



# **HEADWAY SOUTHAMPTON**

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

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 2025**

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

**COMPANY INFORMATION**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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| <b>Trustees</b>                        | J Lloyd (Chairperson)<br>E Thomas<br>E M Bailey<br>D Hunter<br>T Farmer<br>K Wasilek<br>T Hartigan (appointed 27 Nov 2024) |
| <b>Manager</b>                         | T Lockwood   |
| <b>Bankers</b>                         | Lloyds TSB<br>Shirley Branch<br>77 Shirley High Street<br>Southampton<br>SO15 3TX  |
| <b>Accountants</b>                     | Hub Accountants Ltd<br>Innovation House<br>Wincombe Lane<br>Shaftesbury<br>Dorset<br>SP7 8FG                               |
| <b>Address &amp; Registered Office</b> | 120 Commercial Road<br>Totton<br>Southampton<br>SO40 3AD   |
| <b>Company Secretary</b>               | M Bennett  |
| <b>Solicitors</b>                      | Trethowans<br>Rockstone Place<br>Southampton<br>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 2025**

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The trustees submit their annual report and the accounts for the year ended 31 March 2025.

**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  
T Farmer  
K Wasilek  
T Hartigan (appointed 27 November 2024)

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.

**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 2025**

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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

Trustee

## **HEADWAY SOUTHAMPTON**

### **A COMPANY LIMITED BY GUARANTEE**

#### **CHAIRPERSON'S REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2025**

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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.

We provide a range of services throughout the working week, supporting adults who are living with an Acquire Brain Injury (ABI) across Southampton, South Hampshire, Salisbury, South Wiltshire and Isle of Wight. We provide 2 Day Centres; 1 in Totton, Southampton and the other in Salisbury as well as our DIRECT service a community outreach service which provides a hybrid of support for ABI survivors, their family and carers, through Digital zoom sessions, one to one's to help with filling out forms, walk and talks, support groups, with a view to helping service users connect and live the best lives they can.

Support provided addresses various needs such as mental and physical health, unemployment, everyday skills, independence and social inclusion. This is delivered through a wide range of group and 1:1-person centred activities according to service user needs and requirements. Services are delivered through our Day Centres, On-line, in community settings and as outreach. We also offer a subsidized counselling service for both survivors and their families to access across all the regions we support.

This financial year has been particularly challenging for the charity, with the dual impact of cost-of-living increases and the conclusion of a significant National Lottery Reaching Communities grant. The conclusion of this funding resulted in a £50,000 reduction this year to the DIRECT budget and a further £100,000 shortfall in the next financial year. The charity has subsequently had to keep all budgets on tight review all year, make adjustments and launch a focused fundraising effort to ensure that all DIRECT services could continue throughout this year. However, it is recognised that, unless this funding is replaced, some difficult decisions may be required into the next financial year.

With the above in mind, the charity has invested in strengthening its fundraising capacity through the appointment of a Business Development Manager. This role has led the development of a new fundraising strategy focused on diversifying income streams and ensuring the charity's long-term sustainability. The strategy not only seeks to secure funding to sustain existing services through established sources, such as charitable trusts and foundations, events, corporate partnerships, and public donations, but also aims to increase the charity's visibility within the local community. This includes building partnerships with other agencies including those supporting ABI survivors both local, regional and national and building strong links with local businesses to collaborate on joint projects, events, and campaigns.

In addition, the charity is developing a new business plan to support the implementation of the fundraising strategy and to further broaden its income base. This work has led during the year to an income of £121,511, despite the loss of the major grant mentioned above. It is hoped that this will continue to grow over the years to allow us the funding needed to support our service users both in the community and build on the valuable work that the National Lottery grant allowed us to pioneer with DIRECT. We have seen the need for our services continue to grow with more people coming to our centre over the course of a week at both our Totton and Salisbury sites, as well as our online provision through our DIRECT service.

Referrals for our services have come from hospitals, specialist neuro units, local adult social services, GPs, other charity groups as well as self-referrals. Over the year we have received over 185 new referrals.

