



# **HEADWAY SOUTHAMPTON**

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

Company Limited by Guarantee Registered in England No. 03263597

Registered Charity No. 1058717

120 Commercial Road  
Totton  
Southampton  
SO40 3AD

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

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**FOR THE YEAR ENDED 31 MARCH 2023**

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**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**COMPANY INFORMATION**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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<b>Trustees</b>	J Lloyd (Chairperson) E Thomas E M Bailey D Hunter
<b>Manager</b>	T Lockwood
<b>Bankers</b>	Lloyds TSB Shirley Branch 77 Shirley High Street Southampton SO15 3TX
<b>Accountants</b>	Hub Accountants Ltd Innovation House Wincombe Lane Shaftesbury Dorset SP7 8FG
<b>Address &amp; Registered Office</b>	120 Commercial Road Totton Southampton SO40 3AD
<b>Company Secretary</b>	M Bennett
<b>Solicitors</b>	Trethowans Rockstone Place Southampton SO15 2EP
<b>Company Number</b>	03263597
<b>Charity Number</b>	1058717

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees submit their annual report and the accounts for the year ended 31 March 2023.

**Objects and Principal Activity**

The objects and principal activity of the company continued to be the rehabilitation of persons who have suffered acquired brain injuries and who reside in Southampton and South West Hampshire and to advance the education of the public in the matter of head injuries. Headway Southampton is affiliated to Headway – the brain injury association, which is a separate company limited by guarantee.

**Review of the Year and Plans for the Future**

The review of the year and plans for the future are included in the attached report of the Chairperson.

**Trustees**

The Trustees are responsible for decision making within the organisation based upon reports and other information provided by the Manager and other members of staff. The trustees who served during the year are as listed below:

J Lloyd (Chairperson)

E Thomas

E M Bailey

D Hunter (appointed 19 October 2022)

F Bonafoux (resigned 24 August 2022)

H Knight (resigned 19 April 2023)

In accordance with clause 29 of the Articles of Association one third of the trustees retire at the forthcoming Annual General Meeting and offer themselves for re-election.

In accordance with clause 5 of the Memorandum of Association, no trustee was in receipt of any remuneration in respect of his or her services.

The company is limited by guarantee, not having a share capital. The company is established as a charitable body not for profit. Accordingly, the trustees, who are also members of the company, have no beneficial interest in the equity or assets of the company.

The maximum contribution required from each member, in the event of a winding up is £10.

The Articles of Association of the company govern the appointment of trustees.

**Reserves**

The company's policy on reserves is shown in the notes to these accounts.

**Risk review**

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining our reserves at the levels stated on page 8 to these accounts combined with our annual review of the controls over key financial systems carried out will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks, which they face and confirm that they have established systems to mitigate the significant risks.

**Public benefit**

The trustees have considered the definitions of charitable purpose in the Charities Act 2011, and are confident that the activities of the charity are conducted for the benefit of the public and fall clearly under the headings of the advancement of health, the advancement of education, with regard to the causes and consequences of acquired brain injury and the relief of those in need by reason of ill-health, disability, financial hardship or other disadvantage.

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE TRUSTEES - continued**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**Trustees' Responsibilities**

Company law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the company's state of affairs at the end of the year and of its surplus or deficit for that period. In preparing those accounts the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the accounts on the going concern basis unless it is inappropriate to assume that the company will continue in business.

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

Approved by the board of trustees on



Jack Lloyd  
**Trustee**

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**CHAIRPERSON'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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Headway Southampton is a registered charity and a company limited by guarantee. Our mission is to improve the lives and promote the independence of local brain injury survivors, to provide support and advice to their families, friends, and carers and to raise awareness of the life changing effects of brain injury. The organisation provides a community-based, post-acute rehabilitation, activity, and support service for adults with an acquired brain injury. Our board of Trustees met six times during the year to review and assess this work, develop policies, advise on good practice, and monitor operations.

This financial year has been a time consolidating our post pandemic position as a charity that can provide support to its service users using both in person and online activities. We have seen the need for our services continue to grow with more people coming into our centre over the course of a week, as well as our online provision through our DIRECT service.

Referrals for our services come from hospitals, local adults' social services, local doctors' surgeries as well as personal referrals.

