33,036	212,586	227,781	25,809	253,590
Total expenditure		208,293	33,036	241,329	244,104	25,809	269,913
Net gains/(losses) on investments	11	(12,264)	-	(12,264)	(1,999)	-	(1,999)
Net movement in funds		(60,372)	1,628	(58,744)	(74,585)	7,340	(67,245)
Fund balances at 1 April 2022		341,026	91,562	432,588	415,611	84,222	499,833
Fund balances at 31 March 2023		280,654	93,190	373,844	341,026	91,562	432,588

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 SURREY HEAD INJURIES ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	13		246,639		247,398
Investments	14		91,428		128,692
			<u>338,067</u>		<u>376,090</u>
Current assets					
Stocks	15	32		15	
Debtors	16	18,116		12,778	
Cash at bank and in hand		50,758		75,231	
		<u>68,906</u>		<u>88,024</u>	
Creditors: amounts falling due within one year	18	(13,129)		(11,526)	
Net current assets			<u>55,777</u>		<u>76,498</u>
Total assets less current liabilities			393,844		452,588
Creditors: amounts falling due after more than one year	19		(20,000)		(20,000)
Net assets			<u>373,844</u>		<u>432,588</u>
Income funds					
Restricted funds	21		93,190		91,562
<u>Unrestricted funds</u>					
Designated funds	22	93,065		134,538	
General unrestricted funds		114,728		133,627	
Revaluation reserve		<u>72,861</u>		<u>72,861</u>	
			<u>280,654</u>		<u>341,026</u>
			<u>373,844</u>		<u>432,588</u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2023

The charitable company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The Trustees, as directors, acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the charitable company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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 19.10.2023



.....
R Bowden (Chair)
Trustee

Company registration number 2991672

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Headway Surrey Head Injuries Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, 21 North Road, Guildford, Surrey, GU2 9PU.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], 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 charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. 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.

1.2 Going concern

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The Trustees have made this assessment in respect of a period of one year from the date of approval of these financial statements.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity 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.

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.

1.4 Income

Income is recognised when the charity 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 charity 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.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

1 Accounting policies

(Continued)

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.

Support and governance costs are allocated to charitable activities (85%) and fundraising costs (15%) to reflect the underlying activity levels.

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:

Leasehold land and buildings	Nil
Day centre equipment	5 years straight-line
Fixtures and fittings	5 years straight-line
Computers	5 years straight-line

Freehold land is not depreciated.

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 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity 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).

1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.10 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.

1.11 Financial instruments

The charity 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 charity's balance sheet when the charity 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.

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 charity's contractual obligations expire or are discharged or cancelled.

1.12 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 charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.13 Retirement benefits

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

1.14 Concessionary loans

Concessionary loans with no set repayment date are measured at the amount received, adjusted for any amounts repaid and accrued interest.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.15 Government grants

Grants relating to revenue are recognised in income on a systematic basis over the periods in which the entity recognises the related costs for which the grant is intended to compensate.

2 Critical accounting estimates and judgements

In the application of the charity'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.

Key sources of estimation uncertainty

Valuation of investments

A key accounting estimate is the value at which trustees recognise investments. The risk of misstatement is mitigated by the use of investment managers who publish a portfolio valuation. Listed investments are valued by reference to their market value prevailing at the balance sheet date.

3 Donations and legacies

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Donations and gifts	36,215	49,001

All donations and gifts received in this year and in the previous year were recognised in unrestricted funds.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	Charitable Income 2023 £	Charitable Income 2022 £
Fees receivable	105,067	102,789
Grants	34,664	33,149
Subscriptions	17,346	17,338
	<u>157,077</u>	<u>153,276</u>
Analysis by fund		
Unrestricted funds - general	122,413	120,127
Restricted funds	34,664	33,149
	<u>157,077</u>	<u>153,276</u>

5 Investments

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Income from listed investments	1,498	2,388
Interest receivable	59	2
	<u>1,557</u>	<u>2,390</u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

6 Raising funds

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
<u>Fundraising and publicity</u>		
Seeking donations, grants and legacies	8,629	290
Advertising	443	285
Support costs	19,671	15,748
Fundraising and publicity	28,743	16,323
	28,743	16,323

7 Charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Staff costs	93,889	108,937
Community travel	-	156
Day centre expenses	2,201	710
Befriending expenses	194	155
Helpline and centre	-	1,896
	96,284	111,854
Share of support costs (see note 8)	111,469	135,176
Share of governance costs (see note 8)	4,833	6,560
	212,586	253,590
Analysis by fund		
Unrestricted funds - general	179,550	227,781
Restricted funds	33,036	25,809
	212,586	253,590

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Support costs

	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £
Staff costs	103,878	-	103,878	118,539	-	118,539
Depreciation	1,261	-	1,261	1,261	-	1,261
Energy and rates	1,753	-	1,753	736	-	736
Premises costs	5,351	-	5,351	4,742	-	4,742
Printing, postage and stationery	492	-	492	639	-	639
Telecommunications	7,609	-	7,609	4,437	-	4,437
Staff recruitment and training	1,784	-	1,784	803	-	803
Computer running costs	4,626	-	4,626	12,528	-	12,528
Subscriptions	1,285	-	1,285	1,187	-	1,187
Sundry	2,372	-	2,372	5,323	-	5,323
Independent Examiners fees	-	2,046	2,046	-	1,640	1,640
Accountancy	-	4,369	4,369	-	5,649	5,649
	<u>130,411</u>	<u>6,415</u>	<u>136,826</u>	<u>150,195</u>	<u>7,289</u>	<u>157,484</u>
Analysed between						
Fundraising	18,942	1,582	20,524	15,748	-	15,748
Charitable activities	111,469	4,833	116,302	135,176	6,560	141,736
	<u>130,411</u>	<u>6,415</u>	<u>136,826</u>	<u>150,924</u>	<u>6,560</u>	<u>157,484</u>

Governance costs includes payments to the independent examiner of £2,046 (2022 - £1,640) for independent examination fees.

9 Trustees

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

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Chief Executive	1	1
Finance and Administration Manager	1	1
Services Co-ordinator	1	1
Rehabilitation Co-ordinators	2	2
Executive Assistant	1	1
Counsellor	1	1
Rehabilitation Assistant	1	1
Marketing Assistant	1	1
ABI link worker	1	1
	<u>10</u>	<u>10</u>

Employment costs

	2023 £	2022 £
Wages and salaries	183,359	209,435
Social security costs	10,829	13,627
Other pension costs	3,579	4,414
	<u>197,767</u>	<u>227,476</u>

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

11 Net gains/(losses) on investments

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Revaluation of investments	<u>(12,264)</u>	<u>(1,999)</u>

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 SURREY HEAD INJURIES ASSOCIATION LIMITED

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

13 Tangible fixed assets

	Leasehold land and buildings £	Day centre equipment £	Fixtures and fittings £	Computers £	Total £
Cost or valuation					
At 1 April 2022	245,000	845	10,694	18,169	274,708
Additions	-	-	-	502	502
At 31 March 2023	245,000	845	10,694	18,671	275,210
Depreciation and impairment					
At 1 April 2022	-	845	10,500	15,965	27,310
Depreciation charged in the year	-	-	78	1,183	1,261
At 31 March 2023	-	845	10,578	17,148	28,571
Carrying amount					
At 31 March 2023	245,000	-	116	1,523	246,639
At 31 March 2022	245,000	-	194	2,204	247,398

Land and buildings with a carrying amount of £245,000 were revalued in September 2016 by a RICS registered independent valuer not connected with the charity on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

At 31 March 2023, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £172,139 (2022 - £172,139).

The revaluation surplus is disclosed on the balance sheet.

14 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2022	128,692
Valuation changes	(12,264)
Disposals	(25,000)
At 31 March 2023	91,428
Carrying amount	
At 31 March 2023	91,428
At 31 March 2022	128,692

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

15 Stocks

	2023 £	2022 £
Finished goods and goods for resale	32	15

16 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	9,263	7,909
Other debtors	3,203	-
Prepayments and accrued income	5,650	4,869
	18,116	12,778

17 Loans and overdrafts

	2023 £	2022 £
Other loans	20,000	20,000
Payable after one year	20,000	20,000

The loan of £20,000 from Surrey County Council is unsecured and is for an indefinite period, and will only be repayable in the event of liquidation. The loan is interest-free and is measured at the amount received. No repayments have been made nor any interest accrued as none is due.

18 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	2,513	4,304
Trade creditors	352	352
Other creditors	2,034	1,756
Accruals and deferred income	8,230	5,114
	13,129	11,526

19 Creditors: amounts falling due after more than one year

	2023 £	2022 £
Borrowings	20,000	20,000

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

20 Retirement benefit schemes

Defined contribution schemes

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

The charge to income and expenditure in respect of defined contribution schemes was £3,579 (2022 - £4,414).

21 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:

	Movement in funds			Movement in funds			
	Balance at 1 April 2021	Income	Expenditure	Balance at 1 April 2022	Income	Expenditure	Balance at 31 March 2023
	£	£	£	£	£	£	£
Fixed asset donations	78,000	-	-	78,000	-	-	78,000
Projects	6,222	33,149	(25,809)	13,562	34,664	(33,036)	15,190
	<u>84,222</u>	<u>33,149</u>	<u>(25,809)</u>	<u>91,562</u>	<u>34,664</u>	<u>(33,036)</u>	<u>93,190</u>

Fixed asset donations were received for the purchase of fixed assets for continued use by the charity. A balance of £75,000 relates to the Lottery Fund grant for property which is not depreciated and a further £3,000 relates to a donation towards a new door for the premises.

