

# HEADWAY BASINGSTOKE

England & Wales · Charity number 1056048

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [03206788](#)

**Registered** 1996-06-11

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

## Contact

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**Address** Headway Place  
Homefield Way  
Basingstoke  
RG24 9SP

**Phone** 01256962849

**Email** [support@headwaybasingstoke.org.uk](mailto:support@headwaybasingstoke.org.uk)

**Website** [www.headwaybasingstoke.org.uk](http://www.headwaybasingstoke.org.uk)

## Activities

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**Objects:** THE REHABILITATION OF PERSONS WHO HAVE SUFFERED HEAD INJURIES AND WHO RESIDE IN THE AREA OF BENEFIT BY THE PROVISION OF SUCH SERVICES AND FACILITIES AS ARE REQUIRED FROM TIME TO TIME BY SUCH PERSONS

**Activities:** support for people with acquired brain injury

## Classification

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

## Geography

- **Area of benefit:** AREA OF NORTH HANTS HOSPITAL TRUST, NORTH + MID HANTS HEALTH AUTHORITY AND LODDON TRUST
- Hampshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£299,333	£342,119	-	-
2023-12-31	£300,235	£283,400	-	-
2022-12-31	£281,561	£218,672	-	-
2021-12-31	£267,260	£216,772	-	-
2020-12-31	£259,415	£201,797	-	-

## Trustees

Name	Role	Appointed
<b>EVELYN LOUISE VINCENT</b>	Chair	1996-06-03
Barbara Cummins		2016-02-22
DR John William Marriage		2014-05-12
LESLEY VASS		1996-06-03

**HEADWAY BASINGSTOKE**

England & Wales - Charity number 1056048

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# Accounts

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**REGISTERED COMPANY NUMBER: 03206788 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1056048**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024  
FOR  
HEADWAY BASINGSTOKE**

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

**HEADWAY BASINGSTOKE**

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FOR THE YEAR ENDED 31 DECEMBER 2024**

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

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The principle objective of Headway Basingstoke is to support people living with brain injury, their carers and families. We operate in the North Hampshire area from our centre at Headway Place in Basingstoke. Our clients are adults aged 18 and over, with no upper age limit, who have suffered traumatic or acquired brain injury during their adult life. This may have resulted from an accident or from a medical condition.

**Headway Basingstoke's activities**

We provide specialised community-based rehabilitation, re-enablement and support services for our clients and their carers. This support is delivered through the following services:

- **Active Rehabilitation**
  - o Confidence building following brain injury
  - o Brain Injury and Me programme
  - o Sessions based on Cognitive Rehabilitation Therapy
  - o Occupational Therapy programme
- **Longer-Term Rehabilitation**

To enable clients to develop their skills further, moving them towards improved health and wellbeing, self-management and independence. This pathway also supports clients who are unlikely to return to community living and independence without continued specialist support.
- **Community Re-engagement**

Designed to encourage maximum independence, clients are encouraged to work in peer-to-peer groups to lead and manage social activities such as bowling, knowing that a representative from Headway will be there to assist if necessary.
- **Support for Carers**

We offer information, advice and support to ensure carers and families can increase their knowledge and understanding of brain injury and gain confidence in the rehabilitation process.
- **Support for Professionals**

We can provide information and advice to clinicians and other professionals working in the field of brain injury. We are happy to work with professionals to promote awareness and help rebuild lives after brain injury. We are open to working in partnership to provide services, support and information.

**Public benefit**

The Trustees have considered Charity Commission guidance on the provision of public benefit. The Trustees believe that Headway Basingstoke provides a public benefit to clients with a brain injury, their carers, their families and the local community through the services provided to clients. In addition, the services benefit public services like the NHS and Adult Social Services, providing support not offered elsewhere. These services add value to current statutory health and social care services and provide value for money.

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

**ACHIEVEMENTS AND PERFORMANCE**

**Charitable activities**

2024 marked the beginning of our eleventh year under the Integrated Care Board (ICB) contract, and once again Headway Basingstoke continues to grow and adapt in meeting the complex needs of those living with acquired brain injuries in North Hampshire.

Throughout the year, our client numbers have remained steady, and we have seen a healthy flow of referrals from local hospitals, GPs, and hospices. Our clinical and rehabilitation team continues to deliver a comprehensive range of programmes tailored to each client's needs, including Brain Injury and Me groups, Fatigue and Stress Management, Cognitive and Communication Groups, Reablement sessions, and individual one-to-one neuropsychology input where required. The ongoing development of our horticultural, cooking and creative groups have continued to provide both therapeutic and vocational benefits for many of our clients.

A particular highlight this year has been the successful addition of an Art Therapy placement student, further expanding the range of therapeutic interventions available to our clients. The Men's Communication Group, launched last year, has also gone from strength to strength, providing a vital space for male clients to gain confidence, improve social interaction and address the unique challenges they face post-brain injury.

We continue to see the benefits of our person-centred approach to rehabilitation, with clients regaining skills, confidence, and the ability to engage with their families, peers, and local community. Our clinical team has remained proactive in supporting both clients and their families during difficult periods, particularly where wider health and social care provision has fallen short. This year saw examples of our staff advocating on behalf of clients who faced gaps in community care, delayed medical support, and growing mental health needs. Our dedicated team consistently go above and beyond to ensure no client feels left behind.

Sadly, during 2024, we experienced the loss of three long-standing clients, including the husband of one of our long-serving Trustees who had attended Headway Basingstoke since 1989. Each loss is felt deeply within our close-knit community, and we extend our ongoing support to the families and carers left behind.

Whilst Headway Basingstoke now enters its 43rd year since formation, we also marked 40 years of formally providing structured brain injury services. Our longevity, stability, and continued local presence stand as a testament to the positive impact Headway Basingstoke has delivered to hundreds of individuals and their families over four decades.

We are deeply grateful for the financial and practical support of many donors and community organisations who have enabled us to continue delivering our services this year. Our thanks go to Penningtons Manches Cooper LLP, Tony and Sheila Brooks from The Four Horseshoes (at Long Sutton), Cliniko, Kualo, Southern Co-op through the Neighbourly Fund, Basingstoke Cribbage League, PayPal Giving Fund, Microsoft, and Aldi Winklebury Way. We give a special mention to the teams from Vida Homeloans who volunteered their time to repaint and refresh our Main Session Rooms, as well as to Aladin's Cave charity shop in Basingstoke who once again chose Headway Basingstoke as one of their supported charities. Our thanks, as always, also go to the Hampshire & Isle of Wight Integrated Care Board and their commissioners.

We would also like to acknowledge and sincerely thank our clients and carers who regularly support our work not only through generous donations but also by giving their time and donating goods. Their partnership is invaluable to us.

Finally, my thanks go to my fellow Trustees, who continue to give so freely of their time, not only in attending meetings but also in their hands-on involvement at events and in the day-to-day practical work that keeps Headway Basingstoke thriving.

On behalf of the Trustees, I would also like to extend my personal thanks to all of our wonderful staff and volunteers whose compassion, professionalism, and commitment make all the difference to the lives of those we support.

**Evelyn Vincent, Chair of Trustees**

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

**FINANCIAL REVIEW**

**Financial position**

The main source of income for the year is the CCG contract, which provides £269,785 annually. The financial results for the year show a deficit for the year. The unrestricted funds showing on the balance sheet equate to over twelve months' expenditure, and are well in excess of the trigger value stated in the reserves policy below. The Trustees identified several development projects needed to meet the growing need for support amongst people with brain injuries - existing clients and those currently not being reached. To achieve this, Headway Basingstoke will, in addition to its regular fundraising activities, target specific grant-making and fundraising avenues.

**Reserves policy**

The reserve policy is to maintain funds to meet at least six month's expenses. This is currently £113,000. Free reserves, calculated as unrestricted less unrestricted fixed assets and designated reserve this amounts to £97,818. See note 17 for more details of designated and restricted funds

A Restricted Fund, as recorded in the notes to the accounts, continues to exist, and there have been some capital and revenue expenses during the current year, depreciation on the capitalised assets will be allocated to the fund over useful life of the assets.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new Trustees**

The directors of the company are also charity Trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the Trustees are elected to hold office at Annual General Meetings. One third of the Trustees must retire at each Annual General Meeting, those longest in office retiring first. Those who retire may be re-elected. All new Trustees are recommended to the board by existing Trustees or associates. Two references are written for and a DBS check is carried out. Trustees are invited to attend a board meeting prior to formal appointment and encouraged to spend time with the Operations Manager and Chair to be introduced to the service. The Board aims to have Trustees representing users, carers, volunteers and staff, so that there are a wide range of views involved in the decision making process.

Trustees are provided with the following information:  
Companies House Directors and Secretaries Guide  
Copy of the latest Annual Report and Business Plan  
Copy of the Memorandum and Articles of Association  
Copies of policies and procedures  
Copies of recent Board minutes  
Any other information deemed relevant or appropriate.

**Organisational structure**

The Board of Trustees consists of at least 3 individuals. Trustees include users' representatives, a volunteer representative and a carer's representative so that there is a wide base of representatives involved in decision making. Decisions are made at Board Meetings by a vote.

Day to day responsibility for the provision of the services rests with the Chair, Operations Manager and Clinical lead.

**Risk management**

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Aside from the financial risks of short term and unsecured contracts, other major concerns involve working with vulnerable adults and lone worker concerns. Each client and workplace undergoes a risk assessment and strategies are put in place to cope with potential identified risks, e.g. what to do if a client has an epileptic fit, is aggressive or leaves the centre during a session.

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

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03206788 (England and Wales)

**Registered Charity number**  
1056048

**Registered office**  
Headway Place  
Homefield Way  
Basingstoke  
Hampshire  
RG24 9SP

**Trustees**

Mrs E Vincent (Chair)  
Ms B Cummins  
Dr J Marriage  
Mrs L Vass  
Mrs B Waller

Termination of appointment 14 February 2025

**Company Secretary**  
Mrs L Vass

**Operations Manager**  
Mr D Snyman

**Clinical Lead**  
Ms R Silva

**Independent Examiner**  
Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

**Bankers**  
Co-operative Bank Plc  
Business Direct  
PO Box 250  
Skelmersdale

Approved by order of the Board of Trustees on 11/9/25 and signed on its behalf by:

  
.....  
Mrs E Vincent - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HEADWAY BASINGSTOKE**

**Independent examiner's report to the trustees of Headway Basingstoke ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2024.

**Responsibilities and basis of report**

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

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


**Independent examiner's statement**

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

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

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

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



Gavin Whitter

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

Date: ..... 16/9/25

**HEADWAY BASINGSTOKE**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Notes	Unrestricted funds £	Restricted fund £	31.12.24 Total funds £	31.12.23 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	280,325	-	280,325	275,617
<b>Charitable activities</b>					
Centre Services	5	-	-	-	11,750
Other trading activities	3	7,039	-	7,039	3,321
Investment income	4	11,969	-	11,969	9,547
<b>Total</b>		<u>299,333</u>	<u>-</u>	<u>299,333</u>	<u>300,235</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Centre Services	6	328,073	14,046	342,119	295,987
<b>NET INCOME/(EXPENDITURE)</b>		(28,740)	(14,046)	(42,786)	4,248
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		375,648	14,252	389,900	385,652
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>346,908</u></u>	<u><u>206</u></u>	<u><u>347,114</u></u>	<u><u>389,900</u></u>

The notes form part of these financial statements

## HEADWAY BASINGSTOKE

### BALANCE SHEET 31 DECEMBER 2024

	Notes	31.12.24 £	31.12.23 £
<b>FIXED ASSETS</b>			
Tangible assets	13	4,647	5,509
<b>CURRENT ASSETS</b>			
Debtors	14	4,885	3,164
Cash at bank and in hand		379,903	393,259
		<u>384,788</u>	<u>396,423</u>
<b>CREDITORS</b>			
Amounts falling due within one year	15	(42,321)	(12,032)
		<u>342,467</u>	<u>384,391</u>
<b>NET CURRENT ASSETS</b>			
		347,114	389,900
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>347,114</u>	<u>389,900</u>
<b>NET ASSETS</b>			
		<u>347,114</u>	<u>389,900</u>
<b>FUNDS</b>	17		
Unrestricted funds		346,908	375,648
Restricted funds		206	14,252
		<u>347,114</u>	<u>389,900</u>
<b>TOTAL FUNDS</b>			
		<u>347,114</u>	<u>389,900</u>

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

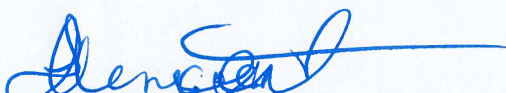
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 11/19/25 and were signed on its behalf by:

  
 .....  
 Mrs E Vincent - Trustee

The notes form part of these financial statements

## HEADWAY BASINGSTOKE

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

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to generate funds, such as Headway Place sales, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

##### **Volunteers and donated services**

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

##### **Expenditure**

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

##### **Irrecoverable VAT**

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

##### **Tangible fixed assets**

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

Plant and machinery	- 25% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

Tangible fixed assets in excess of £1,000 are capitalised at cost.

