

**Company Registration Number 3006904**

**Registered Charity Number 1049698**

# **HEADWAY ARTS**

**(A COMPANY LIMITED BY GUARANTEE)**

## **REPORT AND ACCOUNTS**

**For the year ending 31 March 2024**

**HEADWAY ARTS**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT**  
*For the year ended 31 March 2024*

The Trustees, who are also Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	Headway Arts
<b>Charity registration number</b>	1049698
<b>Company registration number</b>	3006904
<b>Registered office</b>	Headway ArtSpace, The Old Church, Waterloo Road, Blyth, Northumberland NE24 1BY

**Trustees**

For the purposes of the Companies Act 2006, the Board of Trustees is the Board of Directors of the charitable company and is referred to as the Trustees throughout this report.

The Trustees of Headway Arts during the period and to the date of signing this report are as follows:

Ms S Fawcett	
Mr D Fraser	Appointed 17 January 2024
Ms J Hall	Appointed 8 August 2023
Mr P D James	
Ms L Neslund	

<b>Company Secretary</b>	Mrs F M Castle
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<b>Bankers</b>	Barclays Bank plc, 3 Northumberland Square, North Shields, NE30 1QX
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<b>Independent Examiner</b>	Mr P O'Hara FCA, Chartered Accountant, 26 La Sagesse, Jesmond, Newcastle upon Tyne NE2 3AF
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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Documents**

Headway Arts is a charitable company limited by guarantee, incorporated as Headstrong Productions on 6 January 1995 and registered as a charity on 9 October 1995.

It was established under the Memorandum of Association that established its objects and powers and is governed under its Articles of Association, as amended by special resolutions dated 30 June 2000 and 21 November 2005.

The company changed its name from Headstrong Productions to Headway Arts by means of a special resolution passed on 18 November 2015.

The Directors of the company are also Trustees of the charity.

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**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT**  
*For the year ended 31 March 2024*

**STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)**

**Governing Documents (Cont.)**

Eligibility for membership of the charity, and membership of the Board of Trustees, is governed by the Memorandum and Articles of Association. There are no restrictions in the governing document on the operation of the charity other than those imposed by general charity law.

**Charitable Purpose**

Headway Arts' charitable objectives are 'to advance education for the public benefit through the promotion of the arts with particular but not exclusive reference to the dramatic arts'.

**Principal Activity, Aims and Objectives**

In delivering our charitable purpose we strive to offer high quality arts and cultural participation opportunities to communities in Northumberland and beyond.

Our aims are to:

- Produce high quality art
- Create environments where art can take place
- Provide lifelong learning, training and employment opportunities
- Offer platforms for expression & the exploration of creativity
- Proactively encourage the engagement and representation of excluded groups
- Offer a means to contribute to the cultural life of communities
- Initiate informed debate and influence policy-making

Our values are that:

- Everyone is equal and everyone is different
- Participation in the arts enables personal development and social inclusion
- Participation in the arts is an entitlement for everyone
- Creative contribution is of high value irrespective of the circumstance or background of the person
- All participants have the right to make choices and determine their own creative engagement

**Structure and Governance**

The charity currently has a board of five non-executive Trustees.

The Board meets a minimum of four times per year and conducts an Annual General Meeting, typically in November.

Detailed written Board reports and an agenda are prepared by the Chief Executive and circulated in advance of meetings.

**HEADWAY ARTS**  
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*For the year ended 31 March 2024*

**STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)**

**Recruitment and Appointment of Board of Trustees**

Trustees are elected to the Board as necessary, with regard to any specialist skills required on the Board, based on discussions and recommendations offered by Trustees and outside advisors to the organisation. Trustees are re-appointed annually.

**Trustee Induction and Training**

New Trustees are briefed on their legal obligations under company and charity law, our Memorandum and Articles of Association, the operation of the Board and its decision-making processes, future plans and recent performance to support their understanding of Headway Arts' activities.

They are encouraged to attend appropriate training, are made aware of Charity Commission publications and online guidance and are encouraged to provide feedback.

**Policies on Reserves**

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Trustees aim to hold a level of Unrestricted Reserves sufficient to meet the costs of essential salaries and overheads for a 3 to 4 month period which would allow for the orderly winding down of the operation in the unlikely event that the Trustees so decided.