Grants were received from several entities towards specific projects, including the National Lottery.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

22 Designated funds

	Movement in funds			Movement in funds			
	Balance at 1 April 2021	Transfers	Expenditure	Balance at 1 April 2022	Transfers	Expenditure	Balance at 31 March 2023
	£	£	£	£	£	£	£
Strategic development fund	136,072	-	(6,074)	129,998	-	(37,264)	92,734
Temporary employee fund	5,774	10,740	(16,331)	183	-	(183)	-
Bursary fund	728	1,045	(1,016)	757	-	(531)	226
Carers Pilot	-	-	-	-	105	-	105
Building project	3,600	-	-	3,600	2,300	(5,900)	-
Website redevelopment	-	10,100	(10,100)	-	-	-	-
	<u>146,174</u>	<u>21,885</u>	<u>(33,521)</u>	<u>134,538</u>	<u>2,405</u>	<u>(43,878)</u>	<u>93,065</u>

• The Strategic Development Fund (SDF) is held for projects which aim to secure and expand the provision of future services and help more people suffering with acquired brain injury. It consists substantially of the charity's investment portfolio and the gain or loss on the value of investments is included within income or expenditure.

• The Temporary employee fund, previously the Link Worker fund, provides funding to fill short term roles that meet the aims of the SDF. If a role becomes permanent, expenditure will then be met by unrestricted reserves.

• The Bursary Fund is available for clients undergoing financial hardship, to ensure their continued access to Headway Surrey's services.

• The Carers Pilot fund was set up to develop the Carers Survival Toolkit courses.

• The Building Development fund was established to research and implement improvements to the Headway building and physical facilities.

• The Website Development fund was established to fund improvements in the Headway website and the website facilities.

23 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

24 Analysis of net assets between funds	Unrestricted funds		Designated funds		Restricted funds		Total		Unrestricted funds		Designated funds		Restricted funds		Total	
	2023	£	2023	£	2023	£	2023	£	2022	£	2022	£	2022	£	2022	£
Fund balances at 31 March 2023 are represented by:																
Tangible assets	168,639		-		78,000		246,639		169,398		-		78,000		247,398	
Investments	-		91,428		-		91,428		-		128,692		-		128,692	
Current assets/(liabilities)	38,950		1,637		15,190		55,777		57,090		5,846		13,562		76,498	
Long term liabilities	(20,000)		-		-		(20,000)		(20,000)		-		-		(20,000)	
	187,589		93,065		93,190		373,844		206,488		134,538		91,562		432,588	

Free reserves at the year end are £18,950, represented by unrestricted Current assets/(liabilities) of £38,950 less Long term liabilities of £20,000.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LTD

England & Wales - Charity number 1046863

Accounts

Charity registration number 1046863

Company registration number 2991672 (England and Wales)

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr R Bowden (Chair) Mr S Casson Mrs M Ferguson Mrs H M Goatley (Vice Chair) Mr W Glover Miss S Ings Mr A Golding
Charity number	1046863
Company number	2991672
Registered office	Headway House 21 North Road Guildford Surrey GU2 9PU
Independent examiner	Stephen Meredith FCA DChA Alliotts LLP 4th Floor Friary Court 13-21 High Street Guildford Surrey GU1 3DL
Bankers	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2022*

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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 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

Objectives

- To promote the relief of persons who have suffered head injuries from the consequences of such injuries and the rehabilitation of such persons.
- To advance the education of the public in all aspects of head injury and the consequences thereof.

Activities

- Supporting those living with acquired brain injury and their families, carers, colleagues and friends.
- Promoting and supporting independent living skills amongst those living with acquired brain injury.
- Providing rehabilitation services for those living with acquired brain injury.
- Assisting those living with acquired brain injury to reintegrate into their communities following their injury.
- Providing advice to those living with acquired brain injury and their families, carers, colleagues and friends.
- Promoting awareness of all aspects of acquired brain injury and the ways in which it can be prevented.

Mission Statement

Headway Surrey supports adults in Surrey with acquired or traumatic brain injuries and head injuries, their families and carers.

The trustees have considered the Charity Commission's guidance on the provision of public benefit and the trustees believe that Headway Surrey provides a public benefit to clients with acquired or traumatic brain injury, their carers, their families, local community, public services, SCC, NHS, Adult Social Care, Social Services and health care providers, providing specialist support not provided elsewhere.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Chief Executive Report on Services

Covid is still in our community and we are continuing to work around it by offering online sessions and in person sessions. Rehabilitation Team Services are delivered by a small Rehab Team of 3 holding the recognised Certificate in Brain Injury from Headway UK and Northampton University and they also have experience in special needs, challenging behaviour and psychology. Most sessions are supported by volunteers where suitable.

- **Helpline and Email Support.** A vital and life-saving service, used for advice and support and includes a What's App function. The service provides information to those surviving a brain injury, families and carers, and professional health and social care professionals. It is often the initial contact point for these people immediately after a brain injury and then again later when the person is discharged from hospital. Many months or even years after the brain injury, cognitive disabilities may be identified often in crisis and that is when help will be sought.
- **Weekly Centre Days.** Prior to Covid set regular groups of 14 adults would attend the centre on a Tuesday or a Thursday from 10am-2.30pm. During Covid these same people had regular Welfare Calls and could attend small groups of 4-6 adults on 4 types of zoom sessions every week. These were Brain Injury Education Sessions (which include individualized work packs delivered by post or email), Art Therapy (and pottery) and Socialization Sessions (comprising of Coffee Mornings and Friday Friends). As covid restrictions relaxed we were able to revert back to our centre days in the same format.
- **1:1 Specialist Sessions.** During Covid they have been online via Zoom, telephone and What's App, supported with individual work packs delivered by post or email. Since Covid restrictions have eased, face to face appointments are now available at the Guildford Centre as well. These sessions are perfect for those that need more 1:1 specialist support. Or for those with noise intolerance and those requiring confidentiality. Clients receive a combination of specialist worksheets, new skill training, or re-training on lost skills. Subjects are repeated as often as required, until a habit is formed. It can take up to 60 hours before a habit is formed. Sessions can be used for practical administration support to understand and read correspondence, benefits, bills, appointments, medical letters etc. Assistance with returning to work, practical advice and strategies to cope. Signposting and support to volunteering or training or employment.
- **Drop In (Friday Friends).** Prior to Covid the Drop In would be held at the centre every week for 2 hours and support between 10-16 people a week. With a different weekly theme such as art, cooking, boccia, debate, or board games. It would provide opportunities to socialise, gain communication practice, peer to peer support, information, reduce isolation, meet new people, friendship, explore the centre and garden. During Covid this service was transformed into an online fun and interactive zoom Quiz and Coffee Morning with groups for crosswords, Pictionary, guest speakers and peer discussions. Since Covid restrictions have eased, these have changed into a monthly session and are attended by 20-30 people every time.
- **Family Education Sessions.** During Covid they have been delivered via zoom. These are for family group issues or 1:1 sessions for spouse/partner, parents and children to understand what the person with the brain injury is going through, how they can help and how as a family they can work together and support the survivor's rehabilitation. Since Covid restrictions have eased, these sessions can now be delivered in the centre.
- **Family and Carers Survival Toolkit Courses.** 6-week course held on Zoom to help family and carers understand brain injury, cognition, fatigue, behavior changes and communication issues. Ideal for family and carers to meet others in a similar situation and gain peer support and advice from a member of staff. Attendees at courses averaged 6-12 and each session lasts 1.5 hours. Helpline and email support is also available for family and carers as well.
- **Short Term Counselling Courses.** 6-short term counselling sessions for 6 weeks for survivors of brain injury and their families. 50-minute sessions on Zoom, Telephone or in person at the centre.
- **Understanding Brain Injury Course for Survivors with an ABI.** 6-week course to help those with a brain injury to understand their condition. Exploring how the brain works, neuro fatigue, cognition, emotions and communication. 1.5 hours on Zoom. Benefits include good peer support.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2022

- **Zoom Coffee Mornings.** Taking place on Zoom, these provide an opportunity for an hour for those with an acquired brain injury to interact with others in a safe and caring environment.
- **ABI Link Worker.** The ABI Link Worker delivers presentations for health and social professionals in Surrey via zoom, explaining how our services work and how to refer. Currently establishing a monthly presence in St George's Hospital Tooting and Queen Mary's Hospital Roehampton, to engage with staff, patients and their families to create a pathway into Headway's services once they leave hospital. Future plans are to build a presence in all Surrey hospitals.
- **Annual Summer Outing.** We were unable to run an outing due to covid, we hope to reinstate in due course. The clients would choose a local place of interest to visit for a day, eg Mane Chance Horse Sanctuary. Clients would gain a lot of cognitive benefit, both, socially and practically, eg. planning, information processing, communication and decision making.
- **Annual Christmas Lunches and Summer BBQs.** We were not able to run these due to covid. They will be reinstated in due course and be held at Headway House for all the clients, carers, volunteers, Trustees, and staff. These are vital social opportunities, complete with BBQ trimmings, Father Christmas, entertainment and a gift. These events offer local companies the opportunity to be involved with volunteering and delivering the day.
- **Work Experience** is available at Headway Surrey for trainee psychologists, OT, nurses, speech and language therapists etc. This provides great two-way learning opportunities for all involved and the clients gain additional benefit from meeting new people.
- **Collaboration and joint working.** We play an active part in the Steering Committee for SABIN - Surrey Acquired Brain Injury Network. We attend the Surrey Coalition of Disabled People, Long Term Neurological Conditions Group meetings. We attend the Surrey Charities Chief Executive Group and link in with Surrey County Council representatives and the Surrey Charities Forum.

As well as working with Surrey County Council, we also work with Adult Social Services, Adult Locality Teams, Adult and Community Care Teams, NHS Clinical Commissioning Groups, Surrey Borough Councils and many other organisations from the voluntary sector, funding organisations, local groups, companies and corporates. Eg. Lions, Rotary.