## HEADWAY BASINGSTOKE

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

#### 1. ACCOUNTING POLICIES - continued

##### **Taxation**

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

##### **Fund accounting**

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

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

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

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

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

The charitable company has established a defined contribution pension scheme for employees. Employees who were previously employed by the NHS and have been TUPE'd across remain members of the Defined Benefit Pension Scheme.

#### 2. DONATIONS AND LEGACIES

	31.12.24	31.12.23
	£	£
Donations	10,540	4,795
Grants	269,785	267,410
Client contributions	-	3,412
	<u>280,325</u>	<u>275,617</u>

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

	31.12.24	31.12.23
	£	£
CCG	<u>269,785</u>	<u>267,410</u>

#### 3. OTHER TRADING ACTIVITIES

	31.12.24	31.12.23
	£	£
Fundraising events	2,728	2,107
Headway Place income	4,311	1,214
	<u>7,039</u>	<u>3,321</u>

**HEADWAY BASINGSTOKE**

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

**4. INVESTMENT INCOME**

	31.12.24	31.12.23
	£	£
Deposit account interest	-	45
Bond income	11,969	9,502
	<u>11,969</u>	<u>9,547</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	31.12.24	31.12.23
	£	£
Grants	-	11,750
	<u>-</u>	<u>11,750</u>

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

	31.12.24	31.12.23
	£	£
Basingstoke and Deane Borough Council	-	11,750
	<u>-</u>	<u>11,750</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Centre Services	227,165	114,954	342,119
	<u>227,165</u>	<u>114,954</u>	<u>342,119</u>

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	31.12.24	31.12.23
	£	£
Staff costs	167,989	130,465
Travel expenses	2,006	1,304
Other staff costs	2,655	1,694
Client services	54,515	55,440
Benevolent fund	-	557
	<u>227,165</u>	<u>189,460</u>

**8. SUPPORT COSTS**

	Management	Governance	Totals
	£	costs £	£
Centre Services	113,100	1,854	114,954
	<u>113,100</u>	<u>1,854</u>	<u>114,954</u>

**HEADWAY BASINGSTOKE**

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

**8. SUPPORT COSTS - continued**

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

**Management**

	31.12.24	31.12.23
	Centre	Total
	Services	activities
	£	£
Rent	59,888	60,978
Premises costs	19,527	15,702
Insurance	2,507	850
Utilities	9,967	10,104
Telephone	6,170	4,527
Postage and stationery	4,219	2,632
Computer costs	1,766	1,127
Sundries	798	1,368
Legal and professional fees	1,281	1,045
Equipment repairs and renewals	1,851	1,246
Depreciation of tangible assets	5,126	5,184
	<u>113,100</u>	<u>104,763</u>

**Governance costs**

	31.12.24	31.12.23
	Centre	Total
	Services	activities
	£	£
Independent examiners fee	1,854	1,764
	<u>1,854</u>	<u>1,764</u>

**9. NET INCOME/(EXPENDITURE)**

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

	31.12.24	31.12.23
	£	£
Depreciation - owned assets	5,126	5,184
Other operating leases	59,888	60,978
Independent examiners fee	1,854	1,764
	<u>66,868</u>	<u>67,926</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

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

## HEADWAY BASINGSTOKE

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

#### 10. TRUSTEES' REMUNERATION AND BENEFITS - continued

##### Trustees' expenses

During the year two Trustees (31.12.23: one Trustees) were reimbursed for out of pocket expenses totalling £478 (31.12.23: £142).

#### 11. STAFF COSTS

	31.12.24	31.12.23
	£	£
Wages and salaries	155,163	124,044
Social security costs	5,893	1,119
Other pension costs	6,933	5,302
	<u>167,989</u>	<u>130,465</u>

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

	31.12.24	31.12.23
Charitable	9	8
	<u>9</u>	<u>8</u>

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

##### Pension schemes

The contributions to the scheme are independently administered. The defined contribution pension payments are drawn out of unrestricted funds and charged to charitable activities.

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

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	275,617	-	275,617
<b>Charitable activities</b>			
Centre Services	11,750	-	11,750
Other trading activities	3,321	-	3,321
Investment income	9,547	-	9,547
<b>Total</b>	<u>300,235</u>	<u>-</u>	<u>300,235</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Centre Services	283,400	12,587	295,987
<b>NET INCOME/(EXPENDITURE)</b>	16,835	(12,587)	4,248
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	358,813	26,839	385,652
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>375,648</u>	<u>14,252</u>	<u>389,900</u>

HEADWAY BASINGSTOKE

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

13. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2024	4,107	8,343	8,904	21,354
Additions	-	1,679	2,585	4,264
Disposals	-	(3,080)	-	(3,080)
	<u>4,107</u>	<u>6,942</u>	<u>11,489</u>	<u>22,538</u>
<b>DEPRECIATION</b>				
At 1 January 2024	4,107	5,862	5,876	15,845
Charge for year	-	1,246	3,880	5,126
Eliminated on disposal	-	(3,080)	-	(3,080)
	<u>4,107</u>	<u>4,028</u>	<u>9,756</u>	<u>17,891</u>
<b>NET BOOK VALUE</b>				
At 31 December 2024	<u>-</u>	<u>2,914</u>	<u>1,733</u>	<u>4,647</u>
At 31 December 2023	<u>-</u>	<u>2,481</u>	<u>3,028</u>	<u>5,509</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.24	31.12.23
	£	£
Other debtors	<u>4,885</u>	<u>3,164</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.24	31.12.23
	£	£
Social security and other taxes	2,513	2,505
Other creditors	4,272	1,866
Accrued expenses	35,536	7,661
	<u>42,321</u>	<u>12,032</u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted fund £	31.12.24 Total funds £	31.12.23 Total funds £
Fixed assets	4,647	-	4,647	5,509
Current assets	384,582	206	384,788	396,423
Current liabilities	(42,321)	-	(42,321)	(12,032)
	<u>346,908</u>	<u>206</u>	<u>347,114</u>	<u>389,900</u>

## HEADWAY BASINGSTOKE

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

#### 17. MOVEMENT IN FUNDS

	At 1.1.24 £	Net movement in funds £	At 31.12.24 £
<b>Unrestricted funds</b>			
General funds	131,205	(28,740)	102,465
Benevolent Fund	9,443	-	9,443
Headway Building Fund	235,000	-	235,000
	<u>375,648</u>	<u>(28,740)</u>	<u>346,908</u>
<b>Restricted funds</b>			
Headfirst appeal	14,252	(14,046)	206
	<u>389,900</u>	<u>(42,786)</u>	<u>347,114</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	299,333	(328,073)	(28,740)
<b>Restricted funds</b>			
Headfirst appeal	-	(14,046)	(14,046)
	<u>299,333</u>	<u>(342,119)</u>	<u>(42,786)</u>

#### Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
<b>Unrestricted funds</b>			
General funds	113,813	17,392	131,205
Benevolent Fund	10,000	(557)	9,443
Headway Building Fund	235,000	-	235,000
	<u>358,813</u>	<u>16,835</u>	<u>375,648</u>
<b>Restricted funds</b>			
Headfirst appeal	26,839	(12,587)	14,252
	<u>385,652</u>	<u>4,248</u>	<u>389,900</u>

## HEADWAY BASINGSTOKE

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

#### 17. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	300,235	(282,843)	17,392
Benevolent Fund	-	(557)	(557)
	<u>300,235</u>	<u>(283,400)</u>	<u>16,835</u>
<b>Restricted funds</b>			
Headfirst appeal	-	(12,587)	(12,587)
	<u>-</u>	<u>(12,587)</u>	<u>(12,587)</u>
<b>TOTAL FUNDS</b>	<u><u>300,235</u></u>	<u><u>(295,987)</u></u>	<u><u>4,248</u></u>

The restricted fund derives from the HEADFIRST appeal to raise £150,000 to equip and adapt the premises specifically for Headway purposes. The balance is the amount remaining unspent from the appeal.

The benevolent fund represents support for clients who became homeless. The fund will be spent on clients in most need providing food and other support where this support is only from Headway.

The Headway building fund is a fund set aside for a bespoke facility building.

#### 18. RELATED PARTY DISCLOSURES

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

#### 19. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members, none of whom individually have control of the company.

**HEADWAY BASINGSTOKE**

England & Wales - Charity number 1056048

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# Accounts

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**REGISTERED COMPANY NUMBER: 03206788 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1056048**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023  
FOR  
HEADWAY BASINGSTOKE**

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

# HEADWAY BASINGSTOKE

## CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

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

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The principle objective of Headway Basingstoke is to support people living with brain injury, their carers and families. We operate in the North Hampshire area from our centre at Headway Place in Basingstoke. Our clients are adults aged 18 and over, with no upper age limit, who have suffered traumatic or acquired brain injury during their adult life. This may have resulted from an accident or from a medical condition.

**Headway Basingstoke's activities**

We provide specialised community-based rehabilitation, re-enablement and support services for our clients and their carers. This support is delivered through the following services:

- **Active Rehabilitation**

- o Confidence building following brain injury
- o Brain Injury and Me programme
- o Sessions based on Cognitive Rehabilitation Therapy
- o Occupational Therapy programme

- **Longer-Term Rehabilitation**

To enable clients to develop their skills further, moving them towards improved health and wellbeing, self-management and independence. This pathway also supports clients who are unlikely to return to community living and independence without continued specialist support.

- **Community Re-engagement**

Designed to encourage maximum independence, clients are encouraged to work in peer-to-peer groups to lead and manage social activities such as bowling, knowing that a representative from Headway will be there to assist if necessary.

- **Support for Carers**

We offer information, advice and support to ensure carers and families can increase their knowledge and understanding of brain injury and gain confidence in the rehabilitation process.

- **Support for Professionals**

We can provide information and advice to clinicians and other professionals working in the field of brain injury. We are happy to work with professionals to promote awareness and help rebuild lives after brain injury. We are open to working in partnership to provide services, support and information.

**Public benefit**

The Trustees have considered Charity Commission guidance on the provision of public benefit. The Trustees believe that Headway Basingstoke provides a public benefit to clients with a brain injury, their carers, their families and the local community through the services provided to clients. In addition, the services benefit public services like the NHS and Adult Social Services, providing support not offered elsewhere. These services add value to current statutory health and social care services and provide value for money.

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

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

2023 marked the culmination of the tenth year since Headway Basingstoke's grant from the Clinical Commissioning Group (CCG), and our service continues to develop and improve, providing life-enhancing programmes for people with brain injuries in our locality.

We started the year with 71 clients and ended with 90. Referrals have come from the hospices and Southampton University Hospital, as well as continued self-referral and via the GP.

Clients benefit in many ways from the start of their journey with us. We have again run several Brain Injury and Me groups, introduction to Brain injury for clients and carers, Fatigue Management groups, as well as continuing with one-to-one Clinical Neuropsychology sessions as required.

Our Horticultural group has been a huge success; it not only improves mental health and wellbeing but has benefits in terms of enhancing dexterity and fine motor functions as well as being fun.

We run a full social programme for clients and their families, including a Coronation Party attended by the Mayor of Basingstoke. This was a huge success and has led to us having more weekend events.

We also hosted an Icelandic delegation who were very keen to see our service and how it runs; they were most impressed with all they saw.

Our recruitment process was successful, and we have two new staff members on the rehabilitation team. We also successfully implemented our staff retention initiative, as well as completing a full and long overdue IT upgrade.

We nominated John Marriage, one of our long-term Trustees and volunteers, for the Headway UK Volunteer of the Year Award, and we are absolutely delighted that he won, which was fully deserved. He was presented with his award at the Headway UK Annual Awards Luncheon at the Landmark Hotel in London in December.