At present, the Trustees estimate that the Unrestricted Reserves required for such purposes would be in the range of £40,000 to £50,000.

Headway Arts' current Unrestricted Reserves are £36,227 at 31 March 2024. Free Reserves, defined as Unrestricted Reserves minus the value of Unrestricted Tangible Fixed Assets, are £24,842.

The Trustees aim, through their budgeting and financial management processes, to restore Unrestricted Reserves to within the aspirational range within 2-3 financial years to ensure the charity can run efficiently and meet the needs of the beneficiaries.

This policy will be reviewed by the Trustees on an annual basis as part of the charity's budgeting processes.

**The Charity's grant making policies**

The charity does not currently engage in grant-making activity.

**The contribution of volunteers**

The charity makes extensive use of volunteers within its productions and to support its activities.

**HEADWAY ARTS**  
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*For the year ended 31 March 2024*

**OBJECTIVES AND ACTIVITIES**

**Public Benefit**

The Trustees understand and have discussed the implications of the provisions of the Charities Act 2006, which state that all charities must demonstrate that they are established for public benefit and have had due regard to the public benefit guidance issued by the Charity Commission. The Trustees believe that the charity meets both of the key principles.

Principle 1 - There must be an identifiable benefit, or benefits.

Headway Arts' activities include a core commitment to the promotion of the arts, enabling the personal development of those in our care and providing a benefit to the wider community.

Principle 2 - Benefit must be to the public, or a section of the public.

Engagement in Headway Arts' productions is open to people of all backgrounds who want to be part of the experience.

Headway Arts' beneficiaries are therefore entirely appropriate to its aims and the public as a whole benefits from its work.

All of these benefits are clear, evidenced and relate directly to Headway Arts' aims. In addition, the Trustees do not consider that any significant detriment or harm flows from Headway Arts' work.

**Risk Management**

The Trustees of the charity regularly review (at least annually) the major governance, operational and financial risks which the charity faces as part of its annual business planning process and confirm that systems have been established to mitigate these risks.

Headway Arts has a risk management strategy in place which comprises:

- an annual review of the strategic risks the charity may face via the business plan
- the establishment of systems and procedures to mitigate those risks identified
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

These control systems have enabled Headway to return to a strong and stable financial position after experiencing some financial difficulties several years previously.

The Trustees have managed the potential impact of further financial risks by ensuring that:

- Prudent budgets have been set for the next financial year
- Regular management accounts are provided, showing the performance against budget
- Contingency plans are in place for the actions which would be taken if income appears unlikely to reach its target

The Trustees are satisfied that appropriate financial systems and controls and employment policies and practices are now in place.

**HEADWAY ARTS**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT**  
*For the year ended 31 March 2024*

**OBJECTIVES AND ACTIVITIES (CONTINUED)**

**Risk Management (Cont.)**

Other than financial the key risk to the organisation identified by the Trustees is the Board size and composition. The Board is currently at its minimum size and positive action is being taken to identify and recruit new members to the Board, particularly those with skills in finance, HR and legal issues.



**HEADWAY ARTS**  
**(A COMPANY LIMITED BY GUARANTEE)**  
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*For the year ended 31 March 2024*

**ACHIEVEMENTS AND PERFORMANCE**

**Summary of the main achievements of the charity during the year**

Headway Arts have presented a wide-ranging schedule of arts activities this year covering Theatre, Dance, Circus, Visual Arts and live events featuring music, performance, exhibition and exposition of the Arts through debate and dialogue. Our programme has covered health, heritage, education, learning, social cohesiveness and just transitions, whilst, in the background, we have been seeking ownership and improvement to our building as a future long-term asset for Blyth. Having taken the decision to focus much more on our longer-term stability and securing funding from Arts Council England, the National Lottery and Henry Smith Charity we have been able to develop this exciting programme.

We have seen an increase in attendances from 585 in 2023 to over 5,582 in 2024. Around 90% of these attenders are new. This has largely been the result of an upsurge in people seeking new activities post-Covid and through new and existing partnerships in the town which have brought a wide range of people to our building.

We began the year intending to further develop the success of our online activities which seemed to be where the future platforms of our work was heading but instead we have responded to the high demand for in-building activities and a focus largely on Blyth. Through audience feedback we have noted a definite desire for people to attend new cultural activity, particularly within our quirky building.