Our services continue to be based on the four pillars of support, with regular reviews carried out for each service user to ensure that care and support are tailored to their individual needs and personal goals at Headway Southampton and West Wessex. This approach ensures that everything we do remains firmly service user focused for their needs and goals.

Each service user is allocated a dedicated key worker who documents their progress and the support provided, with this evidence forming part of their annual appraisal.

These 4 Pillars are:

1. **Engagement:** Focusing on supporting service users to engage cognitively with activities, events, and the world around them. This includes helping them to develop coping strategies that reduce the impact of their brain injury and promote greater confidence and participation in daily life.

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

**CHAIRPERSON'S REPORT - continued**  
**FOR THE YEAR ENDED 31 MARCH 2025**

2. Wellbeing: Focusing on supporting both their physical and mental wellbeing. It encourages the development of positive habits, such as engaging in hobbies, wellness exercises, fitness routines, and cooking skills. These activities help service users gain a better understanding of nutrition and empower them to apply these skills independently at home.

3. Community: Supports service users in building friendships, gaining peer support, and sharing best practices for living with life after an ABI. It also includes guidance on using social media safely and responsibly, helping individuals to stay connected and engaged within their wider community.

4. Independence: Focussing on helping service users develop the skills needed to achieve the greatest possible level of independence. It equips them with practical abilities that can be applied in their everyday lives, enabling them to transfer what they learn at with us at Headway Southampton and West Wessex into their home and community environments.

In line with the 4 pillars, our in-centre services continue to grow in both Totton and Salisbury, as do the range and scope of activities we can provide. These include fitness and sport activities in the form of badminton, tennis, walks, swimming, horse riding, bowling, cycling and neuro fitness activities.

We also hold cognitive session that include memory games and strategies, quizzes and problem-solving activities as well as using music and art therapy, we are also developing speech and language sessions, to help develop new post injury coping and cognitive strategies.

In the last year we have provided 4,312 sessions in our centres and 2,823 support sessions through DIRECT. We have supported 277 ABI survivors across these sessions. At the beginning of the year Headway Salisbury and South Wiltshire (Charity number 1137281) passed its assets and responsibilities over to Headway Southampton and we began to use the working name of Headway Southampton and West Wessex. We were able to adapt the existing provision there to fit into our business model, enabling us to offer a wider range of activities as well as resources to that locality. This approach has enabled us to expand the Salisbury Day Centre from operating one morning a week to offering a full day of services, with attendance increasing from 7 to 12 participants. In addition, we have successfully implemented the DIRECT model, originally pioneered in Southampton, into the South Wiltshire area. This has allowed us to run an outreach programme across the region and start developing valuable local partnerships.

During the year we were approached by Headway UK to take over the management and running of a small volunteer-led Headway branch on the Isle of Wight. This was operating on a once-a-month Saturday morning and now 10 people regularly attend each month. The group is made up of service users as well as their family members. We hope to continue developing this service in the coming years and offer similar experiences for those with and ABI as we do on the mainland from Southampton and Salisbury.

Despite the financial difficulties previously outlined, the charity achieved an income of £416,086 in 2024/25 and an expenditure of £408,032, giving the charity a small surplus for the year of £8,054.

The charity currently employees 12 members of staff.

The Charity currently holds £181,746 of unrestricted and undesignated reserves which equate to approximately 5 months' worth of expenses. It has restricted reserves of £26,124 and has designated funds of £185,000. The total reserves are £392,870.

Headway Southampton holds reserves predominantly to mitigate against the risk of a decline in income, especially in the current climate. Holding an appropriate level of reserves means that the charity would be able to continue the current activities of Headway Southampton and West Wessex in the event of a significant drop in funding. The reserves held will allow sufficient time to secure replacement funding or consider a change or reduction in activities. Our reserves policy considers the level of committed income already secured for future years and the timescale over which our contracts operate. Our policy is to maintain free reserves equating to a minimum of 6 months & a maximum of 12 months of expenditure. At current levels of expenditure, this target level of free reserves is considered to be between £204,016- £408,032. Free reserves including Designated Funds at the year-end of £366,746 sit within this target.