The year ended on a sad note as we lost one of our long-term much-loved members, for whom we held a celebration of life service for her family, with all our staff, Trustees, and clients contributing. Sadly, we also lost one of our founder members too, Steve Pennington, who had been with us for over 20 years until his mother passed away and his family moved him to be nearer to them several years ago.

We are immensely grateful for the generous support of our diverse group of donors, whose contributions have been instrumental in advancing our mission during this period. We extend our heartfelt appreciation to Basingstoke and Deane Borough Council, Penningtons Manches Cooper LLP, Tony and Sheila Brooks from The Four Horseshoes (at Long Sutton), Southern Co-op through the Neighbourly Fund, Basingstoke Cribbage League, PayPal Giving Fund, Microsoft, Facebook, Morrisons - Basingstoke, Aldi - Winklebury Way, and B&Q Basingstoke; with a special mention for the teams from Vida Homeloans and the Halifax Mortgage & Protection Team (London, Basingstoke & Guildford) who volunteered to upgrade our fences, gardens, and porta cabin. Your dedication to our cause has empowered us to continue making a positive impact in our community, and we are truly thankful for your unwavering commitment and generosity.

As we step into 2024, we celebrate a decade of collaboration with the CCG, marking ten years since the inception of our partnership. We remain committed to conducting quarterly reviews, while appreciating their continuous availability for guidance and support whenever needed, fostering a robust and enduring working relationship.

On behalf of the Trustees, I would like to thank all our staff and volunteers who go above and beyond for our clients, and a personal thank you to my fellow Trustees.

**Evelyn Vincent, Chair of Trustees**

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

**FINANCIAL REVIEW**

**Financial position**

The main source of income for the year is the CCG contract, which provides £267,410 annually. The financial results for the year show a surplus for the year. The unrestricted funds showing on the balance sheet equate to over twelve months' expenditure, and are well in excess of the trigger value stated in the reserves policy below. The Trustees identified several development projects needed to meet the growing need for support amongst people with brain injuries - existing clients and those currently not being reached. To achieve this, Headway Basingstoke will, in addition to its regular fundraising activities, target specific grant-making and fundraising avenues.

**Reserves policy**

The reserve policy is to maintain funds to meet at least six month's expenses. This is currently £113,000. Free reserves, calculated as unrestricted less unrestricted fixed assets and designated reserve this amounts to £128,724. See note 17 for more details of designated and restricted funds

A Restricted Fund, as recorded in the notes to the accounts, continues to exist, and there have been some capital and revenue expenses during the current year, depreciation on the capitalised assets will be allocated to the fund over useful life of the assets.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new Trustees**

The directors of the company are also charity Trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the Trustees are elected to hold office at Annual General Meetings. One third of the Trustees must retire at each Annual General Meeting, those longest in office retiring first. Those who retire may be re-elected. All new Trustees are recommended to the board by existing Trustees or associates. Two references are written for and a DBS check is carried out. Trustees are invited to attend a board meeting prior to formal appointment and encouraged to spend time with the Operations Manager and Chair to be introduced to the service. The Board aims to have Trustees representing users, carers, volunteers and staff, so that there are a wide range of views involved in the decision making process.

Trustees are provided with the following information:  
Companies House Directors and Secretaries Guide  
Copy of the latest Annual Report and Business Plan  
Copy of the Memorandum and Articles of Association  
Copies of policies and procedures  
Copies of recent Board minutes  
Any other information deemed relevant or appropriate.

**Organisational structure**

The Board of Trustees consists of at least 3 individuals. Trustees include users' representatives, a volunteer representative and a carer's representative so that there is a wide base of representatives involved in decision making. Decisions are made at Board Meetings by a vote.

Day to day responsibility for the provision of the services rests with the Chair, Operations Manager and Clinical lead.

**Risk management**

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Aside from the financial risks of short term and unsecured contracts, other major concerns involve working with vulnerable adults and lone worker concerns. Each client and workplace undergoes a risk assessment and strategies are put in place to cope with potential identified risks, e.g. what to do if a client has an epileptic fit, is aggressive or leaves the centre during a session.

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

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03206788 (England and Wales)

**Registered Charity number**  
1056048

**Registered office**  
Headway Place  
Homefield Way  
Basingstoke  
Hampshire  
RG24 9SP

**Trustees**  
Mrs E Vincent (Chair)  
Ms B Cummins  
Dr J Marriage  
Mrs L Vass  
Mrs B Waller

**Company Secretary**  
Mrs L Vass

**Operations Manager**  
Mr D Snyman

**Clinical Lead**  
Ms R Silva

**Independent Examiner**  
Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

**Bankers**  
Co-operative Bank Plc  
Business Direct  
PO Box 250  
Skelmersdale

Approved by order of the Board of Trustees on 20/5/2024 and signed on its behalf by:

  
.....  
Mrs E Vincent - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HEADWAY BASINGSTOKE**

**Independent examiner's report to the trustees of Headway Basingstoke ('the Company')**

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

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

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

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



Gavin Whitter

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

Date: ..... 3/6/24 .....

## HEADWAY BASINGSTOKE

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds £	Restricted fund £	31.12.23 Total funds £	31.12.22 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	275,617	-	275,617	274,397
<b>Charitable activities</b>					
Centre Services	5	11,750	-	11,750	-
Other trading activities	3	3,321	-	3,321	4,014
Investment income	4	9,547	-	9,547	3,150
<b>Total</b>		<u>300,235</u>	<u>-</u>	<u>300,235</u>	<u>281,561</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Centre Services	6	283,400	12,587	295,987	223,524
<b>NET INCOME/(EXPENDITURE)</b>		16,835	(12,587)	4,248	58,037
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		358,813	26,839	385,652	327,615
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>375,648</u></u>	<u><u>14,252</u></u>	<u><u>389,900</u></u>	<u><u>385,652</u></u>

The notes form part of these financial statements

## HEADWAY BASINGSTOKE

### BALANCE SHEET 31 DECEMBER 2023

	Notes	31.12.23 £	31.12.22 £
<b>FIXED ASSETS</b>			
Tangible assets	13	5,509	7,386
<b>CURRENT ASSETS</b>			
Debtors	14	3,164	25,358
Cash at bank and in hand		393,259	360,010
		396,423	385,368
<b>CREDITORS</b>			
Amounts falling due within one year	15	(12,032)	(7,102)
		384,391	378,266
<b>NET CURRENT ASSETS</b>			
		389,900	385,652
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		389,900	385,652
<b>NET ASSETS</b>			
		389,900	385,652
<b>FUNDS</b>			
	17		
Unrestricted funds		375,648	358,813
Restricted funds		14,252	26,839
		389,900	385,652

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

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

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 20.15.2024 and were signed on its behalf by:



.....  
Mrs E Vincent - Trustee

The notes form part of these financial statements

## HEADWAY BASINGSTOKE

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

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to generate funds, such as Headway Place sales, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

##### **Volunteers and donated services**

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

##### **Expenditure**

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

##### **Irrecoverable VAT**

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

##### **Tangible fixed assets**

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

Plant and machinery	- 25% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

## HEADWAY BASINGSTOKE

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

#### 1. ACCOUNTING POLICIES - continued

##### **Taxation**

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

##### **Fund accounting**

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

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

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

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

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

The charitable company has established a defined contribution pension scheme for employees. Employees who were previously employed by the NHS and have been TUPE'd across remain members of the Defined Benefit Pension Scheme.

#### 2. DONATIONS AND LEGACIES

	31.12.23	31.12.22
	£	£
Donations	4,795	11,933
Grants	267,410	260,589
Client contributions	3,412	1,875
	275,617	274,397
	275,617	274,397

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

	31.12.23	31.12.22
	£	£
CCG	267,410	260,589
	267,410	260,589
	267,410	260,589

#### 3. OTHER TRADING ACTIVITIES

	31.12.23	31.12.22
	£	£
Fundraising events	2,107	1,018
Headway Place income	1,214	2,996
	3,321	4,014
	3,321	4,014

**HEADWAY BASINGSTOKE**

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

<b>4. INVESTMENT INCOME</b>		31.12.23	31.12.22
		£	£
Deposit account interest		45	19
Bond income		9,502	3,131
		<u>9,547</u>	<u>3,150</u>
<b>5. INCOME FROM CHARITABLE ACTIVITIES</b>		31.12.23	31.12.22
	Activity	£	£
Grants	Centre Services	11,750	-
		<u>11,750</u>	<u>-</u>
Grants received, included in the above, are as follows:			
		31.12.23	31.12.22
		£	£
Basingstoke and Deane Borough Council		11,750	-
		<u>11,750</u>	<u>-</u>
<b>6. CHARITABLE ACTIVITIES COSTS</b>			
	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Centre Services	189,460	106,527	295,987
	<u>189,460</u>	<u>106,527</u>	<u>295,987</u>
<b>7. DIRECT COSTS OF CHARITABLE ACTIVITIES</b>		31.12.23	31.12.22
		£	£
Staff costs		130,465	76,226
Travel expenses		1,304	522
Other staff costs		1,694	2,202
Client services		55,440	41,246
Benevolent fund		557	-
		<u>189,460</u>	<u>120,196</u>
<b>8. SUPPORT COSTS</b>			
	Management	Governance costs	Totals
	£	£	£
Centre Services	104,763	1,764	106,527
	<u>104,763</u>	<u>1,764</u>	<u>106,527</u>

## HEADWAY BASINGSTOKE

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

#### 8. SUPPORT COSTS - continued

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

##### Management

	31.12.23	31.12.22
	Centre	Total
	Services	activities
	£	£
Rent	60,978	60,370
Premises costs	15,702	9,529
Insurance	850	123
Utilities	10,104	7,626
Telephone	4,527	6,305
Postage and stationery	2,632	1,018
Computer costs	1,127	5,453
Sundries	1,368	1,154
Legal and professional fees	1,045	916
Equipment repairs and renewals	1,246	3,728
Affiliation	-	155
Depreciation of tangible assets	5,184	5,223
	<u>104,763</u>	<u>101,600</u>

##### Governance costs

	31.12.23	31.12.22
	Centre	Total
	Services	activities
	£	£
Independent examiners fee	1,764	1,728
	<u>1,764</u>	<u>1,728</u>

#### 9. NET INCOME/(EXPENDITURE)

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

	31.12.23	31.12.22
	£	£
Depreciation - owned assets	5,184	5,223
Other operating leases	60,978	60,370
Independent examiners fee	1,764	1,728
	<u>67,926</u>	<u>67,321</u>

#### 10. TRUSTEES' REMUNERATION AND BENEFITS

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

## HEADWAY BASINGSTOKE

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

#### 10. TRUSTEES' REMUNERATION AND BENEFITS - continued

##### Trustees' expenses

During the year one Trustees (31.12.22: two Trustees) were reimbursed for out of pocket expenses totalling £142 (31.12.22: £217).

##### Trustees' donations

During the year no Trustees (31.12.22: one) made donations to the charity totalling £Nil (31.12.22: £60).

#### 11. STAFF COSTS

	31.12.23	31.12.22
	£	£
Wages and salaries	124,044	73,413
Social security costs	1,119	276
Other pension costs	5,302	2,537
	<u>130,465</u>	<u>76,226</u>

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

	31.12.23	31.12.22
Charitable	8	5
	<u>8</u>	<u>5</u>

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

##### Pension schemes

The contributions to the scheme are independently administered. The defined contribution pension payments are drawn out of unrestricted funds and charged to charitable activities.