- **Professional Training and Lunch and Learn Webinars.** Special training sessions can be arranged for different groups of professionals to concentrate on areas of concern. Monthly Lunch and Learn sessions, lasting 30 minutes are also offered to educate health and social care professionals.
- **Volunteering** there are a range of opportunities. For example, 1:1 support with clients, facilitating group sessions eg. quiz and boardgames, preparing refreshments and conversation practice, fundraising, event support, admin, gardening and trusteeship. All volunteers undergo an interview, DBS check, two references, trial period, induction and training. We had about 40 volunteers on our books before Covid-19, however that has now reduced to 20.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Report by the Chair on Achievements and Performance

Whenever I meet our clients, at our drop in coffee mornings, or on outings, or at a weekly rehab session, I am always blown away by their resilience and fortitude. They come from all walks of life, all ages, and their brain injury suddenly arrived one day – maybe through a cycle accident, or a simple trip up some steps whilst rushing to catch a train. They must deal with the immediate and traumatic impact of the injury, but then also over the months and years that follow they have to learn to deal with a range of new symptoms and learn to live their lives differently, finding new coping mechanisms and strategies, which of course our talented staff help them with. This year our little charity has had to be very resilient; we have had to have flexibility, adaptability and a great deal of stoicism and fortitude. Perhaps in 2020-21 we thought we had dealt with the worst of the pandemic, but in 2021-22 we had to face more challenges – ever-changing rules and regulations, and a much harder fundraising landscape as we still had a very limited number of events that our individual fundraisers could get involved in, and competition for grants was higher than ever.

Nevertheless, our outstanding staff and volunteer team remained dedicated to supporting our clients through some of the most difficult times of their lives. Many of our clients have multiple health issues and remain vulnerable to infection, they were understandably nervous about returning to face-to-face activities and the team managed the change sensitively and compassionately. It is a real joy to see things like an active art class taking place in the centre again – and I know that clients are benefiting hugely from the opportunity for that interaction.

In addition, our staff and volunteers have worked minor miracles in the garden – not only in the existing outdoor space but also transforming an adjacent patch of waste land to a wonderful garden for the local community to make use of as well as our clients. This is a real demonstration of 'community' in action, as well as the healing power of growing things.

It has been an extremely challenging year financially, and it is fortunate that in prior years, and under our previous Chairman, we were able to do so well in building up our strategic development fund. We have drawn on it heavily this year to invest in our charity – to grow the team and develop new services. Coming out of lockdown it was clear that our clients had faced a huge toll on their mental health, and we addressed this by appointing a counsellor. She was soon facing a waiting list and we worked in collaboration with the University of Surrey to appoint a team of volunteer trainee counsellors to support her so that we could expand our service. We also appointed a link-worker to improve our links to local healthcare and support professionals. This was in response to listening to our clients – many of whom had found it incredibly hard to find out about our services. We are trying to ensure that anyone with an acquired brain injury in Surrey knows how we can help them to re-build their lives. Fundraising this year has been very difficult, far more so than in 2020-21, and when we have sadly lost staff due to their changing circumstances, we have taken the reluctant decision not to recruit replacements in order to keep our costs down. This means that as we end the year, we are a very small team indeed – punching way above our weight, but we must find a way to expand the team in order to help increased client numbers in the coming years.

I would like to pay tribute to our wonderful staff and volunteer team, and our fabulous trustees, without whom we would be unable to continue providing such life-changing support to our clients. In particular our CEO Sonja who has shown great leadership and personal fortitude in steering our charity through very difficult times. It is a real honour to work with such a dedicated and professional team, who care so deeply about each person that we support.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2022

Financial review

The accounts for the year ending 31 March 2022 show total income amounting to £204,667 (2021: £232,566) and resources expended of £269,913 (2021: £238,643). A deficit of £67,245 (2021: £19,144 surplus) was achieved in the year following the inclusion of a £1,999 loss on investments (2021: £25,521 gain).

A deficit of this level is cause for concern and occurred despite the Board of Trustees and senior staff carefully monitoring income and expenditure on a monthly basis. The difficult conditions in the charitable sector created by the Covid-19 pandemic contributed to a significant decrease in grants received during the year, resulting in falling income despite higher receipts for services provided at the Centre. Expended resources have seen large growth primarily due to higher employment costs as we incurred the first full year of counselling service costs, and salaries in the previous year being suppressed due to furlough receipts.

The Board has responded to the increasingly difficult economic conditions by introducing a free reserve policy, discussed below, and new cash flow monitoring controls which together will enable potential threats to the Charity's finances to be identified quickly and before they create operational problems. Free reserves are the portion of unrestricted reserves held in current assets less liabilities and are the funds available to the charity at short notice, to meet immediate expenses as they come in. Eg. it ignores for example the value of the building.

Reserves Policy

The Reserves Policy is reviewed annually. It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to 6 months expenditure. The trustees consider that reserves at this level would ensure that, in the event of a significant drop in funding, they would be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. Trustees have supported a cautious reserves policy for two reasons:

- the charity is reliant on Surrey County Council for a significant proportion of funds relating to provision of rehabilitation and support services and is therefore vulnerable should the Council make budget changes.
- the clients supported by the charity are highly vulnerable and reliant on our support, we do not wish to have to withdraw vital services unnecessarily and wish to maintain a level of reserves which will enable us to weather major disruptive challenges without having to disadvantage our beneficiaries.

Based on these accounts to the time of this statement Headway Surrey Head Injuries Association Ltd carries £341,026 unrestricted reserves, equal to 15 months operating costs based on the results of the year. Headway Surrey's free reserves at the year end stood at £37,090 (note 24), compared to £98,778 at the end of the previous year. The trustees have considered the minimum amount of free reserves required is 2 months of operating expenditure and the target is £45,000 based on current levels of expenditure. Our year end free reserves are equivalent to 1.6 months, lower than this target by £7,910.

This level of unrestricted reserves is a result of including the cost of the leasehold property, which is disproportionately high compared to the levels of annual income and expenditure. This is the reason that a policy for free reserves was introduced, as it is considered a more accurate measure of the Charity's ability to meet its financial obligations.

Strategic Development Fund and Investments

The Strategic Development Fund (SDF) is a designated fund earmarked for improving the provision of existing services and developing new services in response to the needs of our beneficiaries as directed by the Trustees. The fund is substantially made up by an investment portfolio. Cash income generated by the investments will be available for unrestricted use by the Charity, whilst gains on investment values shall remain within the designated fund.

During the year a portion of the fund was used to re-instate the link worker position, with the aim of improving the number of individuals we reach. February and March saw the global markets enter a period of decline which is ongoing. This contributed to the fall in investment values compared to the opening position.

It is the objective of the charity that total annualised returns over a three year period exceed average annual CPI over the same period. Total annual returns will be measured using an industry standard, and will account for additions to, and withdrawals from, the capital invested. This level of return is considered necessary to justify the risk to capital inherent with investments of this nature. It is deemed inappropriate to make an appraisal of the investments at this stage due to the global shocks that have affected their values in the short term.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Headway Surrey Head Injuries Association Ltd retains a long-term interest in the site at North Road, Guildford, having leased the land from Windsor and District Housing Association for a period of 125 years, at a peppercorn rent.

Risk and insurance

The trustees review at Board meetings the major risks to which the charity is exposed. Procedures are in place to mitigate those risks. A risk register is reviewed regularly by the Board of Trustees. A full review of policies commenced in 2022 and was finalised in the first few months of the 2022/2023 year end.

Individual client risks and activity assessments are undertaken by staff as required and procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre, with public, employee and legal insurance in place.

Quality Standards

Headway Surrey undertakes a National Standards Audit by Headway UK to ensure consistent quality of delivery for all operational and service aspects of the charity.

Development Areas

Due to Covid, some plans have been placed on hold.

- the possibility of an extension at Headway House to provide more space for extra activities,
- the provision of more regional hubs throughout Surrey to enable more beneficiaries to be supported in their local area.

Our key strategic priorities

For the year 2022/2023 we continue to monitor and assess service requirements appropriate to client needs to improve outcomes and services across Surrey and adapt to the challenges of new ways of working required because of Covid.

Sustainable centre of excellence for ABI support in Surrey

- Seek to become widely known as the 'go to' centre for advice and support for ABI in Surrey
- Expand services to reach clients across the breadth of Surrey, increase number of both supported and private paying clients, develop bursary scheme to support disadvantaged clients.
- Continue to support and attend (SABIN) Surrey Acquired Brain Injury Network
- To continue to raise the profile of Headway Surrey and brain injury in and around Surrey to increase understanding of its causes and consequences.
- To increase service usage and diversify income with additional funding.
- To identify suitable key partners to form strategic alliances for developing services to address complex needs, including learning disability, stroke and brain tumours.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

ABI cognitive rehabilitation providing support and guidance for living well with ABI

- Weekly group workshops/ sessions and 1:1 sessions in the Guildford centre and via Zoom. Expanded to accommodate 36 clients per week.
- To provide services across Surrey to accommodate 48 clients /week
- Maximise the number of clients being supported to make best use of available facilities and staffing and drive down cost/head
- Provide Helpline support
- Review, assess and introduce management KPIs on visits/attendances at centre/ new clients to maintain values for our clients from our resources.

Community Support - practical support to improve independence and signpost available support.

- Provision of 1 :1 support in the home, community, or hospital for up to 10 Clients, supporting them to transition to centre-based support services or alternative support mechanisms.
- Support for obtaining Brain Injury ID Cards
- Provision of support for PIP, ESA, Funding assessment meetings.

Social and emotional support to reduce loneliness and isolation

- Friday Friends weekly in Guildford or via Zoom rotating themes, Coffee mornings via Zoom introduce charging at low level.
- Social element to the regional outreach & support
- Focus on Friends of Headway Surrey as a means of reaching out to carers and families. Helpline also available.

The charity is a company limited by guarantee, founded in 1985, registered with the Charity Commission in June 1995. Memorandum and Articles were incorporated on 17th November 1994, as amended by special resolutions dated 26th April 1995, 11th October 2011 and 27th October 2016.