Quotes from visitors:

- *'Lovely environment and building, looking forward to coming again soon!'*
- *'It is very nice here, lively and busy. I will be back soon'*
- *'What a brilliant atmosphere, loved it!'*
- *'Canny little gallery. Love the variety'*

We continue to have around 40 attendances a week as part of our Stars! daily sessions for adults who are neurodiverse or learning disabled. They continue to work with a changing rota of artists across art forms such as drama, music, printmaking, dance and circus, bringing new skills, confidence and resilience to people who are often overlooked.

Quotes from Stars! members:

*"With my anxieties I think, I can't do this and can't do that - but taking part has made me realise that just because you have problems doesn't mean you can't achieve your dreams. Since I was a little girl my number one dream has been to be an artist, and I feel like one now."*

We have initiated a number of new partnerships that support organisations to use Headway Old Church and bring more people into contact with the Arts. Friends of Crofton Field, the Dialogue Society, local schools and the 22 cultural organisations involved in Blythfest, an annual snapshot of Blyth Culture running through June.



**HEADWAY ARTS**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT**  
*For the year ended 31 March 2024*

**ACHIEVEMENTS AND PERFORMANCE (CONTINUED)**

**Summary of the main achievements of the charity during the year (Cont.)**

In October we held our annual Come on Down festival of learning disabled culture. We were delighted that 128 people with a disability attended the event from 11 organisations including day centres from across Northumberland and disability arts organisations from the region. Now in its 15<sup>th</sup> year it still remains an essential platform for learning disabled art.

In December, as part of our annual Winter festival, our inclusive theatre company held a performance of a Christmas Carol (circus style) followed by an evening of music. We continue to look for and develop platforms for their work.

We have been able to extend our evening and weekend programme to the general public holding Creative Cafe wellbeing sessions featuring Gong baths and Shamanic Healing with weekly sessions by Blyth Samba band and Stitch and Mend. As the use of the building expands so do the requests to run sessions.

**Financial Review**

The out-turn for the year is an unrestricted surplus of £4,917 (2023: Deficit £26,456). The surplus will be added to Unrestricted Reserves, leaving a balance on Unrestricted Funds at 31 March 2024 of £36,227.

The Trustees consider the financial performance of the charity to be satisfactory and would wish to record their appreciation for the diligence and hard work of the staff, management and Board of Trustees during the year.





**HEADWAY ARTS**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT**  
*For the year ended 31 March 2024*

**ACHIEVEMENTS AND PERFORMANCE (CONTINUED)**

**Principal Funding Sources**

Grants received in the year are listed in Note 4 to the accounts.

The charity is grateful to all such funders for their grant support during the year.

**PLANS FOR FUTURE PERIODS**

We continue to build strong local networks and partnership working that builds capacity in the area. Blyth Cultural Network are building on the success of Blythfest and continue to meet regularly, attracting new members and preparing for Blythfest 2024.

Walks for Social Change in partnership with Newcastle University attracts interest from a variety of local groups and we look to continue these in the coming years.

One of our major projects for next year will be A Community Play working with people of all ages from the Cowpen estate.

Through our role as an Arts Council NPO we will raise the contribution of a Northumberland based organisation to wider national debates on the Arts, particularly in areas of access and inclusion.

The establishment of our Heads Up! Programme will see learning disabled and neurodiverse artists become critical friends in a number of venues in Northumberland, offering invaluable critique to their shows and venues.

The desire to increase local capacity for cultural activities has driven our need for refurbishment for our building and its purchase to ensure it remains a long-term community asset for Blyth. We have secured further funding towards this over the year thanks to support from the Architectural Heritage Fund and Community Ownership Fund and more recently UKSPF. This has meant we can take our building plans created with Edable Architects nearer to planning permission stage.

We are also getting close to our 30th birthday so will be looking to programme and exciting range of activities in celebration for 2025.

As always, and at the core of everything, Headway Arts remains passionately committed to working with those in the community who are considered hardest to reach, particularly people who are learning disabled, neurodiverse or have enduring health issues.