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

	Unrestricted funds	Restricted fund	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	274,397	-	274,397
Other trading activities	4,014	-	4,014
Investment income	3,150	-	3,150
	<u>281,561</u>	<u>-</u>	<u>281,561</u>
<b>Total</b>			
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Centre Services	218,672	4,852	223,524
	<u>218,672</u>	<u>4,852</u>	<u>223,524</u>
<b>NET INCOME/(EXPENDITURE)</b>	62,889	(4,852)	58,037
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	295,924	31,691	327,615

**HEADWAY BASINGSTOKE**

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

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>TOTAL FUNDS CARRIED FORWARD</b>	358,813	26,839	385,652

**13. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2023	4,107	5,036	8,904	18,047
Additions	-	3,307	-	3,307
	4,107	8,343	8,904	21,354
At 31 December 2023	4,107	8,343	8,904	21,354
<b>DEPRECIATION</b>				
At 1 January 2023	3,946	3,777	2,938	10,661
Charge for year	161	2,085	2,938	5,184
	4,107	5,862	5,876	15,845
At 31 December 2023	4,107	5,862	5,876	15,845
<b>NET BOOK VALUE</b>				
At 31 December 2023	-	2,481	3,028	5,509
At 31 December 2022	161	1,259	5,966	7,386

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

		31.12.23	31.12.22
		£	£
Trade debtors		-	21,987
Other debtors		3,164	3,371
		3,164	25,358
		3,164	25,358

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

		31.12.23	31.12.22
		£	£
Social security and other taxes		2,505	757
Other creditors		1,866	930
Accrued expenses		7,661	5,415
		12,032	7,102
		12,032	7,102

## HEADWAY BASINGSTOKE

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

#### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted fund £	31.12.23 Total funds £	31.12.22 Total funds £
Fixed assets	2,481	3,028	5,509	7,386
Current assets	385,199	11,224	396,423	385,368
Current liabilities	(12,032)	-	(12,032)	(7,102)
	<u>375,648</u>	<u>14,252</u>	<u>389,900</u>	<u>385,652</u>

#### 17. MOVEMENT IN FUNDS

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
<b>Unrestricted funds</b>			
General funds	113,813	17,392	131,205
Benevolent Fund	10,000	(557)	9,443
Headway Building Fund	235,000	-	235,000
	<u>358,813</u>	<u>16,835</u>	<u>375,648</u>
<b>Restricted funds</b>			
Headfirst appeal	26,839	(12,587)	14,252
	<u>385,652</u>	<u>4,248</u>	<u>389,900</u>
<b>TOTAL FUNDS</b>	<u>385,652</u>	<u>4,248</u>	<u>389,900</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	300,235	(282,843)	17,392
Benevolent Fund	-	(557)	(557)
	<u>300,235</u>	<u>(283,400)</u>	<u>16,835</u>
<b>Restricted funds</b>			
Headfirst appeal	-	(12,587)	(12,587)
	<u>300,235</u>	<u>(295,987)</u>	<u>4,248</u>
<b>TOTAL FUNDS</b>	<u>300,235</u>	<u>(295,987)</u>	<u>4,248</u>

## HEADWAY BASINGSTOKE

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

#### 17. MOVEMENT IN FUNDS - continued

##### Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
<b>Unrestricted funds</b>				
General funds	199,319	63,087	(148,593)	113,813
Designated fund	80,000	-	(80,000)	-
Emergency welfare fund	605	(198)	(407)	-
Neuro psychology pilot fund	16,000	-	(16,000)	-
Benevolent Fund	-	-	10,000	10,000
Headway Building Fund	-	-	235,000	235,000
	<u>295,924</u>	<u>62,889</u>	<u>-</u>	<u>358,813</u>
<b>Restricted funds</b>				
Headfirst appeal	31,691	(4,852)	-	26,839
	<u>327,615</u>	<u>58,037</u>	<u>-</u>	<u>385,652</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	281,561	(218,474)	63,087
Emergency welfare fund	-	(198)	(198)
	<u>281,561</u>	<u>(218,672)</u>	<u>62,889</u>
<b>Restricted funds</b>			
Headfirst appeal	-	(4,852)	(4,852)
	<u>281,561</u>	<u>(223,524)</u>	<u>58,037</u>

The restricted fund derives from the HEADFIRST appeal to raise £150,000 to equip and adapt the premises specifically for Headway purposes. The balance is the amount remaining unspent from the appeal.

The designated fund represents the wind up costs, should it ever come to it, for the charity, including costs such as rent commitments, redundancies and payments of outstanding creditors.

The emergency welfare fund represents support for clients who became homeless during Covid-19. The fund will be spent on clients in most need providing food and other support where these clients only support is from Headway.

The neuro psychology pilot fund represents support for clients who require neuro support. There is a gap in funding from the acute NHS so the fund has been set up to support clients on a case by case basis.

The benevolent fund represents support for clients who became homeless. The fund will be spent on clients in most need providing food and other support where these clients only support is from Headway.

## HEADWAY BASINGSTOKE

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

#### 17. MOVEMENT IN FUNDS - continued

The Headway building fund is fund set aside for a bespoke facility building.

#### 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

#### 19. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members, none of whom individually have control of the company.

**HEADWAY BASINGSTOKE**

England & Wales - Charity number 1056048

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# Accounts

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**REGISTERED COMPANY NUMBER: 03206788 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1056048**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022  
FOR  
HEADWAY BASINGSTOKE**

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

**HEADWAY BASINGSTOKE**

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FOR THE YEAR ENDED 31 DECEMBER 2022**

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**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The principle objective of Headway Basingstoke is to support people living with brain injury, their carers and families. We operate in the North Hampshire area from our centre at Headway Place in Basingstoke. Our clients are adults aged 18 and over, with no upper age limit, who have suffered traumatic or acquired brain injury during their adult life. This may have resulted from an accident or from a medical condition.

**Headway Basingstoke's activities**

We provide specialised community-based rehabilitation, re-enablement and support services for our clients and their carers. This support is delivered through the following services:

- **Active Rehabilitation**

- o Confidence building following brain injury
- o Brain Injury and Me programme
- o Sessions based on Cognitive Rehabilitation Therapy
- o Occupational Therapy programme

- **Longer-Term Rehabilitation**

To enable clients to develop their skills further, moving them towards improved health and wellbeing, self-management and independence. This pathway also supports clients who are unlikely to return to community living and independence without continued specialist support.

- **Community Re-engagement**

Designed to encourage maximum independence, clients are encouraged to work in peer-to-peer groups to lead and manage social activities such as swimming and bowling, knowing that a representative from Headway will be there to assist if necessary.

- **Support for Carers**

We offer information, advice and support to ensure carers and families can increase their knowledge and understanding of brain injury and gain confidence in the rehabilitation process.

- **Support for Professionals**

We can provide information and advice to clinicians and other professionals working in the field of brain injury. We are happy to work with professionals to promote awareness and help rebuild lives after brain injury. We are open to working in partnership to provide services, support and information.

**Public benefit**

The Trustees have considered Charity Commission guidance on the provision of public benefit. The Trustees believe that Headway Basingstoke provides a public benefit to clients with a brain injury, their carers, their families and the local community through the services provided to clients. In addition, the services benefit public services like the NHS and Adult Social Services, providing support not offered elsewhere. These services add value to current statutory health and social care services and provide value for money.

**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Our service continued to adapt to the challenges created by the pandemic and its long term effects on our clients, social isolation and lack of confidence to go out and socialise being a major concern. We are all acutely aware that there are no easy or quick fixes to this, and that we expect to see issues arising from lockdowns for years to come in an already vulnerable client group.

As always we continually review and evaluate our service to ensure we meet the needs of our clients, which we saw an increase in numbers of to approximately 75 during 2022.

The CCG continued to support us not only with a new contract but also through our catch up meetings and reviews. We very much value these meeting as they give us and the CCG the opportunity to share latest developments, discuss any concerns, and plan for the future. Contract negotiations are on a rolling basis.

2022 saw Headway Basingstoke celebrate the Ruby Anniversary of its founding in 1982 as a support group for people with brain injuries and their families. Headway Place however did not open until January 1986, and has developed into the successful service you all see and benefit from today, and from a range of premises over the years, some entirely unsuitable and barely weatherproof, to the building we have now been in since the success of the HEADFIRST appeal in 1995.

We celebrated said anniversary in June, with a wonderful afternoon tea party for clients and family members, as well as invited guests, including Dame Maria Miller MP, Ranil Jaywardena MP as well as the leader of our local council plus our two councillors where we are based. It was a happy event enjoyed by all.

2022 did bring sadness, as in March our much loved and recently retired Service Manager, Heather Jury, lost her long battle with cancer. Heather did so much to set the service on the successful path we have now and we all went en masse to say our personal goodbyes.

Happily, in February, Susan Nold started with us and then in September, we welcomed Daniel Snyman as our new Operations Manager, and he hit the ground running, spending his first few months assessing and modernizing the administrative function. Ruvini Silva, our Clinical Lead continues to be responsible for the rehabilitation and reablement aspect of the service, including initial assessments through to goal setting with regular progress reviews.

We all look forward to 2023 and beyond with great enthusiasm as we now have a full complement of staff for the first time since the start of the pandemic, and are finally able to look to the future and provide a service without restrictions.

On behalf of the Trustees, our sincere thanks to our staff, volunteers and clients alike for their perseverance over a challenging few years, we look to the future with renewed enthusiasm!

**FINANCIAL REVIEW**

**Financial position**

The main source of income for the year is the CCG contract, which provides £260,589 annually. The financial results for the year show a surplus for the year. The unrestricted funds showing on the balance sheet equate to over twelve months' expenditure, and are well in excess of the trigger value stated in the reserves policy below. The Trustees identified several development projects needed to meet the growing need for support amongst people with brain injuries - existing clients and those currently not being reached. To achieve this, Headway Basingstoke will, in addition to its regular fundraising activities, target specific grant-making and fundraising avenues.

**Reserves policy**

The reserve policy is to maintain funds to meet at least six month's expenses. This is currently £113,000. Free reserves, calculated as unrestricted less unrestricted fixed assets and designated reserve this amounts to £112,395. See note 16 for more details of designated and restricted funds

A Restricted Fund, as recorded in the notes to the accounts, continues to exist, and there have been some capital and revenue expenses during the current year, depreciation on the capitalised assets will be allocated to the fund over useful life of the assets.

**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the trustees are elected to hold office at Annual General Meetings. One third of the Trustees must retire at each Annual General Meeting, those longest in office retiring first. Those who retire may be re-elected. All new trustees are recommended to the board by existing trustees or associates. Two references are written for and a DBS check is carried out. Trustees are invited to attend a board meeting prior to formal appointment and encouraged to spend time with the Service Manager and Chair to be introduced to the service. The Board aims to have trustees representing users, carers, volunteers and staff, so that there are a wide range of views involved in the decision making process.

Trustees are provided with the following information:  
Companies House Directors and Secretaries Guide  
Copy of the latest Annual Report and Business Plan  
Copy of the Memorandum and Articles of Association  
Copies of policies and procedures  
Copies of recent Board minutes  
Any other information deemed relevant or appropriate.

**Organisational structure**

The Board of Trustees consists of at least 3 individuals. Trustees include users' representatives, a volunteer representative and a carer's representative so that there is a wide base of representatives involved in decision making. Decisions are made at Board Meetings by a vote.

Day to day responsibility for the provision of the services rests with the Chair, Service Manager and Clinical lead.

**Risk management**

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Aside from the financial risks of short term and unsecured contracts, other major concerns involve working with vulnerable adults and lone worker concerns. Each client and workplace undergoes a risk assessment and strategies are put in place to cope with potential identified risks, e.g. what to do if a client has an epileptic fit, is aggressive or leaves the centre during a session.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03206788 (England and Wales)

**Registered Charity number**  
1056048

**Registered office**  
Headway Place  
Homefield Way  
Basingstoke  
Hampshire  
RG24 9SP

**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**Trustees**

Mrs E Vincent  
Ms B Cummins  
Mr J Marriage  
Mrs L Vass  
Mrs B Waller  
N Jack

(Chair)

Resigned 31 December 2022

**Company Secretary**

Mrs L Vass

**Operations Manager**

Mr D Snyman

**Clinical Lead**

Ms R Silva

**Independent Examiner**

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

**Bankers**

Barclays Bank plc  
8 Market Place  
Basingstoke  
RG21 7QA

Approved by order of the board of trustees on 5/6/23 and signed on its behalf by:

  
.....  
Mrs E Vincent - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HEADWAY BASINGSTOKE**

**Independent examiner's report to the trustees of Headway Basingstoke ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

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

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



Gavin Whitter

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

Date: ..... 8/6/23 .....