We continue to base our services around the 4 pillars and regularly review each service user to try to fit our care around what the individual is wanting to achieve at Headway Southampton in these areas, making sure that all we do is service user focused. A member of staff is allocated as a key worker for each service user, and they evidence the work they are doing and are appraised annually by this evidence.

These Pillars are:

1. Engagement: Looking at helping service users engage positively with events and the world around them. Looking at developing coping strategies that can help negate the effect of their brain injuries.
2. Wellbeing: This pillar worked on their physical and mental wellbeing, including helping them to develop positive habits, including hobbies, wellness exercises, develop fitness and cooking skills to help have more of an understanding of nutrition and empowering them to use these skills at home.
3. Community: helping service users build friendships, gaining peer support and sharing best practise in living with life after brain injury. Also learning how to use social media in a safe and responsible way.
4. Independence: This involved looking at building skills that helped service users have as much independence as possible. Looking at equipping them with skills which they can take away from Headway and use in their everyday life.

In line with the 4 pillars, our in-centre services continue to grow as does the activities we are able to provide. These include fitness and sport activities in the form of badminton, tennis, walks, swimming, horse riding, bowling, cycling and neuro fitness activities.

Over the last year the building has undergone some refurbishment in order to make it more compatible with hybrid activities, so we are able to do face to face care as well as digital provision. This has included putting in monitors as well as cameras and microphones.

In the last year we have provided centre care for 50 service users, providing 498 centre sessions. We have received 132 referrals an increase of 80 the year before (2021-22 we received 52 referrals). These have been for the centre as well the DIRECT service.

The DIRECT service that is fully funded by the National lottery, went live last year and continues to grow and develop. Over the year it has provided 178 one to one mentoring sessions that has helped service users claim benefits owed to them, as well as fill out forms, being sign posting to other services, helped to set up online banking and shopping facilities, helped with financial budgeting, helped with legal inquiries as well as family liaison activities, it has also helped to connect service users and carers with other people in similar positions to create peer to peer support.

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**CHAIRPERSON'S REPORT - continued**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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The service has provided 146 Digital Awareness Training sessions, helping service users connect to the digital world as well as safety training around online activity. This has included using digital support to negate the effects on a brain injury, including using Alexa devices to help remember taxi appointments and when to take medication. Libraries in isolated locations have also been contacted and given equipment and training to help service users in that area get to the online activities.

The service has hosted 245 zoom sessions attended by 946 people over the year. These have helped to build and develop online support communities as well as peer to peer friendships. These have included sessions that have been accessed by neurological wards at Southampton General hospital where patients have been able to interact with survivors who are further along the recovery pathway. It has also helped service users to connect outside of the service and build friendships.

It has provided 114 counselling sessions to service users, their families and also staff at Headway who have to deal with difficult situations while at work. This has helped families who are having to deal with a family member with a new ABI, as well as survivors who are coming to terms with their injury. Staff have also accessed the service to help them deal with traumatic events including the death of a much-loved service user, as well as the effects of working with and emotionally supporting survivors who are going through very difficult events.

Due to the growth of its services and the funding that is needed to sustain them, the charity saw an uplift in its income from £264,959 in 2022 to £345,765 in 2023. The expenses also increased from £281,278 to £285,807. The charity received a surplus in the year of £59,958, £13,972 of which was restricted funds.

The charity increased its staffing from 10 staff members to 13 in order to sustain the increased growth within the services provided.

The Charity currently holds £99,696 of unrestricted reserves which equates to approximately 3 months' worth of expenses. It has restricted reserves of £25,593 and has designated funds of £185,000. The total reserves are £310,289.

The trustees are confident in the financial position of the charity and its ability to continue to meet its future charitable obligations.

I would like to thank all our stakeholders who have helped to make this year a successful one for Headway Southampton, as we continue to grow and develop as a charity to meet the needs of survivors of an ABI living in a post pandemic society. This includes our team of staff and volunteers who provide such a great service for those who have survived an acquired brain injury, as well as those that care for them. I would also like to thank all those who have generously fundraised for Headway Southampton over this last year, and for the donations we have received and the grants that have helped us to continue to push forward and offer the best support and service that we can. Also, I would like to thank the service users who continue to inspire, challenge, and motivate us with their stories of survival, endurance, and optimism in the face of life changing injuries.