In the event of the company being wound up, all the Trustees who are members are required to contribute an amount of £1. None of the Trustees has any beneficial interest in the company and give their time freely as volunteers. No trustee received remuneration in the year.

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:

Dr R Bowden (Chair)
Mr S Casson
Mrs M Ferguson
Mrs H M Goatley (Vice Chair)
Mr W Glover
Miss S Ings
Mr A Golding

The responsibility of recruiting new trustees is the responsibility of the exiting trustees and is mainly through word of mouth and social media. The trustees are responsible for the election of the Charity's Chairman, Secretary and Treasurer. The trustees feel that it is important to have a diverse Board of Trustees and a minimum of one survivor of brain injury. All Trustees are subject a minimum of one interview and a trial period on the Board, DBS check, two references. Trustee Skill Audits are carried out every one to two years depending on retiring Trustees.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Staff

The CEO has overall responsibility for the charity's daily operations and in conjunction with the Board of Trustees its policies and strategic development. As of 31st March 2022, the charity employed 10 staff (5 full-time), details are as follows:

- 1 Chief Executive Officer
- 1 Finance and Admin Officer
- 1 Services Coordinator
- 2 Rehabilitation Coordinators
- 1 Executive Assistant – part-time
- 1 Rehabilitation Assistant - part time
- 1 Counsellor – part-time
- 1 ABI Link Worker – part-time
- 1 Marketing Assistant - part-time

The CEO has overall responsibility for the charity's daily operations and in conjunction with the Board of Trustees its policies and strategic development.

Statement of trustees' responsibilities

The trustees, who are also the directors of Headway Surrey Head Injuries Association Limited 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 charity 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 charity 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 charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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



.....
Dr R Bowden (Chair)

Chairman

Dated: 28th October 2022.....

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

I report to the trustees on my examination of the financial statements of Headway Surrey Head Injuries Association Limited (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Stephen Meredith FCA DChA

Alliotts LLP
4th Floor Friary Court
13-21 High Street
Guildford
Surrey
GU1 3DL

Dated: 09/11/2022
.....

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<u>Income from:</u>							
Donations and legacies	3	49,001	-	49,001	43,605	-	43,605
Charitable activities	4	120,127	33,149	153,276	154,372	30,923	185,295
Investments	5	2,390	-	2,390	3,666	-	3,666
Total income		171,518	33,149	204,667	201,643	30,923	232,566
<u>Expenditure on:</u>							
Raising funds	6	16,323	-	16,323	23,496	-	23,496
Charitable activities	7	227,781	25,809	253,590	190,446	24,701	215,147
Total expenditure		244,104	25,809	269,913	213,942	24,701	238,643
Net gains/(losses) on investments	11	(1,999)	-	(1,999)	25,221	-	25,221
Net movement in funds		(74,585)	7,340	(67,245)	12,922	6,222	19,144
Fund balances at 1 April 2021		415,611	84,222	499,833	402,689	78,000	480,689
Fund balances at 31 March 2022		341,026	91,562	432,588	415,611	84,222	499,833

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 SURREY HEAD INJURIES ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	12		247,398		248,659
Investments	13		128,692		130,691
			<u>376,090</u>		<u>379,350</u>
Current assets					
Stocks	15	15		-	
Debtors	16	12,778		16,371	
Cash at bank and in hand		75,231		140,502	
		<u>88,024</u>		<u>156,873</u>	
Creditors: amounts falling due within one year	18	(11,526)		(16,390)	
Net current assets			<u>76,498</u>		<u>140,483</u>
Total assets less current liabilities			452,588		519,833
Creditors: amounts falling due after more than one year	19		(20,000)		(20,000)
Net assets			<u>432,588</u>		<u>499,833</u>
Income funds					
Restricted funds	21		91,562		84,222
<u>Unrestricted funds</u>					
Designated funds	22	134,538		146,174	
General unrestricted funds		133,627		196,576	
Revaluation reserve		<u>72,861</u>		<u>72,861</u>	
			<u>341,026</u>		<u>415,611</u>
			<u>432,588</u>		<u>499,833</u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2022

The charitable company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The Trustees, as directors, acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the charitable company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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



.....
Dr R Bowden (Chair)

Trustee

Company registration number 2991672

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Headway Surrey Head Injuries Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, 21 North Road, Guildford, Surrey, GU2 9PU.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], 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 charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. 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.

1.2 Going concern

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The Trustees have made this assessment in respect of a period of one year from the date of approval of these financial statements.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity 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.

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.

1.4 Income

Income is recognised when the charity 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 charity 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.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

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.

Support and governance costs are allocated to charitable activities (85%) and fundraising costs (15%) to reflect the underlying activity levels.

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:

Leasehold land and buildings	Nil
Day centre equipment	5 years straight-line
Fixtures and fittings	5 years straight-line
Computers	5 years straight-line

Freehold land is not depreciated.

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 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity 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).

1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.10 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.

1.11 Financial instruments

The charity 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 charity's balance sheet when the charity 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.

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 charity's contractual obligations expire or are discharged or cancelled.

1.12 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 charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.13 Retirement benefits

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

1.14 Concessionary loans

Concessionary loans with no set repayment date are measured at the amount received, adjusted for any amounts repaid and accrued interest.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.15 Government grants

Grants relating to revenue are recognised in income on a systematic basis over the periods in which the entity recognises the related costs for which the grant is intended to compensate.

2 Critical accounting estimates and judgements

In the application of the charity'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.

Key sources of estimation uncertainty

Valuation of investments

A key accounting estimate is the value at which trustees recognise investments. The risk of misstatement is mitigated by the use of investment managers who publish a portfolio valuation. Listed investments are valued by reference to their market value prevailing at the balance sheet date.

3 Donations and legacies

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Donations and gifts	49,001	32,421
Grants	-	11,184
	<u>49,001</u>	<u>43,605</u>

All donations and gifts received in this year and in the previous year were recognised in unrestricted funds.

The Grants amount received relates to the Coronavirus Job Retention Scheme - Government grant, shown as grant income in 2021.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	Charitable Income 2022 £	Charitable Income 2021 £
Fees receivable	102,789	153,730
Grants	33,149	30,923
Subscriptions	17,338	642
	<u>153,276</u>	<u>185,295</u>
Analysis by fund		
Unrestricted funds - general	120,127	154,372
Restricted funds	33,149	30,923
	<u>153,276</u>	<u>185,295</u>

5 Investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Income from listed investments	2,388	3,467
Interest receivable	2	199
	<u>2,390</u>	<u>3,666</u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

6 Raising funds

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
<u>Fundraising and publicity</u>		
Seeking donations, grants and legacies	290	647
Advertising	285	1,269
Support costs	15,748	21,580
Fundraising and publicity	16,323	23,496
	16,323	23,496

7 Charitable activities

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Staff costs	108,937	91,796
Community travel	156	573
Day centre expenses	710	21
Befriending expenses	155	46
Helpline and centre	1,896	2,166
	111,854	94,602
Share of support costs (see note 8)	135,176	117,612
Share of governance costs (see note 8)	6,560	2,933
	253,590	215,147
Analysis by fund		
Unrestricted funds - general	227,781	190,446
Restricted funds	25,809	24,701
	253,590	215,147

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Support costs

	Support costs £	Governance costs £	2022 £	Support costs £	Governance costs £	2021 £
Staff costs	118,539	-	118,539	118,825	-	118,825
Depreciation	1,261	-	1,261	1,267	-	1,267
Energy and rates	736	-	736	810	-	810
Premises costs	4,742	-	4,742	4,895	-	4,895
Printing, postage and stationery	639	-	639	1,928	-	1,928
Telecommunications	4,437	-	4,437	4,722	-	4,722
Staff recruitment and training	803	-	803	743	-	743
Computer running costs	12,528	-	12,528	1,818	-	1,818
Subscriptions	1,187	-	1,187	984	-	984
Sundry	5,323	-	5,323	1,943	-	1,943
Audit fees	-	1,640	1,640	-	1,526	1,526
Accountancy	-	5,649	5,649	-	2,664	2,664
	<u>150,195</u>	<u>7,289</u>	<u>157,484</u>	<u>137,935</u>	<u>4,190</u>	<u>142,125</u>
Analysed between						
Fundraising	15,019	729	15,748	21,580	-	21,580
Charitable activities	135,176	6,560	141,736	117,612	2,933	120,545
	<u>150,195</u>	<u>7,289</u>	<u>157,484</u>	<u>139,192</u>	<u>2,933</u>	<u>142,125</u>

Governance costs includes payments to the independent examiner of £1,640 (2021 - £1,526) for independent examination fees.

9 Trustees

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

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Chief Executive	1	1
Finance and Administration Manager	1	1
Services Co-ordinator	1	1
Rehabilitation Co-ordinators	2	2
Executive Assistant	1	1
Counsellor	1	1
Rehabilitation Assistant	1	-
Marketing Assistant	1	-
ABI link worker	1	1
	<u>10</u>	<u>8</u>

Employment costs

	2022 £	2021 £
Wages and salaries	209,435	191,246
Social security costs	13,627	15,279
Other pension costs	4,414	4,096
	<u>227,476</u>	<u>210,621</u>

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

11 Net gains/(losses) on investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Revaluation of investments	(1,999)	25,464
Gain/(loss) on sale of investments	-	(243)
	<u>(1,999)</u>	<u>25,221</u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

12 Tangible fixed assets

	Leasehold land and buildings	Day centre equipment	Fixtures and fittings	Computers	Total
	£	£	£	£	£
Cost or valuation					
At 1 April 2021	245,000	845	10,318	18,169	274,332
At 31 March 2022	245,000	845	10,318	18,169	274,332
Depreciation and impairment					
At 1 April 2021	-	845	10,046	14,782	25,673
Depreciation charged in the year	-	-	78	1,183	1,261
At 31 March 2022	-	845	10,124	15,965	26,934
Carrying amount					
At 31 March 2022	245,000	-	194	2,204	247,398
At 31 March 2021	245,000	-	272	3,387	248,659

Land and buildings with a carrying amount of £245,000 were revalued in September 2016 by a RICS registered independent valuer not connected with the charity on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

At 31 March 2022, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £172,139 (2021 - £172,139).