## HEADWAY BASINGSTOKE

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted funds £	Restricted fund £	31.12.22 Total funds £	31.12.21 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	274,397	-	274,397	264,746
Other trading activities	3	4,014	-	4,014	720
Investment income	4	3,150	-	3,150	1,794
<b>Total</b>		<u>281,561</u>	<u>-</u>	<u>281,561</u>	<u>267,260</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	5				
Centre Services		218,672	4,852	223,524	217,640
<b>NET INCOME/(EXPENDITURE)</b>		62,889	(4,852)	58,037	49,620
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		295,924	31,691	327,615	277,995
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>358,813</u></u>	<u><u>26,839</u></u>	<u><u>385,652</u></u>	<u><u>327,615</u></u>

The notes form part of these financial statements

**HEADWAY BASINGSTOKE**

**BALANCE SHEET  
31 DECEMBER 2022**

	Notes	31.12.22 £	31.12.21 £
<b>FIXED ASSETS</b>			
Tangible assets	12	7,386	3,705
<b>CURRENT ASSETS</b>			
Debtors	13	25,358	3,528
Cash at bank and in hand		360,010	330,296
		<u>385,368</u>	<u>333,824</u>
<b>CREDITORS</b>			
Amounts falling due within one year	14	(7,102)	(9,914)
<b>NET CURRENT ASSETS</b>		<u>378,266</u>	<u>323,910</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>385,652</u>	<u>327,615</u>
<b>NET ASSETS</b>		<u>385,652</u>	<u>327,615</u>
<b>FUNDS</b>	16		
Unrestricted funds		358,813	295,924
Restricted funds		26,839	31,691
<b>TOTAL FUNDS</b>		<u>385,652</u>	<u>327,615</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.


The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 5/6/23 and were signed on its behalf by:



.....  
Mrs E Vincent - Trustee

The notes form part of these financial statements

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to generate funds, such as Headway Place sales, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

##### **Volunteers and donated services**

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

##### **Expenditure**

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

##### **Irrecoverable VAT**

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

##### **Tangible fixed assets**

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

Plant and machinery	- 25% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

Tangible fixed assets in excess of £1,000 are capitalised at cost.

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

#### 1. ACCOUNTING POLICIES - continued

##### **Taxation**

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

##### **Fund accounting**

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

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

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

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

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

The charitable company has established a defined contribution pension scheme for employees. Employees who were previously employed by the NHS and have been TUPE'd across remain members of the Defined Benefit Pension Scheme.

#### 2. DONATIONS AND LEGACIES

	31.12.22	31.12.21
	£	£
Donations	11,933	1,723
Grants	260,589	261,451
Client contributions	1,875	1,572
	<u>274,397</u>	<u>264,746</u>

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

	31.12.22	31.12.21
	£	£
CCG	260,589	251,631
National Lottery Community Fund	-	9,820
	<u>260,589</u>	<u>261,451</u>

#### 3. OTHER TRADING ACTIVITIES

	31.12.22	31.12.21
	£	£
Fundraising events	1,018	136
Headway Place income	2,996	584
	<u>4,014</u>	<u>720</u>

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

4. INVESTMENT INCOME	31.12.22	31.12.21
	£	£
Deposit account interest	19	72
Bond income	3,131	1,722
	<u>3,150</u>	<u>1,794</u>

5. CHARITABLE ACTIVITIES COSTS	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
Centre Services	<u>120,196</u>	<u>103,328</u>	<u>223,524</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES	31.12.22	31.12.21
	£	£
Staff costs	76,226	92,796
Temporary staff	-	944
Travel expenses	522	142
Other staff costs	2,202	1,161
Client services	41,246	35,633
Bad debts	-	449
	<u>120,196</u>	<u>131,125</u>

7. SUPPORT COSTS	Management	Governance costs	Totals
	£	£	£
Centre Services	<u>101,600</u>	<u>1,728</u>	<u>103,328</u>

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

#### Management

	31.12.22	31.12.21
	Centre Services	Total activities
	£	£
Rent	60,370	56,635
Premises costs	9,529	3,275
Insurance	123	1,960
Utilities	7,626	4,985
Telephone	6,305	2,055
Postage and stationery	1,018	843
Computer costs	5,453	5,708
Sundries	1,154	1,706
Legal and professional fees	916	1,748
Equipment repairs and renewals	3,728	2,529
Affiliation	155	252
Depreciation of tangible assets	5,223	3,205
	<u>101,600</u>	<u>84,901</u>

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

**7. SUPPORT COSTS - continued**  
**Governance costs**

	31.12.22	31.12.21
	Centre Services	Total activities
	£	£
Independent examiners fee	1,728	1,614
	<u>1,728</u>	<u>1,614</u>

**8. NET INCOME/(EXPENDITURE)**

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

	31.12.22	31.12.21
	£	£
Depreciation - owned assets	5,223	3,205
Other operating leases	60,370	56,635
Independent examiners fee	1,728	1,614
	<u>67,321</u>	<u>61,454</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

**Trustees' expenses**

During the year two trustees (31.12.21: three trustees) were reimbursed for out of pocket expenses totalling £217 (31.12.21: £368).

**Trustees' donations**

During the year one trustees (31.12.21: three) made donations to the charity totalling £60 (31.12.21: £130).

**10. STAFF COSTS**

	31.12.22	31.12.21
	£	£
Wages and salaries	73,413	88,410
Social security costs	276	1,138
Other pension costs	2,537	3,248
	<u>76,226</u>	<u>92,796</u>

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

	31.12.22	31.12.21
Charitable	5	6
	<u>5</u>	<u>6</u>

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

**Pension schemes**

The contributions to the scheme are independently administered. The defined contribution pension payments are drawn out of unrestricted funds and charged to charitable activities.

HEADWAY BASINGSTOKE

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	264,746	-	264,746
Other trading activities	720	-	720
Investment income	1,794	-	1,794
<b>Total</b>	<u>267,260</u>	<u>-</u>	<u>267,260</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Centre Services	216,772	868	217,640
<b>NET INCOME/(EXPENDITURE)</b>	50,488	(868)	49,620
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	245,436	32,559	277,995
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>295,924</u>	<u>31,691</u>	<u>327,615</u>

12. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2022	4,107	5,036	6,523	15,666
Additions	-	-	8,904	8,904
Disposals	-	-	(6,523)	(6,523)
At 31 December 2022	<u>4,107</u>	<u>5,036</u>	<u>8,904</u>	<u>18,047</u>
<b>DEPRECIATION</b>				
At 1 January 2022	2,920	2,518	6,523	11,961
Charge for year	1,026	1,259	2,938	5,223
Eliminated on disposal	-	-	(6,523)	(6,523)
At 31 December 2022	<u>3,946</u>	<u>3,777</u>	<u>2,938</u>	<u>10,661</u>
<b>NET BOOK VALUE</b>				
At 31 December 2022	<u>161</u>	<u>1,259</u>	<u>5,966</u>	<u>7,386</u>
At 31 December 2021	<u>1,187</u>	<u>2,518</u>	<u>-</u>	<u>3,705</u>

HEADWAY BASINGSTOKE

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22	31.12.21
	£	£
Trade debtors	21,987	-
Other debtors	3,371	3,153
Accrued income	-	375
	<u>25,358</u>	<u>3,528</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22	31.12.21
	£	£
Trade creditors	-	2,578
Social security and other taxes	757	1,126
Other creditors	930	1,122
Accrued expenses	5,415	5,088
	<u>7,102</u>	<u>9,914</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted fund	31.12.22 Total funds	31.12.21 Total funds
	£	£	£	£
Fixed assets	1,420	5,966	7,386	3,705
Current assets	364,495	20,873	385,368	333,824
Current liabilities	(7,102)	-	(7,102)	(9,914)
	<u>358,813</u>	<u>26,839</u>	<u>385,652</u>	<u>327,615</u>

16. MOVEMENT IN FUNDS

	At 1.1.22	Net movement in funds	Transfers between funds	At 31.12.22
	£	£	£	£
<b>Unrestricted funds</b>				
General funds	199,319	63,087	(148,593)	113,813
Designated fund	80,000	-	(80,000)	-
Emergency welfare fund	605	(198)	(407)	-
Neuro psychology pilot fund	16,000	-	(16,000)	-
Benevolent Fund	-	-	10,000	10,000
Headway Building Fund	-	-	235,000	235,000
	<u>295,924</u>	<u>62,889</u>	<u>-</u>	<u>358,813</u>
<b>Restricted funds</b>				
Headfirst appeal	31,691	(4,852)	-	26,839
	<u>327,615</u>	<u>58,037</u>	<u>-</u>	<u>385,652</u>

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

#### 16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	281,561	(218,474)	63,087
Emergency welfare fund	-	(198)	(198)
	<u>281,561</u>	<u>(218,672)</u>	<u>62,889</u>
<b>Restricted funds</b>			
Headfirst appeal	-	(4,852)	(4,852)
	<u>281,561</u>	<u>(223,524)</u>	<u>58,037</u>

#### Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General funds	165,436	50,883	(17,000)	199,319
Designated fund	80,000	-	-	80,000
Emergency welfare fund	-	(395)	1,000	605
Neuro psychology pilot fund	-	-	16,000	16,000
	<u>245,436</u>	<u>50,488</u>	<u>-</u>	<u>295,924</u>
<b>Restricted funds</b>				
Headfirst appeal	32,559	(868)	-	31,691
	<u>277,995</u>	<u>49,620</u>	<u>-</u>	<u>327,615</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	266,965	(216,082)	50,883
Emergency welfare fund	295	(690)	(395)
	<u>267,260</u>	<u>(216,772)</u>	<u>50,488</u>
<b>Restricted funds</b>			
Headfirst appeal	-	(868)	(868)
	<u>267,260</u>	<u>(217,640)</u>	<u>49,620</u>

The restricted fund derives from the HEADFIRST appeal to raise £150,000 to equip and adapt the premises specifically for Headway purposes. The balance is the amount remaining unspent from the appeal.

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

#### 16. MOVEMENT IN FUNDS - continued

The designated fund represents the wind up costs, should it ever come to it, for the charity, including costs such as rent commitments, redundancies and payments of outstanding creditors.

The emergency welfare fund represents support for clients who became homeless during Covid-19. The fund will be spent on clients in most need providing food and other support where these clients only support is from Headway.

The neuro psychology pilot fund represents support for clients who require neuro support. There is a gap in funding from the acute NHS so the fund has been set up to support clients on a case by case basis.

The benevolent fund represents support for clients who became homeless. The fund will be spent on clients in most need providing food and other support where these clients only support is from Headway.

The Headway building fund is a fund set aside for a bespoke facility building.

#### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

#### 18. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members, none of whom individually have control of the company.



**HEADWAY BASINGSTOKE**

England & Wales - Charity number 1056048

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# Accounts

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**REGISTERED COMPANY NUMBER: 03206788 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1056048**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021  
FOR  
HEADWAY BASINGSTOKE**

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

# HEADWAY BASINGSTOKE

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**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The principle objective of Headway Basingstoke is to support people living with brain injury, their carers and families. We operate in the North Hampshire area from our centre at Headway Place in Basingstoke. Our clients are adults aged 18 and over, with no upper age limit, who have suffered traumatic or acquired brain injury during their adult life. This may have resulted from an accident or from a medical condition.

**Headway Basingstoke's activities**

We provide specialised community-based rehabilitation, re-enablement and support services for our clients and their carers. This support is delivered through the following services:

- **Active Rehabilitation**
  - o Confidence building following brain injury
  - o Brain Injury and Me programme
  - o Sessions based on Cognitive Rehabilitation Therapy
  - o Occupational Therapy programme
- **Longer-Term Rehabilitation**

To enable clients to develop their skills further, moving them towards improved health and wellbeing, self-management and independence. This pathway also supports clients who are unlikely to return to community living and independence without continued specialist support.
- **Community Re-engagement**

Designed to encourage maximum independence, clients are encouraged to work in peer-to-peer groups to lead and manage social activities such as swimming and bowling, knowing that a representative from Headway will be there to assist if necessary.
- **Support for Carers**

We offer information, advice and support, including a monthly support group meeting to ensure carers and families can increase their knowledge and understanding of brain injury and gain confidence in the rehabilitation process.
- **Support for Professionals**

We can provide information and advice to clinicians and other professionals working in the field of brain injury. We are happy to work with professionals to promote awareness and help rebuild lives after brain injury. We are open to working in partnership to provide services, support and information.

**Public benefit**

The Trustees have considered Charity Commission guidance on the provision of public benefit. The Trustees believe that Headway Basingstoke provides a public benefit to clients with a brain injury, their carers, their families and the local community through the services provided to clients. In addition, the services benefit public services like the NHS and Adult Social Services, providing support not offered elsewhere. These services add value to current statutory health and social care services and provide value for money.

**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

2021 saw us start with another unwanted Covid lockdown which lasted into April, and again had a detrimental effect on the mental well being of clients and staff alike, with feelings of social isolation to the fore yet again. As previously, the staff were able to quickly revert to supporting clients on Zoom for a third time, but this is no substitute for actual contact. The legacy of isolation and mental health issues as a result of lockdowns may take years to overcome within our client group. In common with other voluntary organizations, recruiting staff is also a challenge as people are reluctant to move jobs post pandemic too.