**HEADWAY ARTS**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT**  
*For the year ended 31 March 2024*

**RESPONSIBILITIES OF THE TRUSTEES**

The Trustees (who are also the Directors of Headway Arts for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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 judgments 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed by order of the Trustees



**Frances Castle**  
**Company Secretary**  
**Company Registration Number 3006904**

**9 September 2024**

# **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF HEADWAY ARTS YEAR ENDED 31 MARCH 2024**

I hereby report to the Trustees/Members of Headway Arts (Charity Registration Number 1049698) on the accounts for the year ended 31 March 2024 set out on pages 12 to 24.

## **Responsibilities and basis of report**

As the charity's Trustees (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.

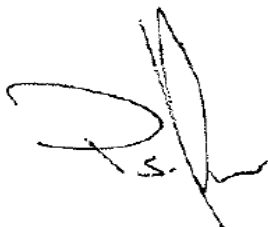
## **Independent Examiner's Statement**

Since the Company's gross income exceeded £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountant 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 or 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 (FRS102)).

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.



**Pete O'Hara, FCA, Chartered Accountant**  
**Fellow of the Institute of Chartered Accountants in England & Wales**  
26 La Sagesse, Jesmond, Newcastle upon Tyne NE2 3AF

9 September 2024

**HEADWAY ARTS**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>Income</b>					
Income from Investments	2	-	-	-	-
Donations & Legacies	3	1,221	4,058	5,279	4,044
Income from Charitable Activities	4	230,071	91,545	321,616	219,093
<b>Total Income</b>		<b>231,292</b>	<b>95,603</b>	<b>326,895</b>	<b>223,137</b>
<b>Expenditure</b>					
Expenditure on Charitable Activities	5	226,375	86,121	312,496	288,668
<b>Total Expenditure</b>		<b>226,375</b>	<b>86,121</b>	<b>312,496</b>	<b>288,668</b>
<b>Net Income/(Expenditure)</b>		<b>4,917</b>	<b>9,482</b>	<b>14,399</b>	<b>(65,531)</b>
Balance brought forward at 1 April		31,310	18,023	49,333	114,864
<b>Balance carried forward at 31 March</b>	<b>13</b>	<b>£36,227</b>	<b>£27,505</b>	<b>£63,732</b>	<b>£49,333</b>

The notes on pages 14 to 24 form part of the financial statements.

All of the activities of the company are classed as continuing.

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

**HEADWAY ARTS**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL POSITION/BALANCE SHEET**  
**AS AT 31 MARCH 2024**

	Notes	2024 £	2023 £
<b>Fixed Assets</b>			
Tangible Fixed Assets	9	16,972	25,990
<b>Current Assets</b>			
Debtors	10	19,502	22,471
Cash At Bank & In Hand		47,171	22,366
		<u>66,673</u>	<u>44,837</u>
<b>Creditors – Amounts Falling Due Within 1 Year</b>	11	(19,913)	(21,494)
Net Current Assets/(Liabilities)		<u>46,760</u>	<u>23,343</u>
<b>Total Net Assets</b>	<b>12</b>	<b><u>£63,732</u></b>	<b><u>£49,333</u></b>
<b>Represented by:</b>			
Unrestricted Reserves	13	36,227	31,310
Restricted Reserves	13	27,505	18,023
		<u>£63,732</u>	<u>£49,333</u>

The notes on pages 14 to 24 form part of the financial statements.

The Trustees are satisfied that for the year ended 31 March 2024 the charity was entitled to exemption under section 477(2) of the Companies Act 2006.

The Trustees also confirm that the Members have not required the charity to obtain an audit in accordance with section 476 of the Companies Act 2006

The Trustees acknowledge their responsibilities for:

(i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and

(ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

**These financial statements were approved and signed by a Member of the Board of Trustees on 9 September 2024.**



**L Neslund**  
**Trustee**  
**Company Registration Number 3006904**

**HEADWAY ARTS**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**1. Accounting Policies**

**Basis of Accounting**

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'), and with the Companies Act 2006 and the Statement of Recommended Practice (Charities SORP FRS 102) "Accounting and Reporting by Charities" and the Charities Act 2011.

The financial statements have been prepared on the historical cost basis, modified to include certain financial instruments at fair value.

Advantage has been taken of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a statement of cashflows.