The revaluation surplus is disclosed on the balance sheet.

13 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2021	130,691
Valuation changes	(1,999)
At 31 March 2022	128,692
Carrying amount	
At 31 March 2022	128,692
At 31 March 2021	130,691

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

- 22 -

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

19 Creditors: amounts falling due after more than one year

	2022 £	2021 £
Borrowings	20,000	20,000

20 Retirement benefit schemes

Defined contribution schemes

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

The charge to income and expenditure in respect of defined contribution schemes was £4,414 (2021 - £4,096).

21 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:

	Movement in funds			Movement in funds			
	Balance at 1 April 2020	Income	Expenditure	Balance at 1 April 2021	Income	Expenditure	Balance at 31 March 2022
	£	£	£	£	£	£	£
Fixed asset donations	78,000	-	-	78,000	-	-	78,000
Projects	-	30,922	(24,700)	6,222	33,149	(25,809)	13,562
	78,000	30,922	(24,700)	84,222	33,149	(25,809)	91,562

Fixed asset donations were received for the purchase of fixed assets for continued use by the charity. A balance of £75,000 relates to the Lottery Fund grant for property which is not depreciated and a further £3,000 relates to a donation towards a new door for the premises.

Grants were received from several entities towards specific projects.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

22 Designated funds

	Balance at 1 April 2020	Movement in funds		Balance at 1 April 2021	Movement in funds		Balance at 31 March 2022
	£	Transfers £	Expenditure £	£	Transfers £	Expenditure £	£
Strategic development fund	125,757	21,269	(10,954)	136,072	-	(6,074)	129,998
Temporary employee fund	8,958	11,264	(14,448)	5,774	10,740	(16,331)	183
ICT Fund	330	-	(330)	-	-	-	-
Bursary fund	2,000	-	(1,272)	728	1,045	(1,016)	757
Friends of HWS set up	2,000	21	(2,021)	-	-	-	-
Building project	3,600	-	-	3,600	-	-	3,600
Website redevelopment	-	-	-	-	10,100	(10,100)	-
	<u>142,645</u>	<u>32,554</u>	<u>(29,025)</u>	<u>146,174</u>	<u>21,885</u>	<u>(33,521)</u>	<u>134,538</u>

• The Strategic Development Fund (SDF) is held for projects which aim to secure and expand the provision of future services and help more people suffering with acquired brain injury. It consists substantially of the charity's investment portfolio and the gain or loss on the value of investments is included within income or expenditure.

• The Temporary employee fund, previously the Link Worker fund, provides funding to fill short term roles that meet the aims of the SDF. If a role becomes permanent, expenditure will then be met by unrestricted reserves.

• The ICT development fund is to be used to ensure that the Charity's software and hardware resources meet the demands of the client base. During the year it was decided that costs of this nature could be met from unrestricted funds, therefore the ICT fund was released back to the SDF.

• The Bursary Fund is available for clients undergoing financial hardship, to ensure their continued access to Headway Surrey's services.

• The Friends of Headway Surrey fund is to be utilised in the set up and ongoing maintenance of the Friends of Headway donations scheme.

• The building development fund was established to research and implement improvements to the Headway building and physical facilities.

23 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

24 Analysis of net assets between funds	Unrestricted funds		Designated funds		Restricted funds		Total		Unrestricted funds		Designated funds		Restricted funds		Total	
	2022	£	2022	£	2022	£	2022	£	2021	£	2021	£	2021	£	2021	£
Fund balances at 31 March 2022 are represented by:																
Tangible assets	169,398		-		78,000		247,398		170,659		-		78,000		248,659	
Investments	-		128,692		-		128,692		-		130,691		-		130,691	
Current assets/(liabilities)	57,090		5,846		13,562		76,498		118,778		15,483		6,222		140,483	
Long term liabilities	(20,000)		-		-		(20,000)		(20,000)		-		-		(20,000)	
	206,488		134,538		91,562		432,588		269,437		146,174		84,222		499,833	

Free reserves at the year end are £37,090, represented by unrestricted Current assets/(liabilities) of £57,090 less Long term liabilities of £20,000.

Headway Accounts (@25.10.22) v2 - signed by BB

Final Audit Report

2022-11-09

Created:	2022-11-09
By:	Alliotts Guildford Support (Guildfordsupport@alliotts.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2bGS5XUWu3LJr-C2kWjq_TuNsDIVsVYI

"Headway Accounts (@25.10.22) v2 - signed by BB" History

-  Document created by Alliotts Guildford Support (Guildfordsupport@alliotts.com)
2022-11-09 - 12:11:26 GMT- IP address: 88.98.47.65
-  Document emailed to Stephen Meredith (stephen.meredith@alliotts.com) for signature
2022-11-09 - 12:13:23 GMT
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-  Document e-signed by Stephen Meredith (stephen.meredith@alliotts.com)
Signature Date: 2022-11-09 - 14:38:41 GMT - Time Source: server- IP address: 88.98.47.65
-  Agreement completed.
2022-11-09 - 14:38:41 GMT

HEADWAY SURREY HEAD INJURIES ASSOCIATION LTD

England & Wales - Charity number 1046863

Accounts

Charity Registration No. 1046863

Company Registration No. 2991672 (England and Wales)

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021



HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr R Bowden (Chair) Mr S Casson Mrs M Ferguson Mrs H M Goatley (Vice Chair) Mr W Glover Miss S Ings Mr A Golding (Appointed 8 October 2020)
Charity number	1046863
Company number	2991672
Registered office	Headway House North Road Guildford Surrey GU2 9PU
Independent examiner	Stephen Meredith FCA DChA Friary Court 13-21 High Street Guildford Surrey GU1 3DL
Bankers	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

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 charity'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

Objectives

- To promote the relief of persons who have suffered head injuries from the consequences of such injuries and the rehabilitation of such persons.
- To advance the education of the public in all aspects of head injury and the consequences thereof.

Activities

- Supporting those living with acquired brain injury and their families, carers, colleagues and friends.
- Promoting and supporting independent living skills amongst those living with acquired brain injury.
- Providing rehabilitation services for those living with acquired brain injury.
- Assisting those living with acquired brain injury to reintegrate into their communities following their injury.
- Providing advice to those living with acquired brain injury and their families, carers, colleagues and friends.
- Promoting awareness of all aspects of acquired brain injury and the ways in which it can be prevented.

Mission Statement

Headway Surrey supports adults in Surrey with acquired or traumatic brain injuries and head injuries, their families and carers.

The trustees have considered the Charity Commission's guidance on the provision of public benefit and the trustees believe that Headway Surrey provides a public benefit to clients with acquired or traumatic brain injury, their carers, their families, local community, public services, SCC, NHS, Adult Social Care, Social Services and health care providers, providing specialist support not provided elsewhere.

Services Update by CEO

During the Pandemic and Government restrictions which started in March 2020, the staff have worked from home and delivered services in a different format online using the Zoom platform, still supporting the same numbers of people. These services have been delivered by a small Rehab Team of 3 holding the recognised Certificate in Brain Injury from Headway UK and Northampton University and they have been ably supported by volunteers.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2021

- **Helpline and Email Support.** A vital and life-saving service, used for advice and support and includes a What's App function. The service provides information to those surviving a brain injury, families and carers, and professional health and social care professionals. It is often the initial contact point for these people immediately after a brain injury and then again later when the person is discharged from hospital. Many months or even years after the brain injury, cognitive disabilities may be identified often in crisis and that is when help will be sought.
- **Weekly Centre Days.** Prior to Covid groups of 14 adults would attend the centre on a Tuesday and Thursday from 10am-3pm. During Covid these same people have received Regular Welfare Calls and have been taking part in smaller groups of 4-6 adults to attend a combination of 4 types of zoom sessions every week. The zoom sessions are Brain Injury Education Sessions (which include individualized work packs delivered by post or email), Art Therapy (and pottery) and Socialization Sessions (comprising of Coffee Mornings and Friday Friends).

The aims of the groups are, not only to give our clients a wider choice of activities, but also to show them how to utilise the skills and techniques we teach, in everyday life, therefore promoting independence and confidence to reach their goals. All sessions practice repetition of new skills, teach lost everyday skills and provide strategies to cope with adapting to a new way of life.