Once we were able to return to Headway Place, it was clear that the need for the service had increased dramatically and we now have 75 clients on our books, without accounting for carers.

Our Clinical lead, Ruvini Silva, was able to reintroduce our highly successful Brain Injury and Me programme, which is an introduction to the world of brain injury for clients and their families, and is always well received. The most regular comment we receive from participants on this are that, "it's great to realize that after brain injury there are other people experiencing the same or similar issues and I am not alone".

The effect of lockdown on social inclusion was an issue that staff and trustees were extremely concerned by, and Heather Jury our Service Manager, put a successful bid to the National Lottery to start what we call 'Funday Monday'. This started in September 2021, the idea being to provide morning and afternoon sessions for our clients to have a social outlet which was the thing everyone really missed most through lockdowns. It has proved a success and is one of the things we refer to affectionately as Heathers Legacy, as sadly she took early retirement at the end of 2021 and passed away after a long battle with cancer in March 2022.

Trustees, staff, clients and volunteers at Headway Basingstoke will always be immensely grateful and proud to have been able to work with Heather to make the service the success it is. Heather came to us as our first Service Manager as we had just taken on our CCG contract in 2014 and set about ensuring that we understood and met our commitments to the CCG, and that we had a good working relationship. Personally, there aren't enough words to do Heather justice, it was a comfortable and hard-working relationship that will be hard to replicate.

The CCG have been tremendously supportive to Headway Basingstoke through lockdowns and also the challenges posed by Heathers illness. The Trustees would like to put on record their sincere appreciation for this through what has been one of the most difficult times we have ever faced as an organisation.

Headway Basingstoke is very much a team, of staff, trustees and volunteers all sharing the same goal of making life better for people with brain injuries. The adaptability of this team, staff in particular, to cope with the challenges of supporting clients during the pandemic is hugely valued and appreciated by the trustees and of course our client group.

The continued funding from the CCG contract has ensured that we have been able to provide our much-valued service, as localised fundraising during the pandemic was pretty much nonexistent apart from the Four Horseshoes pub in Long Sutton with online quiz donations. We are extremely grateful to all our supporters and pleased to say things looked much better in the second half of 2021 with one of our clients winning a national Christmas Tree competition resulting in a £500 donation.

2022 is the Ruby Anniversary of the founding of Headway Basingstoke and we look forward to a more positive twelve months with events already having taken place.

**FINANCIAL REVIEW**

**Financial position**

The main source of income for the year is the CCG contract, which provides £251,308 annually. The financial results for the year show a surplus for the year. The unrestricted funds showing on the balance sheet equate to over twelve months' expenditure, and are well in excess of the trigger value stated in the reserves policy below.

**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**FINANCIAL REVIEW**

**Reserves policy**

The reserve policy is to maintain funds to meet at least six month's expenses. This is currently £108,500. Free reserves, calculated as unrestricted funds less unrestricted fixed assets, amount to £293,088. The free reserves in excess of £108,500 will enable further development of the service.

A Restricted Fund, as recorded in the notes to the accounts, continues to exist, and there have been some capital and revenue expenses during the current year, depreciation on the capitalised assets will be allocated to the fund over useful life of the assets.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the trustees are elected to hold office at Annual General Meetings. One third of the Trustees must retire at each Annual General Meeting, those longest in office retiring first. Those who retire may be re-elected. All new trustees are recommended to the board by existing trustees or associates. Two references are written for and a DBS check is carried out. Trustees are invited to attend a board meeting prior to formal appointment and encouraged to spend time with the Service Manager and Chair to be introduced to the service. The Board aims to have trustees representing users, carers, volunteers and staff, so that there are a wide range of views involved in the decision making process.

Trustees are provided with the following information:

- Companies House Directors and Secretaries Guide
- Copy of the latest Annual Report and Business Plan
- Copy of the Memorandum and Articles of Association
- Copies of policies and procedures
- Copies of recent Board minutes
- Any other information deemed relevant or appropriate.

**Organisational structure**

The Board of Trustees consists of at least 3 individuals. Trustees include users' representatives, a volunteer representative and a carer's representative so that there is a wide base of representatives involved in decision making. Decisions are made at Board Meetings by a vote.

Day to day responsibility for the provision of the services rests with the Chair, Service Manager and Clinical lead.

**Risk management**

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Aside from the financial risks of short term and unsecured contracts, other major concerns involve working with vulnerable adults and lone worker concerns. Each client and workplace undergoes a risk assessment and strategies are put in place to cope with potential identified risks, e.g. what to do if a client has an epileptic fit, is aggressive or leaves the centre during a session.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03206788 (England and Wales)

**Registered Charity number**

1056048

**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**Registered office**

Headway Place  
Homefield Way  
Basingstoke  
Hampshire  
RG24 9SP

**Trustees**

Mrs E Vincent (Chair)  
Ms B Cummins  
Mr J Marriage  
Mrs L Vass  
Mrs B Waller  
N Jack

**Company Secretary**

Mrs L Vass

**Service Manager**

Mrs H Jury (until 31 December 2021)

**Clinical Lead**

R Silva

**Independent Examiner**

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

**Bankers**

Barclays Bank plc  
8 Market Place  
Basingstoke  
RG21 7QA

Approved by order of the board of trustees on ..... 5/10/22 ..... and signed on its behalf by:

  
.....  
Mrs E Vincent - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HEADWAY BASINGSTOKE**

**Independent examiner's report to the trustees of Headway Basingstoke ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

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

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



Gavin Whitter  
ICAEW  
Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

Date: 2/10/22 .....

## HEADWAY BASINGSTOKE

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted fund £	31.12.21 Total funds £	31.12.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	264,746	-	264,746	257,314
Other trading activities	3	720	-	720	1,154
Investment income	4	<u>1,794</u>	<u>-</u>	<u>1,794</u>	<u>947</u>
<b>Total</b>		<u>267,260</u>	<u>-</u>	<u>267,260</u>	<u>259,415</u>
 <b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	5				
Centre Services		<u>216,772</u>	<u>868</u>	<u>217,640</u>	<u>201,797</u>
<b>NET INCOME/(EXPENDITURE)</b>		50,488	(868)	49,620	57,618
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>245,436</u>	<u>32,559</u>	<u>277,995</u>	<u>220,377</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>295,924</u>	<u>31,691</u>	<u>327,615</u>	<u>277,995</u>

The notes form part of these financial statements

**HEADWAY BASINGSTOKE**

**BALANCE SHEET  
31 DECEMBER 2021**

	Notes	31.12.21 £	31.12.20 £
<b>FIXED ASSETS</b>			
Tangible assets	12	3,705	6,910
<b>CURRENT ASSETS</b>			
Debtors	13	3,528	1,660
Cash at bank and in hand		<u>330,296</u>	<u>279,749</u>
		333,824	281,409
<b>CREDITORS</b>			
Amounts falling due within one year	14	(9,914)	(10,324)
		<u>323,910</u>	<u>271,085</u>
<b>NET CURRENT ASSETS</b>			
		327,615	277,995
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>327,615</u>	<u>277,995</u>
<b>NET ASSETS</b>			
		<u>327,615</u>	<u>277,995</u>
<b>FUNDS</b>	16		
Unrestricted funds		295,924	245,436
Restricted funds		<u>31,691</u>	<u>32,559</u>
<b>TOTAL FUNDS</b>		<u>327,615</u>	<u>277,995</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 6/10/22 and were signed on its behalf by:



Mrs E Vincent - Trustee

The notes form part of these financial statements

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to generate funds, such as Headway Place sales, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

##### **Volunteers and donated services**

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

##### **Expenditure**

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

##### **Irrecoverable VAT**

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

##### **Tangible fixed assets**

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

Plant and machinery	- 25% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

Tangible fixed assets in excess of £1,000 are capitalised at cost.

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

#### 1. ACCOUNTING POLICIES - continued

##### **Taxation**

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

##### **Fund accounting**

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

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

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

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

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

The charitable company has established a defined contribution pension scheme for employees. Employees who were previously employed by the NHS and have been TUPE'd across remain members of the Defined Benefit Pension Scheme.

#### 2. DONATIONS AND LEGACIES

	31.12.21	31.12.20
	£	£
Donations	1,723	3,855
Grants	261,451	249,698
Client contributions	1,572	681
Donated equipment	-	3,080
	<u>264,746</u>	<u>257,314</u>

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

	31.12.21	31.12.20
	£	£
CCG	251,631	249,698
National Lottery Community Fund	9,820	-
	<u>261,451</u>	<u>249,698</u>

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

<b>3.</b>	<b>OTHER TRADING ACTIVITIES</b>	31.12.21	31.12.20	
		£	£	
	Fundraising events	136	699	
	Headway Place income	<u>584</u>	<u>455</u>	
		<u>720</u>	<u>1,154</u>	
<b>4.</b>	<b>INVESTMENT INCOME</b>	31.12.21	31.12.20	
		£	£	
	Deposit account interest	72	331	
	Bond income	<u>1,722</u>	<u>616</u>	
		<u>1,794</u>	<u>947</u>	
<b>5.</b>	<b>CHARITABLE ACTIVITIES COSTS</b>	Direct Costs (see note 6)	Support costs (see note 7)	Totals
		£	£	£
	Centre Services	<u>131,125</u>	<u>86,515</u>	<u>217,640</u>
<b>6.</b>	<b>DIRECT COSTS OF CHARITABLE ACTIVITIES</b>	31.12.21	31.12.20	
		£	£	
	Staff costs	92,796	103,955	
	Temporary staff	944	3,020	
	Travel expenses	142	55	
	Other staff costs	1,161	2,405	
	Client services	35,633	6,836	
	Bad debts	<u>449</u>	<u>-</u>	
		<u>131,125</u>	<u>116,271</u>	
<b>7.</b>	<b>SUPPORT COSTS</b>	Management	Governance costs	Totals
		£	£	£
	Centre Services	<u>84,901</u>	<u>1,614</u>	<u>86,515</u>

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

#### 7. SUPPORT COSTS - continued

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

##### Management

	31.12.21 Centre Services £	31.12.20 Total activities £
Rent	56,635	56,187
Premises costs	3,275	4,349
Insurance	1,960	2,014
Utilities	4,985	4,605
Telephone	2,055	1,885
Postage and stationery	843	787
Computer costs	5,708	3,345
Sundries	1,706	344
Legal and professional fees	1,748	1,614
Equipment repairs and renewals	2,529	4,303
Affiliation	252	97
Depreciation of tangible assets	<u>3,205</u>	<u>4,460</u>
	<u>84,901</u>	<u>83,990</u>

##### Governance costs

	31.12.21 Centre Services £	31.12.20 Total activities £
Independent examiners fee	<u>1,614</u>	<u>1,536</u>

#### 8. NET INCOME/(EXPENDITURE)

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

	31.12.21 £	31.12.20 £
Depreciation - owned assets	3,205	4,460
Other operating leases	56,635	56,187
Independent examiners fee	<u>1,614</u>	<u>1,536</u>

#### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

#### 9. TRUSTEES' REMUNERATION AND BENEFITS - continued

##### Trustees' expenses

During the year three trustees (31.12.20: two trustees) were reimbursed for out of pocket expenses totalling £368 (31.12.20: £457).

##### Trustees' donations

During the year three trustees (31.12.20: none) made donations to the charity totalling £130 (31.12.20: £nil).

#### 10. STAFF COSTS

	31.12.21	31.12.20
	£	£
Wages and salaries	88,410	98,411
Social security costs	1,138	1,908
Other pension costs	<u>3,248</u>	<u>3,636</u>
	<u>92,796</u>	<u>103,955</u>

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

	31.12.21	31.12.20
Charitable	<u>6</u>	<u>7</u>

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

##### Pension schemes

The contributions to the scheme are independently administered. The defined contribution pension payments are drawn out of unrestricted funds and charged to charitable activities.