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

**CHAIRPERSON'S REPORT - continued**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**Reserves Policy**

The Trustees policy for reserves is to ensure that there are sufficient funds for a minimum of 6 months and to meet outstanding commitments and staff costs if the charity is forced to close.

**Unrestricted Funds**

The unrestricted fund is for the general running of the Day service. In line with our reserves policy, we are required to keep £185,000 in reserve (a minimum of 6 months operational expenditure) in case of unexpected closure / redundancies.

Although affiliated to Headway UK for the purposes of policy, campaigning and guidance, Headway Southampton is its own independent charity (1058717) and receives no financial benefits from Headway UK.

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 and donated to us over the last year and the grants and contracts that have helped us to continue to push forward and offer the best support and service that we can. Many thanks to you all:

Boshier-Hinton Foundation, Action Hampshire, Co-op, Douglas Arter Foundation,

Healthwatch Hampshire, Hampshire County Council, Southampton City Council, Wiltshire County Council,

Hedley Foundation, James Wise Charitable Trust, One Stop Community, Ray Harris Charitable Trust,

Society of Statisticians, The Alice Cooper-Dean Charitable Trust. The Carmela & Ronnie Pignatelli Foundation,

Wiltshire Community Foundation, Zurich Community Fund, Tom Langton Fund, Peartree House team,

Councillor Neville Penman, Coopervision, The Concorde Club, Costco, Exbury Gardens, AFC Totton,

David Guzman, Exxon Mobile, Gosport Freemasons, Isabelle Parkes, Geoff Blachford, Kevy Mondz,

M Pritchard, Peter Robertson, Martin Watt, Hugh James, Netley Steam Rally Committee, Tara Doel,

Kirsty Ealden, Noreen Siba, Patricia Whitfield, Stephen Payne, Stef Jordan, Pavol,

Salisbury Rugby Club, Katherine Drummond, Perry Groves, Paultons Park, South Western Railway,

Red Funnel, Ian Taylor, Beaulieu Motor Museum and the Mayflower Theatre.

Finally, I would like to thank all our 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 2025**

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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 2025, which are set out on pages 8 - 13.

**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").

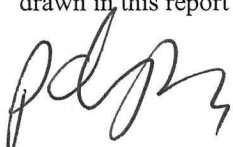
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). 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 2025**

|                                | Notes | Unrestricted<br>Funds | Restricted<br>Funds | 2025<br>Total<br>Funds | 2024<br>Total<br>Funds |
|--------------------------------|-------|-----------------------|---------------------|------------------------|------------------------|
|                                |       | £                     | £                   | £                      | £                      |
| Income                         |       |                       |                     |                        |                        |
| Charitable activities          |       | 271,738               | 15,840              | 287,578                | 292,562                |
| Donations and legacies         |       | 16,181                | 21,797              | 37,978                 | 28,526                 |
| Grants and funding             |       | 7,199                 | 76,334              | 83,533                 | 101,551                |
| Investment income              |       | 6,137                 | -                   | 6,137                  | 3,828                  |
| Other income                   |       | 860                   | -                   | 860                    | 802                    |
| Total income                   |       | 302,115               | 113,971             | 416,086                | 427,269                |
| Expenditure                    | 2     | 296,674               | 111,358             | 408,032                | 352,742                |
| <b>NET INCOME</b>              |       | 5,441                 | 2,613               | 8,054                  | 74,527                 |
| <b>TRANSFERS BETWEEN FUNDS</b> |       | -                     | -                   | -                      | -                      |
| <b>FUNDS BOUGHT FORWARD</b>    |       | 361,305               | 23,511              | 384,816                | 310,289                |
| <b>FUNDS CARRIED FORWARD</b>   |       | 366,746               | 26,124              | 392,870                | 384,816                |

The notes on pages 10 to 13 form part of these accounts.