- **Weekly 1:1 Sessions.** Prior to Covid they were held both in the centre and in the community, supporting about 30 people a week. During Covid they have been online via Zoom, telephone and What's App, supported with individual work packs delivered by post or email. These sessions are perfect for those that need more 1:1 support, or with noise intolerance and those requiring confidentiality. Clients may be given individual worksheets, taught new skills or lost skills and subjects are repeated as often as required, whilst offering skills and strategies to use at home. Sessions can also be used for practical administration support to understand and read correspondence, benefits, bills, appointments, medical letters etc. Assistance with returning to work, practical advice and strategies to cope. Signposting and support to volunteering or training or employment.
- **Weekly Friday Friends.** Prior to Covid these sessions would be held at the centre every week for 2 hours and support between 10-16 people a week. With a different weekly theme as art, cooking, boccia, debate, games. It would provide opportunities to socialise, communication practice, gain peer to peer support, information, reduce isolation, meet new people, friendship, explore the centre and garden. During Covid this service was transformed into an online fun and interactive zoom Quiz and Coffee Morning with groups for crosswords, Pictionary, guest speakers and peer discussions.
- **Family Education Sessions.** Prior to Covid, these would have been delivered in the centre, approximately 2 families a month. During Covid they have been delivered via zoom. These are for family group issues or 1:1 sessions for spouse/partner, parents and children to understand what the person with the brain injury is going through, how they can help and how as a family they can work together and support the survivor's rehabilitation.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2021

- **Monthly Carers Support meetings.** Prior to Covid these were held monthly for 2 hours, for 2-6 carers and provided the opportunity for family and carers to meet others in a similar situation and gain peer support and advice from a member of staff. During Covid these sessions went online via zoom.
- **Counselling Service.** A single part-time counsellor was recruited in January 2020 to offer short term counselling sessions for 6-8 weeks for survivors of brain injury and their families. Seeing 2-3 people every week. These 50-minute sessions have been held on Zoom; however, they also could be face to face in the future. They are proving popular and successful, so plans are being put in place to expand later in 2021.
- **ABI Link Worker and Presentations** Prior to Covid presentations were given by different members of staff where possible to groups, to help them understand brain injury and our services. From January 2020, a newly recruited ABI Link Worker has been delivering presentations to health and social professionals via zoom all over Surrey via zoom. Looking forwards there will be face to face opportunities and online.
- **Community Outreach and Hubs** Prior to Covid the hubs were for groups of 6-12 adults and held at various locations across Surrey for a 2-hour duration. It was an opportunity for those with acquired brain injury to meet others in similar situations, gain peer support, form new friendships, receive information, training, skills and strategies to live well with their brain injury. Carers and family members could attend and benefit from support from their peers. During Covid, the use of remote and online working has meant that these groups have joined the Socialization and Support sessions and the same outcomes have been achieved. Prior to Covid our staff were also making community visits to individuals homes, or meeting them in a safe place to have a 1:1 session, during Covid these have all been on hold and individuals have gained support via telephone, email and zoom.
- **Annual Summer Outing.** Prior to Covid the clients would choose a local place of interest to visit for a day. Eg. Mane Chance Horse Sanctuary. Clients would gain a lot of cognitive benefit, both, socially and practically, eg. Planning, information processing, communication and decision making. Unfortunately, during Covid we were unable to have an outing.
- **Annual Christmas Lunches and Summer BBQs.** Prior to Covid these were held at Headway House for all the clients, carers, volunteers, Trustees, and staff. These are vital social opportunities, complete with BBQ trimmings, Father Christmas, entertainment and a gift. These events offer local companies to be involved with volunteering and delivering the day. Unfortunately, during Covid we were unable to have an outing.
- **Work Experience** is available at Headway Surrey for trainee psychologists, OT, nurses, speech and language therapists etc. This provides great two-way learning opportunities for all involved and the clients gain additional benefit from meeting new people. During Covid these volunteers supported our staff on zoom sessions.
- **Collaboration and joint working.** We play an active part in the Steering Committee for SABIN - Surrey Acquired Brain Injury Network. We attend the Surrey Coalition of Disabled People, Long Term Neurological Conditions Group meetings. We attend the Surrey Charities Chief Executive Group and link in with Surrey County Council representatives.

As well as working with Surrey County Council, we also work with Adult Social Services, Adult Locality Teams, Adult and Community Care Teams, NHS Clinical Commissioning Groups, Surrey Borough Councils and many other organisations from the voluntary sector, funding organisations, local groups, companies and corporates. Eg. Lions, Rotary.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

- **Volunteering** there are a range of opportunities. For example, 1:1 support with clients, facilitating group sessions eg. quiz and boardgames, preparing refreshments and conversation practice, fundraising, event support, admin, gardening and trusteeship. All volunteers undergo an interview, DBS check, two references, trial period, induction and training. We had about 40 volunteers on our books before Covid-19, however that has now reduced to 20.

Achievements and performance report by the Chair

It has been a very challenging year for Headway Surrey and the clients that we support due to the impact of the global Covid19 pandemic. I would like to pay tribute to the hard work and dedication of our staff team, volunteers and trustees throughout this period. In particular staff have moved seamlessly to a completely new way of working, supporting our clients via online and telephone help throughout each lockdown and even providing materials to clients' homes during a year that left many people feeling particularly isolated and vulnerable. The changes that we made in 2019-20 to put on more social sessions were invaluable, and such sessions continued over Zoom throughout the year with Zoom quizzes, crosswords and picture puzzles taking place regularly. It is no exaggeration to say our services were a real lifeline during the various lockdowns and particularly to clients who had to shield due to complex health issues.

I would like to thank all our Trustees for their continued unstinting support and hard work, especially given the personal challenges many have faced as individuals during this time. They have helped oversee our business changes, meeting every two months over Zoom to provide guidance and support. Thanks also to retiring Trustees George Bedford and Jane Powell for their service.

In line with most charities, we have seen our funding income reduce significantly across the year, in particular the loss of income from sporting and community events. However, because of the prudent guidance of our previous Chair and trustees we were fortunate in having a strong reserves position which we were able to draw upon. Thanks also to the on-going support and generosity of our funders, in particular Wates Foundation for supporting our Friday Friends and ABI Link Worker and the provision of Emergency Covid Response Grants from the Community Foundation for Surrey, National Lottery Community Covid-19 Fund, Surrey County Council, Guildford Borough Council and Police and Crime Commissioners, which were invaluable in enabling us to change our service delivery model completely to ensure support could continue throughout the year.

We have been able to ensure that the Charity continues to remain financially robust throughout 2020 and into 2021 thanks to utilising furlough funding and sadly making redundancies to restructure the staff team to respond to new needs arising from the new situation. In keeping an eye towards the future, we have completed our reorganisation and added a Counsellor to our team in light of the increased need from our clients for support with mental health and wellbeing. Our new ABI Link Worker is forging ahead making strong links to the local network of health and social care support which is already showing results in a steep increase in clients being referred to our services. We are planning new Carers Survival Toolkit course to support the families who are as important as the person with the brain injury. At the time of writing, we are still delivering our services primarily in a virtual model, but we look forward to being able to return to a blended model with face-to-face delivery later in 2021. However, one silver lining of the last year has been the realisation that some element of virtual delivery is likely to continue – bringing as it does huge advantages in being able to reach clients who would struggle to travel into our centre. As we plan for the future, we hope to take the best of our lessons learned from 2020 and continue to grow and adapt our services to the increased demand we are seeing in 2021.

In closing I would like to add that our CEO Sonja deserves particular recognition and thanks – it is never an easy job to be a CEO, and often lonely, and this year has demanded more than anyone could have imagined, but she has adapted quickly and kept her staff morale up throughout the period, despite every challenge that has been thrown at us. We are very fortunate to have her and the rest of the talented staff team.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

The accounts for the year ending 31st March 2021 show income amounting to £232,566 (2020: £216,746) and expenditure amounting to £238,643 (2020: £219,891) and free reserves at the year-end were £98,778 (2020: £88,119 - as restated).

The Board of Trustees and senior staff carefully monitor income and expenditure monthly, and due to careful stewardship during the year are pleased to have returned only a slight deficit before investment gains under the tough operating conditions for all charities that Covid-19 has caused.

The Reserves Policy is reviewed annually. It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to 6 months expenditure. The trustees consider that reserves at this level would ensure that, in the event of a significant drop in funding, they would be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. Trustees have supported a cautious reserves policy for two reasons:

- the charity is reliant on Surrey County Council for a significant proportion of funds relating to provision of rehabilitation and support services and is therefore vulnerable should the Council make budget changes.
- the clients supported by the charity are highly vulnerable and reliant on our support, we do not wish to have to withdraw vital services unnecessarily and wish to maintain a level of reserves which will enable us to weather major disruptive challenges without having to disadvantage our beneficiaries.

This high level of reserves is a result of two independent factors. Firstly, as described in note 24 & 25, it was identified that in the past restricted expenditure had been allocated to the unrestricted fund. The correction of this historic misallocation resulted in an increase of the unrestricted fund of £64,379. Secondly, the trustees expect that the ongoing Covid-19 pandemic will present challenges to raising funds well into the next financial year. Consequently, it was considered appropriate to delay the identification of possible new projects that would otherwise utilise the excess reserves in order to ensure that sufficient funds are in place should recent levels of income not be met in 2021/22.

Strategic Development Fund and Investments

The Strategic Development Fund (SDF) is a designated fund earmarked for improving the provision of existing services and developing new services in response to the needs of our beneficiaries as directed by the trustees. The fund is substantially made up by an investment portfolio. Cash income generated by the investments will be available for unrestricted use by the Charity, whilst gains on investment values shall remain within the designated fund.

During the year the fund was notably utilised to commence our new counselling service as discussed elsewhere in this report. The position of the fund at the year-end has been significantly boosted by the recovery in value of the investment portfolio per the first paragraph of this financial review.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

The trustees have implemented an updated Ethical Investment Policy and during the year management of the portfolio has been outsourced to a specialist firm. All investment decisions will still require trustee approval; however, it was considered appropriate to engage an independent advisor due to the value of the portfolio and the associated risk of mismanagement.

Going forward, it is the objective of the charity that total annualised returns over a three-year period exceed average annual CPI over the same period. Total annual returns will be measured using an industry standard, and will account for additions to, and withdrawals from, the capital invested. This level of return is considered necessary to justify the risk to capital inherent with investments of this nature. Compliance with this objective has not been tested this year due to the late point at which the independent advisors were appointed.

Headway Surrey Head Injuries Association Ltd retains a long-term interest in the site at North Road, Guildford, having leased the land to Windsor and District Housing Association for a period of 125 years, at a peppercorn rent.

Risk and insurance

The trustees review at Board meetings the major risks to which the charity is exposed. Procedures are in place to mitigate those risks. A risk register is reviewed regularly by the Board of Trustees. During 2019-2020 trustees carried out a review of All governance policies and procedures, were reviewed fully in the previous reporting period. General updating has been done where necessary. The next full review is in 2021/22.

Individual client risks and activity assessments are undertaken by staff as required and procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre, with public, employee and legal insurance in place.

Quality Standards

Headway Surrey undertakes a National Standards Audit by Headway UK to ensure consistent quality of delivery for all operational and service aspects of the charity.