Jack Lloyd  
Chairperson

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023, which are set out on pages 7 - 12.

**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**

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:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or 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 considered as part of an independent examination; or
- 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 (FRS102)).

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



**Paul Stacey FCA**

For and behalf of  
Hub Accountants Limited, Chartered Accountants  
Innovation House, Shaftesbury, Dorset, SP7 8FG

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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	Notes	Unrestricted Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
		£	£	£	£
Income					
Charitable activities		239,771	-	239,771	196,460
Donations and legacies		7,695	-	7,695	2,683
Grants and funding		-	97,911	97,911	65,796
Investment income		388	-	388	20
Total income		247,854	97,911	345,765	264,959
Expenditure	2	201,868	83,939	285,807	281,278
<b>NET INCOME</b>		45,986	13,972	59,958	(16,319)
<b>TRANSFERS BETWEEN FUNDS</b>		6,000	(6,000)	-	-
<b>FUNDS BOUGHT FORWARD</b>		232,710	17,621	250,331	266,650
<b>FUNDS CARRIED FORWARD</b>		284,696	25,593	310,289	250,331

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The notes on pages 9 to 12 form part of these accounts.

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>FIXED ASSETS</b>					
Tangible Assets	3	34,956	-	34,956	13,431
<b>CURRENT ASSETS</b>					
Debtors	4	25,968	-	25,968	37,720
Cash at bank and in hand		225,884	25,870	251,754	206,470
		251,852	25,870	277,722	244,190
<b>CREDITORS</b>					
Amount falling due within one year	5	2,389	-	2,389	7,290
<b>NET CURRENT ASSETS</b>		249,463	25,870	274,333	236,900
<b>NET ASSETS</b>		284,419	25,870	310,289	250,331
<b>FUNDS</b>					
General unrestricted fund	6	99,696	-	99,696	47,710
Restricted funds	6	-	25,593	25,593	17,621
Designated funds	6	185,000	-	185,000	185,000
		284,696	25,593	310,289	250,331

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023. The members have not required the charitable company to obtain an audit of its accounts for the year ended 31 March 2023, in accordance with section 476 of the Companies Act 2006. The Directors acknowledge responsibility for:

i) ensuring the charitable company keeps accounting records which comply with section 386 and 387 of the Companies Act 2006; and

ii) 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 its profit and loss for each financial year in accordance with Sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the board of trustees and signed on its behalf by:



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**J Lloyd - Trustee**

**Date:**

The notes on pages 9 to 12 form part of these accounts

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**1. ACCOUNTING POLICIES**

**Basis of accounts**

The accounts are prepared under the historical cost convention and in accordance with the statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015) and the Charities Act 2011.

The charity has taken advantage of the exemption in Financial Reporting Standard 1 from the requirement to produce a cash flow statement on the grounds that it qualifies as a small Charity.

The charity meets the definition of a public benefit entity under FRS 102.

**Depreciation of tangible assets**

Depreciation is calculated on all tangible fixed assets in use, at rates and bases calculated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	25% per annum on a reducing balance basis/33.33% per annum on a straight line method
Computer Equipment	straight line over 3 years
Leasehold Improvements	straight line over 9 years
Motor Vehicle	25% per annum on a reducing balance basis

**Donated equipment and services**

Equipment donated to the charity is included in fixed assets at an estimated value of cost and credited to the Statement of Financial Activities as a donation in kind in the year of receipt.

**Incoming Resources**

Incoming Resources represents grants, attendance allowances and donations receivable. Donations are included in the accounts when received. Grants and Attendance Allowances are included either on a contractual basis or on such dates as the trustees consider that they are receivable.

**Resources Expended**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

**Value Added Tax**

Expenditure which is subject to VAT is included in these accounts inclusive of VAT as it is not recoverable by the charity.