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

**Taxation Status**

Headway Arts is a Charity registered under the 1960 Charities Act and is accorded exemption from liability to taxation on its income under S505 Income and Corporation Taxes Act 1988.

**Going Concern**

There are no material uncertainties about the charity's ability to continue.

**Income**

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial Activities when receivable. Where legacies have been notified to the charity but the criteria for income recognition have not been met, the legacy is treated as a contingent asset and disclosed if material.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from charitable trading activity is accounted for when earned.
- Other income is accounted for when receivable.



**HEADWAY ARTS**  
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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**1. Accounting Policies (Continued)**

**Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of raising funds comprise the costs associated with attracting donations, grants and legacies and the costs of trading for fundraising purposes.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

**Tangible Fixed Assets and Depreciation**

Capital items costing over £250 are capitalised and included in fixed assets.

Depreciation is provided on any fixed assets at rates calculated to write off the assets over their remaining useful lives as follows:

- Furniture, Fittings & Equipment- 33.3% per annum on reducing balance
- IT Equipment - 33.3% straight line
- Leasehold Property Improvements – over the length of the lease (to 3 December 2024)

**Impairment of Fixed Assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

**Financial Instruments**

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost where there is a material adjustment.

**HEADWAY ARTS**  
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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**1. Accounting Policies (Continued)**

**Fund Accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the purposes of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for specific purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**Judgements and Key Sources of Estimation Uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimation uncertainty included within the financial statements.

**Pensions**

Headway Arts contributes to a defined contribution pension scheme. Further details can be found in Note 8.

For the defined contribution scheme, the amount charged to the Statement of Financial Activities in respect of pension costs is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the Balance Sheet.

**2. Income from Investments**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank Interest Receivable	-	-	-	-
	<b>£-</b>	<b>£-</b>	<b>£-</b>	<b>£-</b>

**3. Income from Donations & Legacies**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations	1,221	4,058	5,279	4,044
	<b>£1,221</b>	<b>£4,058</b>	<b>£5,279</b>	<b>£4,044</b>

Of the 2023 total of £4,044, £1,825 related to Unrestricted Funds and £2,219 to Restricted Funds.

**HEADWAY ARTS**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**4. Income from Charitable Activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2024 £</b>	<b>2023 £</b>
<b>Earned Income</b>				
Project Fees	79,030	-	79,030	75,101
Other Earned Income	13,353	-	13,353	2,519
	<b>92,383</b>	<b>-</b>	<b>92,383</b>	<b>77,620</b>
<b>Grant Income</b>				
1989 Willan Charitable Trust	-	-	-	7,600
Architectural Heritage Fund	-	-	-	13,495
Arts Council England – National Portfolio Organisation	96,000	-	96,000	-
Arts Council England – Seeing Making Talking	-	-	-	(300)
Banks Community Fund via County Durham Community Foundation	-	-	-	4,575
Blyth Town Council	5,000	-	5,000	10,000
EDF Blyth Offshore Community Benefit Fund at the Community Foundation of Tyne & Wear and Northumberland	-	-	-	3,600
Erasmus+	-	(2,905)	(2,905)	48,319
European Social Fund (ESF)	-	-	-	709
Heart of Blyth	-	2,400	2,400	3,275
Henry Smith Charity	-	47,200	47,200	-
National Lottery Heritage Fund - Crofton Mill Pit	-	6,990	6,990	-
National Lottery Community Fund (NLCF) – Reaching Out	-	20,000	20,000	20,000
NLCF – Cowpen Community Play	-	17,860	17,860	-
Community Ownership Fund	8,748	-	8,748	-
NCC Community Chest	7,940	-	7,940	-
Newcastle Building Society	-	-	-	2,600
Postcode Neighbourhood Trust	15,000	-	15,000	-
Scope Connecting Communities Grant	-	-	-	7,000
Ridley Family Charity	-	-	-	2,000
Ryder Architecture	-	-	-	10,000
Sir James Knott Trust	5,000	-	5,000	5,000
Wellbank Foundation	-	-	-	3,600
	<b>137,688</b>	<b>91,545</b>	<b>229,233</b>	<b>141,473</b>
	<b>£230,071</b>	<b>£91,545</b>	<b>£321,616</b>	<b>£219,093</b>

Of the 2023 total of £219,093, £99,620 related to Unrestricted Funds and £119,473 to Restricted Funds.