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

**STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 31 MARCH 2025**

|                                    | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>2025<br>£ | Total<br>Funds<br>2024<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                |       |                            |                          |                             |                             |
| Tangible Assets                    | 3     | 37,714                     | -                        | 37,714                      | 25,821                      |
| <b>CURRENT ASSETS</b>              |       |                            |                          |                             |                             |
| Debtors                            | 4     | 28,683                     | 5,000                    | 33,683                      | 38,677                      |
| Cash at bank and in hand           |       | 303,956                    | 25,524                   | 329,480                     | 323,814                     |
|                                    |       | 332,639                    | 30,524                   | 363,163                     | 362,491                     |
| <b>CREDITORS</b>                   |       |                            |                          |                             |                             |
| Amount falling due within one year | 5     | 3,607                      | 4,400                    | 8,007                       | 3,496                       |
| <b>NET CURRENT ASSETS</b>          |       | 329,032                    | 26,124                   | 355,156                     | 358,995                     |
| <b>NET ASSETS</b>                  |       | 366,746                    | 26,124                   | 392,870                     | 384,816                     |
| <b>FUNDS</b>                       |       |                            |                          |                             |                             |
| General unrestricted fund          | 6     | 181,746                    | -                        | 181,746                     | 176,305                     |
| Restricted funds                   | 6     | -                          | 26,124                   | 26,124                      | 23,511                      |
| Designated funds                   | 6     | 185,000                    | -                        | 185,000                     | 185,000                     |
|                                    |       | 366,746                    | 26,124                   | 392,870                     | 384,816                     |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025. The members have not required the charitable company to obtain an audit of its accounts for the year ended 31 March 2025, 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**

**Dated:**

The notes on pages 10 to 13 form part of these accounts

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

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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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.

**Funds accounting**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor and/or within restricted purposes included in the objects of the Charity.

Unrestricted funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the Trustees, at their discretion, have created a fund for a specific purpose.

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

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2025**

| <b>2. RESOURCES EXPENDED - UNRESTRICTED</b>    | <b>2025</b>    | <b>2024</b>    |
|--|----------------|----------------|
|  | <b>£</b>       | <b>£</b>       |
| <b>Direct Care Costs</b>                       |                |                |
| Therapy & Activities                           | 12,437         | 7,477          |
| Salaries (incl. NI) (see below)                | 110,683        | 82,895         |
| Pension, Training & Other Staff Costs          | 9,547          | 14,000         |
| Establishment expenses                         | 44,715         | 54,779         |
|  | <u>177,382</u> | <u>159,151</u> |
| <b>Management and Administration</b>           |                |                |
| Salaries (incl. NI) (see below)                | 67,625         | 61,204         |
| Accountancy                                    | 3,788          | 3,504          |
| Fundraising                                    | 39,183         | 23,955         |
|  | <u>110,596</u> | <u>88,663</u>  |
| <b>Financial Expenses</b>                      |                |                |
| Depreciation                                   | 11,878         | 10,050         |
| Profit on disposal of fixed assets             | (3,182)        | -              |
|  | <u>8,696</u>   | <u>10,050</u>  |
| <b>TOTAL RESOURCES EXPENDED - UNRESTRICTED</b> | <u>296,674</u> | <u>257,864</u> |
| <b>RESOURCES EXPENDED - RESTRICTED</b>         | <b>2025</b>    | <b>2024</b>    |
|  | <b>£</b>       | <b>£</b>       |
| <b>Direct Care Costs</b>                       |                |                |
| Therapy & Activities                           | 10,007         | 5,998          |
| Salaries (incl. NI) (see below)                | 50,224         | 44,347         |
| Pension, Training & Other Staff Costs          | -              | 112            |
| Establishment expenses                         | 13,976         | 16,052         |
|  | <u>74,207</u>  | <u>66,509</u>  |
| <b>Management and Administration</b>           |                |                |
| Salaries (incl. NI) (see below)                | 36,929         | 28,281         |
| Fundraising                                    | 222            | 88             |
|  | <u>37,151</u>  | <u>28,369</u>  |
| <b>TOTAL RESOURCES EXPENDED - RESTRICTED</b>   | <u>111,358</u> | <u>94,878</u>  |

**Staff Costs and Numbers**

The average number of staff who were employed during the year amounted to 12 and none were paid in excess of £60,000 per annum.