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

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

<b>2. RESOURCES EXPENDED - UNRESTRICTED</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Direct Care Costs</b>		
Therapy & Activities	12,028	3,354
Salaries (incl. NI) (see below)	81,746	88,570
Pension, Training & Other Staff Costs	6,298	6,577
Establishment expenses	34,404	37,485
	<u>134,476</u>	<u>135,986</u>
<b>Management and Administration</b>		
Salaries (incl. NI) (see below)	53,163	62,307
Accountancy	3,244	3,094
Fundraising	353	40,844
	<u>56,760</u>	<u>106,245</u>
<b>Financial Expenses</b>		
Depreciation	11,262	5,544
Profit on disposal of fixed assets	(630)	-
	<u>10,632</u>	<u>5,544</u>
<b>TOTAL RESOURCES EXPENDED - UNRESTRICTED</b>	<u>201,868</u>	<u>247,775</u>
<b>RESOURCES EXPENDED - RESTRICTED</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Direct Care Costs</b>		
Therapy & Activities	5,545	-
Salaries (incl. NI) (see below)	29,538	4,178
Pension, Training & Other Staff Costs	1,030	854
Establishment expenses	13,118	8,587
	<u>49,231</u>	<u>13,619</u>
<b>Management and Administration</b>		
Salaries (incl. NI) (see below)	25,906	8,284
Fundraising	8,802	11,600
	<u>34,708</u>	<u>19,884</u>
<b>TOTAL RESOURCES EXPENDED - RESTRICTED</b>	<u>83,939</u>	<u>33,503</u>

**Staff Costs and Numbers**

The number of staff who were remunerated during the year within the following bands

£1 to £10,000	3	1
£10,001 to £20,000	5	6
£20,001 to £30,000	3	3
£30,001 to £40,000	1	-

Of these 3 members of staff were employed within management and administration, the balance were employed for charitable purposes.

Of the total salary costs £6,770 is in respect of National Insurance Costs the balance is gross wages.

All the fixed assets are used for charitable purposes.

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

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

<b>3. FIXED ASSETS</b>	<b>Fixtures, fittings and equipment £</b>	<b>Leasehold improvements £</b>	<b>Motor vehicles £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 April 2022	40,495	48,455	44,836	133,786
Additions	1,451	11,711	19,995	33,157
Disposals	-	-	(23,035)	(23,035)
At 31 March 2023	<u>41,946</u>	<u>60,166</u>	<u>41,796</u>	<u>143,908</u>
<b>Depreciation</b>				
At 1 April 2022	33,812	44,989	41,554	120,355
Charge for the year	3,740	1,796	5,726	11,262
Disposals	-	-	(22,665)	(22,665)
At 31 March 2023	<u>37,552</u>	<u>46,785</u>	<u>24,615</u>	<u>108,952</u>
<b>Net Book Value</b>				
At 31 March 2023	<u>4,394</u>	<u>13,381</u>	<u>17,181</u>	<u>34,956</u>
At 31 March 2022	<u>6,683</u>	<u>3,466</u>	<u>3,282</u>	<u>13,431</u>

All the fixed assets are used for charitable purposes.

<b>4. DEBTORS</b>	<b>2023 £</b>	<b>2022 £</b>
Grants & Attendance Allowances	20,192	31,460
Other debtors	542	-
Prepayments & Accrued Income	<u>5,234</u>	<u>6,260</u>
	<u>25,968</u>	<u>37,720</u>

<b>5. CREDITORS</b>	<b>2023 £</b>	<b>2022 £</b>
Amounts falling due within one year		
Trade Creditors	451	378
Other Taxes and Social Security	-	5,064
Accruals & Grants Received in Advance	<u>1,938</u>	<u>1,848</u>
	<u>2,389</u>	<u>7,290</u>

<b>6. FUNDS</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Designated £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
At 1 April 2022	47,710	17,621	185,000	250,331	266,650
Net movement in funds	45,986	13,972	-	59,958	(16,319)
Transfer between funds	6,000	(6,000)	-	-	-
At 31 March 2023	<u>99,696</u>	<u>25,583</u>	<u>185,000</u>	<u>310,289</u>	<u>250,331</u>

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

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

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Designated Funds	£
Redundancies and Renovations	160,000
New Vehicle	20,000
Building Works	5,000
	<hr/>
	185,000

**7. FUNDS & RESERVES POLICY**

**Unrestricted Funds**

The unrestricted fund is for the general running of the day service. Incoming Resources of Grants from the local Health Authority, Attendance Payments, Donations and Fundraising are included in this fund. In line with our reserves policy we are required to keep £160,000 in reserve (6 months operational expenditure) in case of unexpected closure / redundancies.

**Reserves Policy**

The Trustees policy for reserves is to ensure that there are sufficient funds to meet outstanding commitments and staff costs if forced to close.