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**5. Expenditure on Charitable Activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2024 £</b>	<b>2023 £</b>
<b>Project Delivery Costs</b>				
Materials/Project Costs	-	17,302	17,302	33,592
Contract Workers	4,430	15,818	20,248	25,020
Wages & Salaries	147,353	47,200	194,553	163,657
	<b>151,783</b>	<b>80,320</b>	<b>232,103</b>	<b>222,269</b>
<b>Support Costs</b>				
Travel & Subsistence	1,991	-	1,991	553
Bad Debts	8,198	-	8,198	214
Office Costs	5,012	-	5,012	2,187
Premises Costs & Room Hire	13,202	-	13,202	26,562
Repairs & Maintenance	21,132	-	21,132	2,621
Insurance	11,232	-	11,232	6,251
Depreciation	6,138	5,801	11,939	13,713
	<b>66,905</b>	<b>5,801</b>	<b>72,706</b>	<b>52,101</b>
<b>Governance Costs</b>				
Accountancy Fees	710	-	710	2,304
Legal & Professional Fees	6,977	-	6,977	11,994
	<b>7,687</b>	<b>-</b>	<b>7,687</b>	<b>14,298</b>
	<b>£226,375</b>	<b>£86,121</b>	<b>£312,496</b>	<b>£288,668</b>

Of the 2023 total of £288,668, £127,901 related to Unrestricted Funds and £160,767 to Restricted Funds.

**6. Net Income/(Expenditure)**

	<b>2024 £</b>	<b>2023 £</b>
Net income/(expenditure) is stated after charging/(crediting):		
Independent Examiner's Fees	1,152	1,152
Depreciation – Owned Assets	11,939	13,713

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**7. Staff Costs/Trustees' Remuneration**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Gross Salary Costs	178,264	149,789
Pension Costs	12,069	3,711
Social Security Costs	4,220	10,157
	<b>£194,553</b>	<b>£163,657</b>

No employee received remuneration of more than £60,000 during the year (2023 - Nil).

The average number of staff employed during the year, calculated as full-time equivalents, was as follows:

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
Artistic Production and Support	<b>6</b>	<b>5</b>

No remuneration was paid to or waived by Trustees/Directors in the year (2023: Nil) and no travel and subsistence expenses (2023: None) were reimbursed to Trustees in respect of their attendance at meetings of the charity.

There were no transactions undertaken by, or on behalf of the charity, in which any Trustees or a connected person had a material interest during the year to 31 March 2024 (2023: Nil).

**8. Pension Scheme**

Pension benefits are provided through a Group Personal Pension Scheme, which is a defined contribution scheme. The assets of the scheme are held separately from those of the company in a separately administered fund. In the year to 31 March 2024 Headway Arts made an employer's contribution of 3% of pensionable pay, provided that the employee makes a minimum contribution of 5%.

These amounts are paid over to the scheme on a monthly basis. Contributions totalling £4,014 were outstanding at 31 March 2024 (2023: £1,925).

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**9. Tangible Fixed Assets**

	<b>Leasehold Property Improvements £</b>	<b>IT Equipment £</b>	<b>Fixtures, Fittings &amp; Equipment £</b>	<b>Total Fixed Assets £</b>
<b>Cost</b>				
At 1 April 2023	57,120	10,001	62,484	129,605
Additions in year	-	-	2,921	2,921
Disposals	-	-	-	-
At 31 March 2024	57,120	10,001	65,405	132,526
<b>Accumulated Depreciation</b>				
At 1 April 2023	45,517	9,156	48,942	103,615
Charge for year	5,801	422	5,716	11,939
Disposals	-	-	-	-
At 31 March 2024	51,318	9,578	54,658	115,554
<b>Net Book Value</b>				
At 31 March 2024	<b>£5,802</b>	<b>£423</b>	<b>£10,747</b>	<b>£16,972</b>
At 1 April 2023	£11,603	£845	£13,542	£25,990

**10. Debtors**

	<b>2024 £</b>	<b>2023 £</b>
Trade Debtors	16,078	10,961
Accrued Income – Grant Funding	1,811	10,940
Accrued Income - Other	-	423
Prepayments	1,613	147
	<b>£19,502</b>	<b>£22,471</b>

All sums are due within 1 year.