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

	Unrestricted funds	Restricted fund	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	257,314	-	257,314
Other trading activities	1,154	-	1,154
Investment income	<u>947</u>	<u>-</u>	<u>947</u>
<b>Total</b>	<u>259,415</u>	<u>-</u>	<u>259,415</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Centre Services	200,929	868	201,797
<b>NET INCOME/(EXPENDITURE)</b>	58,486	(868)	57,618
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	186,950	33,427	220,377
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>245,436</u>	<u>32,559</u>	<u>277,995</u>

**HEADWAY BASINGSTOKE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**12. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2021 and 31 December 2021	<u>4,107</u>	<u>5,036</u>	<u>6,523</u>	<u>15,666</u>
<b>DEPRECIATION</b>				
At 1 January 2021	1,894	1,259	5,603	8,756
Charge for year	<u>1,026</u>	<u>1,259</u>	<u>920</u>	<u>3,205</u>
At 31 December 2021	<u>2,920</u>	<u>2,518</u>	<u>6,523</u>	<u>11,961</u>
<b>NET BOOK VALUE</b>				
At 31 December 2021	<u>1,187</u>	<u>2,518</u>	<u>-</u>	<u>3,705</u>
At 31 December 2020	<u>2,213</u>	<u>3,777</u>	<u>920</u>	<u>6,910</u>

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

	31.12.21 £	31.12.20 £
Trade debtors	-	35
Other debtors	3,153	1,625
Accrued income	<u>375</u>	<u>-</u>
	<u>3,528</u>	<u>1,660</u>

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

	31.12.21 £	31.12.20 £
Trade creditors	2,578	3,771
Social security and other taxes	1,126	1,225
Other creditors	1,122	1,277
Accrued expenses	<u>5,088</u>	<u>4,051</u>
	<u>9,914</u>	<u>10,324</u>

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted fund £	31.12.21 Total funds £	31.12.20 Total funds £
Fixed assets	2,836	869	3,705	6,910
Current assets	303,002	30,822	333,824	281,409
Current liabilities	<u>(9,914)</u>	<u>-</u>	<u>(9,914)</u>	<u>(10,324)</u>
	<u>295,924</u>	<u>31,691</u>	<u>327,615</u>	<u>277,995</u>

**HEADWAY BASINGSTOKE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**16. MOVEMENT IN FUNDS**

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General funds	165,436	50,883	(17,000)	199,319
Designated fund	80,000	-	-	80,000
Emergency welfare fund	-	(395)	1,000	605
Neuro psychology pilot fund	-	-	16,000	16,000
	<u>245,436</u>	<u>50,488</u>	<u>-</u>	<u>295,924</u>
<b>Restricted funds</b>				
Headfirst appeal	32,559	(868)	-	31,691
	<u>32,559</u>	<u>(868)</u>	<u>-</u>	<u>31,691</u>
<b>TOTAL FUNDS</b>	<u>277,995</u>	<u>49,620</u>	<u>-</u>	<u>327,615</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	266,965	(216,082)	50,883
Emergency welfare fund	295	(690)	(395)
	<u>267,260</u>	<u>(216,772)</u>	<u>50,488</u>
<b>Restricted funds</b>			
Headfirst appeal	-	(868)	(868)
	<u>-</u>	<u>(868)</u>	<u>(868)</u>
<b>TOTAL FUNDS</b>	<u>267,260</u>	<u>(217,640)</u>	<u>49,620</u>

**Comparatives for movement in funds**

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
<b>Unrestricted funds</b>				
General funds	186,950	58,486	(80,000)	165,436
Designated fund	-	-	80,000	80,000
	<u>186,950</u>	<u>58,486</u>	<u>-</u>	<u>245,436</u>
<b>Restricted funds</b>				
Headfirst appeal	33,427	(868)	-	32,559
	<u>33,427</u>	<u>(868)</u>	<u>-</u>	<u>32,559</u>
<b>TOTAL FUNDS</b>	<u>220,377</u>	<u>57,618</u>	<u>-</u>	<u>277,995</u>

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

#### 16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	259,415	(200,929)	58,486
<b>Restricted funds</b>			
Headfirst appeal	-	(868)	(868)
<b>TOTAL FUNDS</b>	<u>259,415</u>	<u>(201,797)</u>	<u>57,618</u>

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

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General funds	186,950	109,369	(97,000)	199,319
Designated fund	-	-	80,000	80,000
Emergency welfare fund	-	(395)	1,000	605
Neuro psychology pilot fund	-	-	16,000	16,000
	<u>186,950</u>	<u>108,974</u>	<u>-</u>	<u>295,924</u>
<b>Restricted funds</b>				
Headfirst appeal	33,427	(1,736)	-	31,691
<b>TOTAL FUNDS</b>	<u>220,377</u>	<u>107,238</u>	<u>-</u>	<u>327,615</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	526,380	(417,011)	109,369
Emergency welfare fund	<u>295</u>	<u>(690)</u>	<u>(395)</u>
	526,675	(417,701)	108,974
<b>Restricted funds</b>			
Headfirst appeal	-	(1,736)	(1,736)
<b>TOTAL FUNDS</b>	<u>526,675</u>	<u>(419,437)</u>	<u>107,238</u>

The restricted fund derives from the HEADFIRST appeal to raise £150,000 to equip and adapt the premises specifically for Headway purposes. The balance is the amount remaining unspent from the appeal.

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

#### 16. MOVEMENT IN FUNDS - continued

The designated fund represents the wind up costs, should it ever come to it, for the charity, including costs such as rent commitments, redundancies and payments of outstanding creditors.

The emergency welfare fund represents support for clients who became homeless during Covid-19. The fund will be spent on clients in most need providing food and other support where these clients only support is from Headway.

The neuro psychology pilot fund represents support for clients who require neuro support. There is a gap in funding from the acute NHS so the fund has been set up to support clients on a case by case basis.

#### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

#### 18. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members, none of whom individually have control of the company.

**HEADWAY BASINGSTOKE**

England & Wales - Charity number 1056048

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# Accounts

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**REGISTERED COMPANY NUMBER: 03206788 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1056048**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020  
FOR  
HEADWAY BASINGSTOKE**

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

**HEADWAY BASINGSTOKE**

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FOR THE YEAR ENDED 31 DECEMBER 2020**

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**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The principle objective of Headway Basingstoke is to support people living with brain injury, their carers and families. We operate in the North Hampshire area from our centre at Headway Place in Basingstoke. Our clients are adults aged 18 and over, with no upper age limit, who have suffered traumatic or acquired brain injury during their adult life. This may have resulted from an accident or from a medical condition.

**Headway Basingstoke's activities**

We provide specialised community-based rehabilitation, re-enablement and support services for our clients and their carers. This support is delivered through the following services:

- **Active Rehabilitation**
  - o Confidence building following brain injury
  - o Brain Injury and Me programme
  - o Sessions based on Cognitive Rehabilitation Therapy
  - o Occupational Therapy programme
- **Longer-Term Rehabilitation**

To enable clients to develop their skills further, moving them towards improved health and wellbeing, self-management and independence. This pathway also supports clients who are unlikely to return to community living and independence without continued specialist support.
- **Community Re-engagement**

Designed to encourage maximum independence, clients are encouraged to work in peer-to-peer groups to lead and manage social activities such as swimming and bowling, knowing that a representative from Headway will be there to assist if necessary.
- **Support for Carers**

We offer information, advice and support, including a monthly support group meeting to ensure carers and families can increase their knowledge and understanding of brain injury and gain confidence in the rehabilitation process.
- **Support for Professionals**

We can provide information and advice to clinicians and other professionals working in the field of brain injury. We are happy to work with professionals to promote awareness and help rebuild lives after brain injury. We are open to working in partnership to provide services, support and information.

**Public benefit**

The Trustees have considered Charity Commission guidance on the provision of public benefit. The Trustees believe that Headway Basingstoke provides a public benefit to clients with a brain injury, their carers, their families and the local community through the services provided to clients. In addition, the services benefit public services like the NHS and Adult Social Services, providing support not offered elsewhere. These services add value to current statutory health and social care services and provide value for money.

## HEADWAY BASINGSTOKE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

#### ACHIEVEMENT AND PERFORMANCE

##### Charitable activities

As we all know only too well 2020 was dominated by one topic, to the detriment of all we knew as 'normal' life. For everyone associated with Headway Basingstoke, be it clients, carers, staff, volunteers, including trustees, everything changed overnight on 23 March.

Our day service which has run successfully since 1986 had to rapidly adapt to find a new way of working to support our service users. Thankfully interactive media came to our rescue and within days we were able to adapt our service to make use of Zoom, in particular, to contact clients and check on their wellbeing and continue to support them. For the staff it was a complete about face from how they were used to providing a bespoke service, and one that they made work successfully. So much so that our main funders, North Hampshire Clinical Commissioning Group (CCG) have been full of praise and admiration for the imaginative way in which we have continued to provide a service and plan to feature us in their 2020 Annual Report.

It has been immensely challenging with the see-sawing of lockdowns, then not, then another lockdown and so it goes on. The advantage for us that having adapted the service for the initial lockdown in March meant that subsequent lockdowns although not wanted, we were able to quickly change the mode of service delivery. We were able to open in a limited manner once the building had been made COVID secure and our Deputy Chair Dr John Marriage took charge of this and worked tirelessly to ensure we could go back into the building, even making perspex screening, which is absolutely ideal, as well as ensuring cleaning and other protocols were met.

The primary concern through all of this social isolation is the mental health and wellbeing of our vulnerable client group. They have now been out of the structured service for a year which will not only take its toll on rehabilitation, but also on mental health of both clients and carers, and potentially on the rest of the team. Until we are able return to the building and offer a more recognizable service, we will not know the full extent of the detriment COVID19 has caused. Our prediction is it will take several years to recover lost rehabilitation time let alone the mental scars of enforced isolation.

In addition to the service being closed, there was also a huge impact on our fundraising and donation income which is virtually nonexistent apart from the donations received from The Four Horseshoes Long Sutton pub collection and virtual quiz, for which we are extremely grateful. We are fortunate in that we have long standing contract with the CCG which has enabled us to carry on business as usual without the need to furlough staff and be worried about long term viability for the service. We are about to enter year 7 of this contract arrangement which serves the population of North Hampshire well. The CCG have been immensely supportive throughout COVID and we have been having monthly catch-up meetings as well as our usual quarterly review. They kindly donated new furniture and various other items for the building which has helped make it COVID secure. We did of course have a large unforeseen cost in terms of the purchase of PPE, additional deep cleaning, antibacterial products, electronic thermometers and the vast sums of money needed to make the building COVID secure, as I have already mentioned, these things do not come cheaply. It had a substantial impact.

Two Trustees left in 2020 including our Treasurer who had only been with us a short time, and we continue to look for a new person which has again been impacted by COVID. We have brought much of the finance function in house with the service manager and support from a finance volunteer. We successfully recruited a new trustee Norma Jack, and we look forward to her being able to see more of our usual service delivery in 2021...

This year there simply are not enough words to express the sincere gratitude to all of our staff, volunteers and trustees who have worked tirelessly to ensure we have been able to be there for all of our service users. Our landlords Estates Team have made sure the building is ready for whenever we are able to use it, which we are thankful for. It sounds a little contrived to say it has been an immense team effort, but it has. Each and every person that is part of Headway Basingstoke knows how tough this has been but we know we have fared better than other parts of the voluntary sector.

As I write this it is February 2021, we know that our CCG contract is renewed and we are planning for whatever our service looks like post COVID to continue to be delivered. We are also fortunate in that we have reserves which we can now put into developing the IT side of the service, but most of all we are looking forward to getting back into the building.

**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**FINANCIAL REVIEW**

**Financial position**

The main source of income for the year is the CCG contract, which provides £250,807 annually. The financial results for the year show a surplus for the year. The unrestricted funds showing on the balance sheet equate to just over six months' expenditure, and are well in excess of the trigger value stated in the reserves policy below.

**Reserves policy**

The reserve policy is to maintain funds to meet at least three month's expenses. This is currently £57,800. Free reserves, calculated as unrestricted funds less unrestricted fixed assets, amount to £240,265. The free reserves in excess of £57,800 will enable further development of the service.

A Restricted Fund, as recorded in the notes to the accounts, continues to exist, and there have been some capital and revenue expenses during the current year, depreciation on the capitalised assets will be allocated to the fund over useful life of the assets.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the trustees are elected to hold office at Annual General Meetings. One third of the Trustees must retire at each Annual General Meeting, those longest in office retiring first. Those who retire may be re-elected. All new trustees are recommended to the board by existing trustees or associates. Two references are written for and a DBS check is carried out. Trustees are invited to attend a board meeting prior to formal appointment and encouraged to spend time with the Service Manager and Chair to be introduced to the service. The Board aims to have trustees representing users, carers, volunteers and staff, so that there are a wide range of views involved in the decision making process.