**Designated Funds**

This is in line with our reserves policy and allows for 6 months of outgoings including redundancy payments, rent, and building work needed to return the building to its original plan, should the charity no longer be financially viable.

**8. GUARANTEE**

The company has no share capital and is limited by guarantee.

**9. LEASE COMMITMENTS**

The lease on 120 Commercial Road, Totton, Southampton runs until 31 May 2025 and at the year end the remaining commitment was for £27,625 (2022: £40,375).

**10. TRUSTEES REMUNERATION AND EXPENSES**

During the current and previous year no remuneration or other benefits were payable to the Trustees by the charity. There were no Trustees expenses during the year.

**11) RELATED PARTY TRANSACTIONS**

There were no related party transactions during the current or previous year.

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2023 Total £</b>	<b>2022 Total £</b>
<b>Income</b>				
Attendance payments	239,771	-	239,771	196,460
Donations and legacies	7,695	-	7,695	2,683
Grants and funding	-	97,911	97,911	65,796
Interest	388	-	388	20
	<u>247,854</u>	<u>97,911</u>	<u>345,765</u>	<u>264,959</u>
<b>Expenses</b>				
Staff Costs	141,213	56,474	197,687	170,655
Fundraising	353	8,802	9,155	52,444
Overheads	34,398	13,118	47,516	46,187
Legal & Financial	3,244	-	3,244	3,094
Activities & Social Events	12,028	5,545	17,573	3,354
Depreciation	11,263	-	11,263	5,544
Profit on disposal of assets	(630)	-	(630)	-
	<u>201,868</u>	<u>83,939</u>	<u>285,807</u>	<u>281,278</u>
<b>Surplus\ (deficit) for the year</b>	<u>45,986</u>	<u>13,972</u>	<u>59,958</u>	<u>(16,319)</u>

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**DETAILED INCOME AND EXPENDITURE ACCOUNT - continued**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	Unrestricted Funds £	Restricted Funds £	2023 Total £	2022 Total £
<b>Staff Costs</b>				
Salaries & N I	134,915	55,444	190,359	163,339
Pension Costs	4,900	-	4,900	4,334
Staff Advertising	59	125	184	611
Staff & Volunteer Training	788	836	1,624	1,696
Staff Cost	551	69	620	675
	<u>141,213</u>	<u>56,474</u>	<u>197,687</u>	<u>170,655</u>
<b>Overheads</b>				
Rent & Rates	2,845	10,370	13,215	12,763
Heat & Light	2,701	-	2,701	2,128
Motor Running Costs	6,880	-	6,880	6,676
Travel	238	1,008	1,246	807
Repairs & Small Equip.	6,185	-	6,185	4,440
Zoom room costs	-	-	-	4,079
Telephone	2,296	-	2,296	2,299
Insurance	2,372	-	2,372	2,118
Stationery & Postage	656	-	656	877
Computer Maintenance	653	1,740	2,393	871
Website	820	-	820	933
Publications	402	-	402	36
Registration fees	168	-	168	168
Cleaning	7,830	-	7,830	7,228
Alarm	198	-	198	698
Sundry	154	-	154	66
	<u>34,398</u>	<u>13,118</u>	<u>47,516</u>	<u>46,187</u>
<b>Activities &amp; Social Events</b>				
Social - Events, Holidays Etc.	2,469	-	2,469	258
Counselling / Therapist	1,990	4,030	6,020	-
Rehabilitation Activities	4,181	-	4,181	1,236
Education Activities	503	-	503	786
Recreational Activities	2,885	1,515	4,400	1,074
	<u>12,028</u>	<u>5,545</u>	<u>17,573</u>	<u>3,354</u>
<b>Fundraising</b>				
Fundraising	353	8,802	9,155	52,444

**HEADWAY SOUTHAMPTON**  
**A COMPANY LIMITED BY GUARANTEE**

**DETAILED INCOME AND EXPENDITURE ACCOUNT - continued**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2023 Total £</b>	<b>2022 Total £</b>
<b>Legal &amp; Financial</b>				
Accountancy	3,244	-	3,244	3,094
<b>Depreciation</b>				
Motor	5,726	-	5,726	1,093
Equipment	1,796	-	1,796	3,956
Property improvements	3,740	-	3,740	495
	11,262	-	11,262	5,544