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**11. Creditors – Amounts Falling Due Within 1 Year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Taxes & Social Security Costs	-	3,538
Pension Scheme Creditor	4,014	1,925
Sundry Creditors	-	1,562
Accruals	15,899	14,469
	<b>£19,913</b>	<b>£21,494</b>

**12. Analysis of Net Assets between Funds**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2024</b>	<b>Total 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed Assets	11,385	5,587	16,972	25,990
Debtors	17,691	1,811	19,502	22,471
Cash at Bank and In Hand	27,064	20,107	47,171	22,366
Creditors – Amounts Due Within 1 Year	(19,913)	-	(19,913)	(21,494)
	<b>£36,227</b>	<b>£27,505</b>	<b>£63,732</b>	<b>£49,333</b>

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**13. Analysis of Charitable Funds**

	<b>Fund at 1 April 2023 £</b>	<b>Incoming Resources in Year £</b>	<b>Resources Expended in Year £</b>	<b>Fund at 31 March 2024 £</b>
<b>Unrestricted Funds</b>				
Charity General Fund	<b>31,310</b>	<b>231,292</b>	<b>(226,375)</b>	<b>36,227</b>
<b>Restricted Funds</b>				
Banks Community Fund via County Durham Community Foundation	3,660	-	(3,660)	-
Coastal Revival Fund*	10,099	-	(4,909)	5,190
Donations – Australia Conference	-	4,058	-	4,058
Erasmus+	-	(2,905)	2,905	-
Heart of Blyth – Blythfest 2023	2,975	-	(2,975)	-
Heart of Blyth – Blythfest 2024	-	2,400	(2,400)	-
Henry Smith Charity	-	47,200	(47,200)	-
National Lottery Community Fund – Cowpen Community Play	-	17,860	-	17,860
National Lottery Community Fund – Reaching Out	-	20,000	(20,000)	-
National Lottery Heritage Fund - Crofton Mill Pit	-	6,990	(6,990)	-
Wellesley Trust (Building Improvements)*	1,289	-	(892)	397
<b>Total Restricted Funds</b>	<b>18,023</b>	<b>95,603</b>	<b>(86,121)</b>	<b>27,505</b>
<b>Total Funds</b>	<b>£49,333</b>	<b>£326,895</b>	<b>£(312,496)</b>	<b>£63,732</b>

\*Though £46,145 from Coastal Revival Fund and £9,549 from the Wellesley Trust was received and fully spent in the year to 31 March 2017 on the capital redevelopment of Headway ArtSpace, the required accounting treatment releases the grants over the period of the lease, matching the annual depreciation of the capital improvements.

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**13. Analysis of Charitable Funds (Cont.)**

<b>Name of Restricted Fund</b>	<b>Description, Nature &amp; Purpose of the Restricted Fund</b>
Banks Community Fund via County Durham Community Foundation	Towards the cost of new staging
Coastal Revival Fund*	To fund a programme of building improvements
Donations – Australia Conference	Towards the attendance of a conference in Australia in 2024/25
Erasmus+	To fund the Different Ways For Different Days European partnership
European Social Fund	To fund capacity building
European Social Fund (Releasing Potential)	To fund the Releasing Potential project
Heart of Blyth – Blythfest 2023	Towards the costs of Blythfest 2023
Heart of Blyth – Blythfest 2024	Towards the costs of Blythfest 2024
Henry Smith Charity	Towards the core salaries and running costs, excluding redundancy and legal fees
National Lottery Community Fund – Cowpen Community Play	Towards the costs of developing a community play
National Lottery Community Fund – Reaching Out	Towards the costs of Reaching Out - activities with adults with learning disabilities across Northumberland
National Lottery Heritage Fund - Crofton Mill Pit	Towards the costs of developing the Crofton Mill Pit project
Wellesley Trust (Building Improvements)*	To fund a programme of building improvements

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**14. Taxation**

The company is a registered charity and no provision is considered necessary for taxation.

**15. Financial and Capital Commitments**

No material financial and/or capital commitments have been made in respect of future financial periods (2023: None).

**16. Legal Status**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1. The company law members of the charity are the members of its Board of Trustees.

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.