Development Areas

Due to Covid, some plans have been placed on hold.

- the possibility of an extension at Headway House to provide more space for extra activities,
- the provision of more regional hubs throughout Surrey to enable more beneficiaries to be supported in their local area.

Our key strategic priorities

For the year 2020/2021 we continue to monitor and assess service requirements appropriate to client needs to improve outcomes and services across Surrey and adapt to the challenges of new ways of working required because of Covid.

Sustainable centre of excellence for ABI support in Surrey

- Seek to become widely known as the 'go to' centre for advice and support for ABI in Surrey
- Expand services to reach clients across the breadth of Surrey, increase number of both supported and private paying clients, develop bursary scheme to support disadvantaged clients.
- Continue to support and attend (SABIN) Surrey Acquired Brain Injury Network
- To continue to raise the profile of Headway Surrey and brain injury in and around Surrey to increase understanding of its causes and consequences.
- To increase service usage and diversify income with additional funding.
- To identify suitable key partners to form strategic alliances for developing services to address complex needs, including learning disability, stroke and brain tumours.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

ABI cognitive rehabilitation providing support and guidance for living well with ABI

- Weekly group workshops/ sessions and 1:1 sessions in the Guildford centre and via Zoom. Expanded to accommodate 36 clients per week.
- To provide services across Surrey to accommodate 48 clients /week
- Maximise the number of clients being supported to make best use of available facilities and staffing and drive down cost/head
- Provide Helpline support
- Review, assess and introduce management KPIs on visits/attendances at centre/ new clients to maintain values for our clients from our resources.

Community Support - practical support to improve independence and signpost available support.

- Provision of 1 :1 support in the home, community, or hospital for up to 10 Clients, supporting them to transition to centre-based support services or alternative support mechanisms.
- Support for obtaining Brain Injury ID Cards
- Provision of support for PIP, ESA, Funding assessment meetings.

Social and emotional support to reduce loneliness and isolation

- Friday Friends weekly in Guildford or via Zoom rotating themes, Coffee mornings via Zoom introduce charging at low level.
- Social element to the regional outreach & support
- Focus on Friends of Headway Surrey as a means of reaching out to carers and families. Helpline also available.

Structure, governance and management

The charity is a company limited by guarantee, founded in 1985, registered with the Charity Commission in June 1995. Memorandum and Articles were incorporated on 17th November 1994, as amended by special resolutions dated 26th April 1995, 11th October 2011 and 27th October 2016.

In the event of the company being wound up, all the Trustees who are members are required to contribute an amount of £1. None of the Trustees has any beneficial interest in the company and give their time freely as volunteers. No trustee received remuneration in the year.

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:

Mr D Bedford	(Retired 1 March 2021)
Dr R Bowden (Chair)	
Mr S Casson	
Mrs M Ferguson	
Mrs H M Goatley (Vice Chair)	
Mr W Glover	
Miss S Ings	
Mrs J Powell	(Retired 1 March 2021)
Mr A Golding	(Appointed 8 October 2020)

The responsibility of recruiting new trustees is the responsibility of the exiting trustees and is mainly through word of mouth and social media. The trustees are responsible for the election of the Charity's Chairman, Secretary and Treasurer. The trustees feel that it is important to have a diverse Board of Trustees and a minimum of one survivor of brain injury. All Trustees are subject a minimum of one interview and a trial period on the Board, DBS check, two references. Trustee Skill Audits are carried out every one to two years depending on retiring Trustees.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Staff

The CEO has overall responsibility for the charity's daily operations and in conjunction with the Board of Trustees its policies and strategic development. As of 31st March 2021, the charity employed 8 staff (5 full-time), details are as follows:

- 1 x Chief Executive Officer
- 1 x Finance and Admin Officer
- 1 x Services Coordinator
- 2 x Rehabilitation Coordinators
- 1 Executive Assistant – part-time
- 1 Counsellor – part-time
- 1 ABI Link Worker – part-time

The CEO has overall responsibility for the charity's daily operations and in conjunction with the Board of Trustees its policies and strategic development.

Statement of trustees' responsibilities

The trustees, who are also the directors of Headway Surrey Head Injuries Association Limited 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).

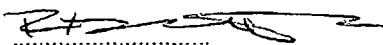
Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 (Statement of Recommended Practice);
- 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 charity 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 charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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



Dr R Bowden (Chair)

Chairman

Dated: 13/10/21

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

I report to the trustees on my examination of the financial statements of Headway Surrey Head Injuries Association Limited (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Stephen Meredith FCA DChA

Friary Court
13-21 High Street
Guildford
Surrey
GU1 3DL

Dated: 25/10/21

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
		2021	2021	2021	As restated 2020	As restated 2020	As restated 2020
	Notes	£	£	£	£	£	£
Income from:							
Donations and legacies	3	43,605	-	43,605	20,133	-	20,133
Charitable activities	4	154,372	30,923	185,295	155,675	35,903	191,578
Investments	5	3,666	-	3,666	5,035	-	5,035
Total income		201,643	30,923	232,566	180,843	35,903	216,746
Expenditure on:							
Raising funds	6	23,496	-	23,496	21,572	-	21,572
Charitable activities	7	190,446	24,701	215,147	128,366	69,953	198,319
Total resources expended		213,942	24,701	238,643	149,938	69,953	219,891
Net gains/(losses) on investments	11	25,221	-	25,221	(18,062)	-	(18,062)
Net movement in funds		12,922	6,222	19,144	12,843	(34,050)	(21,207)
Fund balances at 1 April 2020		402,689	78,000	480,689	389,846	112,050	501,896
Fund balances at 31 March 2021		415,611	84,222	499,833	402,689	78,000	480,689

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 SURREY HEAD INJURIES ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

		2021		2020 As restated	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	12		248,659		249,925
Investments	13		130,691		105,470
			<u>379,350</u>		<u>355,395</u>
Current assets					
Debtors	15	16,371		10,690	
Cash at bank and in hand		140,502		142,572	
		<u>156,873</u>		<u>153,262</u>	
Creditors: amounts falling due within one year	17	(16,390)		(7,968)	
Net current assets			<u>140,483</u>		<u>145,294</u>
Total assets less current liabilities			<u>519,833</u>		<u>500,689</u>
Creditors: amounts falling due after more than one year	18		(20,000)		(20,000)
Net assets			<u><u>499,833</u></u>		<u><u>480,689</u></u>
Income funds					
Restricted funds	21		84,222		78,000
<u>Unrestricted funds</u>					
Designated funds		146,174		142,645	
General unrestricted funds		196,576		187,183	
Revaluation reserve		<u>72,861</u>		<u>72,861</u>	
			<u>415,611</u>		<u>402,689</u>
			<u><u>499,833</u></u>		<u><u>480,689</u></u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2021

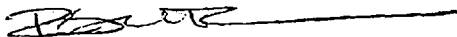
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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 13/10/21



.....
Dr R Bowden (Chair)
Trustee

Company Registration No. 2991672

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Headway Surrey Head Injuries Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, North Road, Guildford, Surrey, GU2 9PU.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity'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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. 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.

1.2 Going concern

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The Trustees have made this assessment in respect of a period of one year from the date of approval of these financial statements and have considered the impact of the coronavirus pandemic on the charity's operations.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity 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.

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.

1.4 Income

Income is recognised when the charity 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 charity 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.

1.5 Expenditure

Support and governance costs are allocated to charitable activities (85%) and fundraising costs (15%) to reflect the underlying activity levels.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

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:

Leasehold land and buildings	Nil
Day centre equipment	5 years straight-line
Fixtures and fittings	5 years straight-line
Computers	5 years straight-line

Freehold land is not depreciated.

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 net income/(expenditure) for the year.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity 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).

1.9 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.

1.10 Financial instruments

The charity 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 charity's balance sheet when the charity 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.

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.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

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 charity's contractual obligations expire or are discharged or cancelled.

1.11 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 charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

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

1.13 Concessionary loans

Concessionary loans with no set repayment date are measured at the amount received, adjusted for any amounts repaid and accrued interest.

1.14 Government grants

Grants relating to revenue are recognised in income on a systematic basis over the periods in which the entity recognises the related costs for which the grant is intended to compensate.

2 Critical accounting estimates and judgements

In the application of the charity'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 SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

2 Critical accounting estimates and judgements

(Continued)

Key sources of estimation uncertainty

Valuation of investments

A key accounting estimate is the value at which trustees recognise investments. The risk of misstatement is mitigated by the use of investment managers who publish a portfolio valuation. Listed investments are valued by reference to their market value prevailing at the balance sheet date.

3 Donations and legacies

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Donations and gifts	32,421	20,133
Grants	11,184	-
	<u>43,605</u>	<u>20,133</u>

All donations and gifts received in this year and in the previous year were recognised in unrestricted funds.

The Grants amount received relates to the Coronavirus Job Retention Scheme - Government grant, shown as grant income.