Trustees are provided with the following information:  
Companies House Directors and Secretaries Guide  
Copy of the latest Annual Report and Business Plan  
Copy of the Memorandum and Articles of Association  
Copies of policies and procedures  
Copies of recent Board minutes  
Any other information deemed relevant or appropriate.

**Organisational structure**

The Board of Trustees consists of at least 3 individuals. Trustees include users' representatives, a volunteer representative and a carer's representative so that there is a wide base of representatives involved in decision making. Decisions are made at Board Meetings by a vote.

Day to day responsibility for the provision of the services rests with the Chair, Service Manager and Clinical lead.

**Risk management**

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Aside from the financial risks of short term and unsecured contracts, other major concerns involve working with vulnerable adults and lone worker concerns. Each client and workplace undergoes a risk assessment and strategies are put in place to cope with potential identified risks, e.g. what to do if a client has an epileptic fit, is aggressive or leaves the centre during a session.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03206788 (England and Wales)

**HEADWAY BASINGSTOKE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Registered Charity number**  
1056048

**Registered office**  
Headway Place  
Homefield Way  
Basingstoke  
Hampshire  
RG24 9SP

**Trustees**

Mrs E Vincent	(Chair)
Ms B Cummins	
Mr J Marriage	
Ms S Price	Resigned 26 June 2020
Mrs L Vass	
Mrs B Waller	
Mr D Gibson	Resigned 25 August 2020
N Jack	Appointed 24 August 2020

**Company Secretary**

Mrs L Vass

**Service Manager**

Mrs H Jury

**Clinical Lead**

R Silva

**Independent Examiner**

Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

**Bankers**

Barclays Bank plc  
8 Market Place  
Basingstoke  
RG21 7QA

Santander  
Bootle  
Merseyside

Approved by order of the board of trustees on 2 September 2021 and signed on its behalf by:



Mrs E Vincent - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HEADWAY BASINGSTOKE**

**Independent examiner's report to the trustees of Headway Basingstoke ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

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

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



Gavin Whitter  
ICAEW  
Gibson Whitter  
Chartered Accountants  
and Chartered Tax Advisers  
Larch House  
Parklands Business Park  
Denmead  
Hampshire  
PO7 6XP

9 September 2021

## HEADWAY BASINGSTOKE

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds £	Restricted fund £	31.12.20 Total funds £	31.12.19 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	257,314	-	257,314	253,984
Other trading activities	3	1,154	-	1,154	1,889
Investment income	4	947	-	947	563
<b>Total</b>		<u>259,415</u>	-	<u>259,415</u>	<u>256,436</u>
 <b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	5				
Centre Services		200,929	868	201,797	237,631
<b>NET INCOME/(EXPENDITURE)</b>		<u>58,486</u>	<u>(868)</u>	<u>57,618</u>	<u>18,805</u>
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		186,950	33,427	220,377	201,572
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>245,436</u></u>	<u><u>32,559</u></u>	<u><u>277,995</u></u>	<u><u>220,377</u></u>

The notes form part of these financial statements

**HEADWAY BASINGSTOKE**

**BALANCE SHEET  
31 DECEMBER 2020**

	Notes	31.12.20 £	31.12.19 £
<b>FIXED ASSETS</b>			
Tangible assets	12	6,910	5,700
<b>CURRENT ASSETS</b>			
Debtors	13	1,660	794
Cash at bank and in hand		279,749	241,977
		<u>281,409</u>	<u>242,771</u>
<b>CREDITORS</b>			
Amounts falling due within one year	14	(10,324)	(28,094)
<b>NET CURRENT ASSETS</b>		<u>271,085</u>	<u>214,677</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>277,995</u>	<u>220,377</u>
<b>NET ASSETS</b>		<u>277,995</u>	<u>220,377</u>
<b>FUNDS</b>	16		
Unrestricted funds		245,436	186,950
Restricted funds		32,559	33,427
<b>TOTAL FUNDS</b>		<u>277,995</u>	<u>220,377</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 2 September 2021 and were signed on its behalf by:



Mrs E Vincent - Trustee

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to generate funds, such as Headway Place sales, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

##### **Volunteers and donated services**

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

##### **Expenditure**

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

##### **Irrecoverable VAT**

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

##### **Tangible fixed assets**

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

Plant and machinery	- 25% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

Tangible fixed assets in excess of £1,000 are capitalised at cost.

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

#### 1. ACCOUNTING POLICIES - continued

##### **Taxation**

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

##### **Fund accounting**

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

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

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

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

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

The charitable company has established a defined contribution pension scheme for employees. Employees who were previously employed by the NHS and have been TUPE'd across remain members of the Defined Benefit Pension Scheme.

#### 2. DONATIONS AND LEGACIES

	31.12.20	31.12.19
	£	£
Donations	3,855	6,078
Grants	249,698	244,520
Client contributions	681	3,386
Donated equipment	3,080	-
	<u>257,314</u>	<u>253,984</u>

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

	31.12.20	31.12.19
	£	£
CCG	<u>249,698</u>	<u>244,520</u>

#### 3. OTHER TRADING ACTIVITIES

	31.12.20	31.12.19
	£	£
Fundraising events	699	1,037
Headway Place income	455	852
	<u>1,154</u>	<u>1,889</u>

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

#### 4. INVESTMENT INCOME

	31.12.20	31.12.19
	£	£
Deposit account interest	331	525
Bond income	616	38
	<u>947</u>	<u>563</u>

#### 5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
Centre Services	<u>116,271</u>	<u>85,526</u>	<u>201,797</u>

#### 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.12.20	31.12.19
	£	£
Staff costs	103,955	124,166
Temporary staff	3,020	9,730
Travel expenses	55	327
Other staff costs	2,405	5,067
Client services	6,836	5,228
	<u>116,271</u>	<u>144,518</u>

#### 7. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Centre Services	<u>83,990</u>	<u>1,536</u>	<u>85,526</u>

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

##### Management

	31.12.20	31.12.19
	Centre Services	Total activities
	£	£
Rent	56,187	56,635
Premises costs	4,349	4,224
Insurance	2,014	1,987
Utilities	4,605	8,111
Telephone	1,885	2,108
Postage and stationery	787	2,108
Computer costs	3,345	7,454
Sundries	344	975
Legal and professional fees	1,614	883
Equipment repairs and renewals	4,303	3,895
Affiliation	97	155
Depreciation of tangible assets	4,460	3,042
	<u>83,990</u>	<u>91,577</u>

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

**7. SUPPORT COSTS - continued**  
**Governance costs**

	31.12.20 Centre Services £	31.12.19 Total activities £
Independent examiners fee	1,536	1,536
	<u>1,536</u>	<u>1,536</u>

**8. NET INCOME/(EXPENDITURE)**

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

	31.12.20 £	31.12.19 £
Depreciation - owned assets	4,460	3,042
Other operating leases	56,187	56,635
Independent examiners fee	1,536	1,536
	<u>62,183</u>	<u>111,213</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

**Trustees' expenses**

During the year two trustees (31.12.19: one trustee) were reimbursed for out of pocket expenses totalling £457 (31.12.19: £147).

**10. STAFF COSTS**

	31.12.20 £	31.12.19 £
Wages and salaries	98,411	112,231
Social security costs	1,908	4,446
Other pension costs	3,636	7,489
	<u>103,955</u>	<u>124,166</u>

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

	31.12.20	31.12.19
Charitable	7	7
	<u>7</u>	<u>7</u>

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

**Pension schemes**

The contributions to the scheme are independently administered. The defined contribution pension payments are drawn out of unrestricted funds and charged to charitable activities.

HEADWAY BASINGSTOKE

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	253,984	-	253,984
Other trading activities	1,889	-	1,889
Investment income	563	-	563
<b>Total</b>	<b>256,436</b>	<b>-</b>	<b>256,436</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Centre Services	235,648	1,983	237,631
<b>NET INCOME/(EXPENDITURE)</b>	<b>20,788</b>	<b>(1,983)</b>	<b>18,805</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	166,162	35,410	201,572
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>186,950</b>	<b>33,427</b>	<b>220,377</b>

12. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2020	3,473	-	6,523	9,996
Additions	634	5,036	-	5,670
At 31 December 2020	4,107	5,036	6,523	15,666
<b>DEPRECIATION</b>				
At 1 January 2020	868	-	3,428	4,296
Charge for year	1,026	1,259	2,175	4,460
At 31 December 2020	1,894	1,259	5,603	8,756
<b>NET BOOK VALUE</b>				
At 31 December 2020	2,213	3,777	920	6,910
At 31 December 2019	2,605	-	3,095	5,700

HEADWAY BASINGSTOKE

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020

<b>13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			31.12.20	31.12.19
			£	£
Trade debtors			35	-
Other debtors			1,625	794
			<u>1,660</u>	<u>794</u>
<b>14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			31.12.20	31.12.19
			£	£
Trade creditors			3,771	4,295
Social security and other taxes			1,225	2,037
Other creditors			1,277	17,767
Accrued expenses			4,051	3,995
			<u>10,324</u>	<u>28,094</u>
<b>15. ANALYSIS OF NET ASSETS BETWEEN FUNDS</b>			31.12.20	31.12.19
	Unrestricted funds	Restricted fund	Total funds	Total funds
	£	£	£	£
Fixed assets	5,173	1,737	6,910	5,700
Current assets	250,587	30,822	281,409	242,771
Current liabilities	(10,324)	-	(10,324)	(28,094)
	<u>245,436</u>	<u>32,559</u>	<u>277,995</u>	<u>220,377</u>
<b>16. MOVEMENT IN FUNDS</b>				
	At 1.1.20	Net movement in funds	Transfers between funds	At 31.12.20
	£	£	£	£
<b>Unrestricted funds</b>				
General funds	186,950	58,486	(80,000)	165,436
Designated fund	-	-	80,000	80,000
	<u>186,950</u>	<u>58,486</u>	<u>-</u>	<u>245,436</u>
<b>Restricted funds</b>				
Headfirst appeal	33,427	(868)	-	32,559
	<u>220,377</u>	<u>57,618</u>	<u>-</u>	<u>277,995</u>

HEADWAY BASINGSTOKE

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	259,415	(200,929)	58,486
<b>Restricted funds</b>			
Headfirst appeal	-	(868)	(868)
<b>TOTAL FUNDS</b>	<u>259,415</u>	<u>(201,797)</u>	<u>57,618</u>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
<b>Unrestricted funds</b>			
General funds	166,162	20,788	186,950
<b>Restricted funds</b>			
Headfirst appeal	35,410	(1,983)	33,427
<b>TOTAL FUNDS</b>	<u>201,572</u>	<u>18,805</u>	<u>220,377</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	256,436	(235,648)	20,788
<b>Restricted funds</b>			
Headfirst appeal	-	(1,983)	(1,983)
<b>TOTAL FUNDS</b>	<u>256,436</u>	<u>(237,631)</u>	<u>18,805</u>

## HEADWAY BASINGSTOKE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

#### 16. MOVEMENT IN FUNDS - continued

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

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
<b>Unrestricted funds</b>				
General funds	166,162	79,274	(80,000)	165,436
Designated fund	-	-	80,000	80,000
	<u>166,162</u>	<u>79,274</u>	<u>-</u>	<u>245,436</u>
<b>Restricted funds</b>				
Headfirst appeal	35,410	(2,851)	-	32,559
	<u>35,410</u>	<u>(2,851)</u>	<u>-</u>	<u>32,559</u>
<b>TOTAL FUNDS</b>	<u>201,572</u>	<u>76,423</u>	<u>-</u>	<u>277,995</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General funds	515,851	(436,577)	79,274
<b>Restricted funds</b>			
Headfirst appeal	-	(2,851)	(2,851)
	<u>515,851</u>	<u>(439,428)</u>	<u>76,423</u>
<b>TOTAL FUNDS</b>	<u>515,851</u>	<u>(439,428)</u>	<u>76,423</u>

The restricted fund derives from the HEADFIRST appeal to raise £150,000 to equip and adapt the premises specifically for Headway purposes. The balance is the amount remaining unspent from the appeal.

The designated fund represents the wind up costs, should it ever come to it, for the charity, including costs such as rent commitments, redundancies and payments of outstanding creditors.

#### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

**HEADWAY BASINGSTOKE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**18. ULTIMATE CONTROLLING PARTY**

The charitable company is under the control of its members, none of whom individually have control of the company.