

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

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<b>Trustees</b>	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)
<b>Charity number</b>	1046863	
<b>Company number</b>	2991672	
<b>Registered office</b>	Headway House 21 North Road Guildford Surrey GU2 9PU	
<b>Independent examiner</b>	Stephen Meredith FCA DChA Friary Court 13-21 High Street Guildford Surrey GU1 3DL	
<b>Bankers</b>	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA	

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# 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

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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**

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### **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.

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### **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

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- **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

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- **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

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- **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

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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

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### 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

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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

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### 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

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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

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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

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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						
<b><u>Income from:</u></b>							
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
<b>Total income</b>		<b>160,185</b>	<b>34,664</b>	<b>194,849</b>	<b>171,518</b>	<b>33,149</b>	<b>204,667</b>
<b><u>Expenditure on:</u></b>							
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
<b>Total expenditure</b>		<b>208,293</b>	<b>33,036</b>	<b>241,329</b>	<b>244,104</b>	<b>25,809</b>	<b>269,913</b>
Net gains/(losses) on investments	11	(12,264)	-	(12,264)	(1,999)	-	(1,999)
<b>Net movement in funds</b>		<b>(60,372)</b>	<b>1,628</b>	<b>(58,744)</b>	<b>(74,585)</b>	<b>7,340</b>	<b>(67,245)</b>
Fund balances at 1 April 2022		341,026	91,562	432,588	415,611	84,222	499,833
<b>Fund balances at 31 March 2023</b>		<b>280,654</b>	<b>93,190</b>	<b>373,844</b>	<b>341,026</b>	<b>91,562</b>	<b>432,588</b>

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 £	£
<b>Fixed assets</b>					
Tangible assets	13		246,639		247,398
Investments	14		91,428		128,692
			<u>338,067</u>		<u>376,090</u>
<b>Current assets</b>					
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>	
<b>Creditors: amounts falling due within one year</b>	18	(13,129)		(11,526)	
Net current assets			<u>55,777</u>		<u>76,498</u>
<b>Total assets less current liabilities</b>			393,844		452,588
<b>Creditors: amounts falling due after more than one year</b>	19		(20,000)		(20,000)
<b>Net assets</b>			<u>373,844</u>		<u>432,588</u>
<b>Income funds</b>					
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**

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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**

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### **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

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#### 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>
<b>Analysis by fund</b>		
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
	<hr/>	<hr/>
Fundraising and publicity	28,743	16,323
	<hr/>	<hr/>
	28,743	16,323
	<hr/>	<hr/>

### 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
	<hr/>	<hr/>
	96,284	111,854
	<hr/>	<hr/>
Share of support costs (see note 8)	111,469	135,176
Share of governance costs (see note 8)	4,833	6,560
	<hr/>	<hr/>
	212,586	253,590
	<hr/>	<hr/>
<b>Analysis by fund</b>		
Unrestricted funds - general	179,550	227,781
Restricted funds	33,036	25,809
	<hr/>	<hr/>
	212,586	253,590
	<hr/>	<hr/>



# 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
	£	£	£	£	£
<b>Cost or valuation</b>					
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
<b>Depreciation and impairment</b>					
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
<b>Carrying amount</b>					
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 £
<b>Cost or valuation</b>	
At 1 April 2022	128,692
Valuation changes	(12,264)
Disposals	(25,000)
At 31 March 2023	91,428
<b>Carrying amount</b>	
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 £
<b>Amounts falling due within one year:</b>		
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.