4 Charitable activities

	Charitable Income 2021 £	Charitable Income 2020 £
Fees receivable	153,730	155,630
Grants	30,923	35,903
Subscriptions	642	45
	<u>185,295</u>	<u>191,578</u>
Analysis by fund		
Unrestricted funds - general	154,372	155,675
Restricted funds	30,923	35,903
	<u>185,295</u>	<u>191,578</u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

5 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Income from listed investments	3,467	4,546
Interest receivable	199	489
	<u>3,666</u>	<u>5,035</u>

6 Raising funds

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
<u>Fundraising and publicity</u>		
Seeking donations, grants and legacies	647	2,583
Advertising	1,269	1,506
Support costs	21,580	17,483
	<u>23,496</u>	<u>21,572</u>
Fundraising and publicity	23,496	21,572
	<u>23,496</u>	<u>21,572</u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Charitable activities

	Charitable Expenditure	Charitable expenditure - As restated
	2021 £	2020 £
Staff costs	91,796	89,413
Community travel	573	5,575
Day centre expenses	21	433
Befriending expenses	46	560
Helpline and centre	2,166	1,957
	<u>94,602</u>	<u>97,938</u>
Share of support costs (see note 8)	117,612	97,084
Share of governance costs (see note 8)	2,933	3,297
	<u>215,147</u>	<u>198,319</u>
Analysis by fund		
Unrestricted funds - general	190,446	128,366
Restricted funds	24,701	69,953
	<u>215,147</u>	<u>198,319</u>
For the year ended 31 March 2020		
Unrestricted funds - general	128,366	
Restricted funds	69,953	
	<u>198,319</u>	

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Support costs

	Support costs	Governance costs	2021	2020
	£	£	£	As restated £
Staff costs	118,825	-	118,825	91,493
Depreciation	1,267	-	1,267	2,375
Energy and rates	810	-	810	1,121
Premises costs	4,895	-	4,895	4,792
Printing, postage and stationery	1,928	-	1,928	1,642
Telecommunications	4,722	-	4,722	3,002
Staff recruitment and training	743	-	743	1,459
Computer running costs	1,818	-	1,818	837
Subscriptions	984	-	984	345
Sundry	1,943	-	1,943	6,928
Independent examination fees	-	1,526	1,526	1,482
Accountancy	-	2,664	2,664	2,351
Trustees' expenses	-	-	-	37
	<u>137,935</u>	<u>4,190</u>	<u>142,125</u>	<u>117,864</u>
Analysed between				
Fundraising	20,323	1,257	21,580	17,483
Charitable activities	117,612	2,933	120,545	100,381
	<u>137,935</u>	<u>4,190</u>	<u>142,125</u>	<u>117,864</u>

Governance costs includes payments to the independent examiner of £1,526 (2020 - £1,482) for independent examination fees.

9 Trustees

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

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Chief Executive	1	1
Finance and Administration Manager	1	1
Services Co-ordinator	1	1
Rehabilitation Co-ordinators	2	3
Volunteer Co-ordinator	-	1
Executive Assistant	1	1
Counsellor	1	-
ABI link worker	1	-
	<u>8</u>	<u>8</u>

Employment costs

	2021 £	2020 £
Wages and salaries	191,246	165,946
Social security costs	15,279	11,393
Other pension costs	4,096	3,567
	<u>210,621</u>	<u>180,906</u>

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

11 Net gains/(losses) on investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Revaluation of investments	25,464	(17,703)
Gain/(loss) on sale of investments	(243)	(359)
	<u>25,221</u>	<u>(18,062)</u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Tangible fixed assets

	Leasehold land and buildings	Day centre equipment	Fixtures and fittings	Computers	Total
	£	£	£	£	£
Cost or valuation					
At 1 April 2020	245,000	845	10,318	18,169	274,332
At 31 March 2021	245,000	845	10,318	18,169	274,332
Depreciation and impairment					
At 1 April 2020	-	845	9,962	13,599	24,406
Depreciation charged in the year	-	-	84	1,183	1,267
At 31 March 2021	-	845	10,046	14,782	25,673
Carrying amount					
At 31 March 2021	245,000	-	272	3,387	248,659
At 31 March 2020	245,000	-	355	4,570	249,925

Land and buildings with a carrying amount of £245,000 were revalued in September 2016 by a RICS registered independent valuer not connected with the charity on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

At 31 March 2021, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £172,139 (2020 - £172,139).

The revaluation surplus is disclosed on the balance sheet.

13 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2020	105,470
Valuation changes	25,464
Disposals	(243)
At 31 March 2021	130,691
Carrying amount	
At 31 March 2021	130,691
At 31 March 2020	105,470

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

14 Financial instruments	2021	2020
	£	£
Carrying amount of financial assets		
Instruments measured at fair value through profit or loss	130,691	105,470
	<u> </u>	<u> </u>
15 Debtors	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	8,967	6,718
Prepayments and accrued income	7,404	3,972
	<u> </u>	<u> </u>
	16,371	10,690
	<u> </u>	<u> </u>
16 Loans and overdrafts	2021	2020
	£	£
Other loans	20,000	20,000
	<u> </u>	<u> </u>
Payable after one year	20,000	20,000
	<u> </u>	<u> </u>
The loan of £20,000 from Surrey County Council is unsecured and is for an indefinite period, and will only be repayable in the event of liquidation. The loan is interest-free and is measured at the amount received. No repayments have been made nor any interest accrued as none is due.		
17 Creditors: amounts falling due within one year	2021	2020
	£	£
Other taxation and social security	10,723	3,943
Trade creditors	352	16
Other creditors	3,258	-
Accruals and deferred income	2,057	4,009
	<u> </u>	<u> </u>
	16,390	7,968
	<u> </u>	<u> </u>
18 Creditors: amounts falling due after more than one year	2021	2020
	£	£
Borrowings	20,000	20,000
	<u> </u>	<u> </u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

19 Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions have been met and the grants will be received. During the year the charity received government grants in respect of the coronavirus job retention scheme. These amounts have been shown as grants under donations and legacies.

20 Retirement benefit schemes

Defined contribution schemes

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

The charge to income and expenditure in respect of defined contribution schemes was £4,096 (2020 - £3,567).

21 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:

	Movement in funds			Balance at 1 April 2020 - As restated	Movement in funds		
	Balance at 1 April 2019	Income	Expenditure		Income	Expenditure	Balance at 31 March 2021
	£	£	£	£	£	£	£
Fixed asset donations	78,000	-	-	78,000	-	-	78,000
Projects	34,050	35,903	(69,953)	-	30,922	(24,700)	6,222
	<u>112,050</u>	<u>35,903</u>	<u>(5,574)</u>	<u>78,000</u>	<u>30,922</u>	<u>(24,700)</u>	<u>84,222</u>

Fixed asset donations were received for the purchase of fixed assets for continued use by the charity. A balance of £75,000 relates to the Lottery Fund grant for property which is not depreciated and a further £3,000 relates to a donation towards a new door for the premises.

Grants were received from several entities towards specific projects.

£4,132 of the restricted funds are from the Wates Family Enterprise Trust, half of which is to be used for staff training and half for a Volunteer Coordinator.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

22 Designated funds

	Movement in funds					
	Balance at 1 April 2019	Transfers	Balance at 1 April 2020	Transfers	Expenditure	Balance at 31 March 2021
	£	£	£	£	£	£
Strategic development fund	170,000	(44,243)	125,757	21,269	(10,954)	136,072
Temporary employee fund	-	2,000	8,958	11,264	(14,448)	5,774
ICT Fund	-	8,958	330	-	(330)	-
Bursary fund	-	2,000	2,000	-	(1,272)	728
Firends of HWS set up	-	3,600	2,000	21	(2,021)	-
Building project	-	330	3,600	-	-	3,600
	<u>170,000</u>	<u>(27,355)</u>	<u>142,645</u>	<u>32,554</u>	<u>(29,025)</u>	<u>146,174</u>

The Strategic Development Fund (SDF) is held for projects which aim to secure and expand the provision of future services and help more people suffering with acquired brain injury. It consists substantially of the charity's investment portfolio and the gain or loss on the value of investments is included within income or expenditure.

The Temporary employee fund, previously the Link Worker fund, provides funding to fill short term roles that meet the aims of the SDF. If a role becomes permanent, expenditure will then be met by unrestricted reserves.

The ICT development fund is to be used to ensure that the Charity's software and hardware resources meet the demands of the client base. During the year it was decided that costs of this nature could be met from unrestricted funds, therefore the ICT fund was released back to the SDF.

The Bursary Fund is available for clients undergoing financial hardship, to ensure their continued access to Headway Surrey's services.

The Friends of Headway Surrey fund is to be utilised in the set up and ongoing maintenance of the Friends of Headway donations scheme.

The building development fund was established to research and implement improvements to the Headway building and physical facilities.

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

23 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds - As restated	Restricted funds - As restated	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Fund balances at 31 March 2021 are represented by:						
Tangible assets	170,659	78,000	248,659	171,925	78,000	249,925
Investments	130,691	-	130,691	105,470	-	105,470
Current assets/ (liabilities)	134,261	6,222	140,483	145,294	-	145,294
Long term liabilities	(20,000)	-	(20,000)	(20,000)	-	(20,000)
	<u>415,611</u>	<u>84,222</u>	<u>499,833</u>	<u>402,689</u>	<u>78,000</u>	<u>480,689</u>

24 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

RECONCILIATION OF PRIOR YEAR ADJUSTMENT

AS AT 31 MARCH 2021

25 Prior period adjustment

Changes to the balance sheet

Restatement of prior year balances:	At 31 March 2020		
	As previously reported	Adjustment	As restated
	£	£	£
Income funds			
Restricted funds	142,379	(64,379)	78,000
Unrestricted funds	338,310	64,379	402,689
	<u> </u>	<u> </u>	<u> </u>
Total equity	480,689	-	480,689
	<u> </u>	<u> </u>	<u> </u>

Changes to the statement of financial activities

Restatement of balances:	Period ended 31 March 2020		
	As previously reported	Adjustment	As restated
	£	£	£
Unrestricted charitable activities	(192,745)	64,379	(128,366)
Restricted charitable activities	(5,574)	(64,379)	(69,953)
	<u> </u>	<u> </u>	<u> </u>
	(198,319)	-	(198,319)
	<u> </u>	<u> </u>	<u> </u>

HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED

RECONCILIATION OF PRIOR YEAR ADJUSTMENT

AS AT 31 MARCH 2021

26 Restatement of prior year funds

During the year it was identified that historical costs met by restricted grants for specific projects had been classified as unrestricted expenditure. Accordingly, the restricted fund was overstated by £64,379.

The prior year restatements amends the incorrect classification of expenditure, to show that restricted grants were spent as required. The result is to decrease restricted funds by £64,379 as at 31 March 2020 and to increase the unrestricted fund by the same amount