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

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2025**

| <b>3. FIXED ASSETS</b> | <b>Fixtures,<br/>fittings and<br/>equipment<br/>£</b> | <b>Leasehold<br/>improvements<br/>£</b> | <b>Motor<br/>vehicles<br/>£</b> | <b>Total<br/>£</b> |
|------------------------|---|---|---------------------------------|--------------------|
| <b>Cost</b>            |   |   |                                 |                    |
| At 1 April 2024        | 42,861  | 60,166                                  | 41,795                          | 144,822            |
| Additions              | 690   | -                                       | 23,901                          | 24,591             |
| Disposals              | -   | -                                       | (10,900)                        | (10,900)           |
| At 31 March 2025       | <u>43,551</u>   | <u>60,166</u>                           | <u>54,796</u>                   | <u>158,513</u>     |
| <b>Depreciation</b>    |   |   |                                 |                    |
| At 1 April 2024        | 41,512  | 48,581                                  | 28,910                          | 119,003            |
| Charge for the year    | 1,091   | 1,796                                   | 8,991                           | 11,878             |
| Disposals              | -   | -                                       | (10,082)                        | (10,082)           |
| At 31 March 2025       | <u>42,603</u>   | <u>50,377</u>                           | <u>27,819</u>                   | <u>120,799</u>     |
| <b>Net Book Value</b>  |   |   |                                 |                    |
| At 31 March 2025       | <u>948</u>  | <u>9,789</u>                            | <u>26,977</u>                   | <u>37,714</u>      |
| At 31 March 2024       | <u>1349</u>   | <u>11,585</u>                           | <u>12,887</u>                   | <u>25,821</u>      |

All the fixed assets are used for charitable purposes.

| <b>4. DEBTORS</b>              | <b>2025<br/>£</b> | <b>2024<br/>£</b> |
|--------------------------------|-------------------|-------------------|
| Grants & Attendance Allowances | 27,538            | 32,527            |
| Other debtors                  | -                 | 384               |
| Prepayments & Accrued Income   | <u>6,145</u>      | <u>5,766</u>      |
|                                | <u>33,683</u>     | <u>38,677</u>     |

| <b>5. CREDITORS</b>                   | <b>2025<br/>£</b> | <b>2024<br/>£</b> |
|---------------------------------------|-------------------|-------------------|
| Amounts falling due within one year   |                   |                   |
| Trade Creditors                       | 1,407             | 1,341             |
| Other Taxes and Social Security       | -                 | 55                |
| Accruals & Grants Received in Advance | <u>6,600</u>      | <u>2,100</u>      |
|                                       | <u>8,007</u>      | <u>3,496</u>      |

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

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**6. FUNDS**

|                        | Unrestricted | Restricted | Designated | Total<br>2025 | Total<br>2024 |
|------------------------|--------------|------------|------------|---------------|---------------|
|                        | £            | £          | £          | £             | £             |
| At 1 April 2024        | 361,305      | 23,511     | 185,000    | 384,816       | 310,289       |
| Net movement in funds  | 5,441        | 2,613      | -          | 8,054         | 74,527        |
| Transfer between funds | -            | -          | -          | -             | -             |
| At 31 March 2025       | 366,746      | 26,124     | 185,000    | 392,870       | 384,816       |

**Designated Funds**

|                              | £       |
|------------------------------|---------|
| Redundancies and Renovations | 160,000 |
| New Vehicle                  | 20,000  |
| Building Works               | 5,000   |
|                              | 185,000 |

**7) ANALYSIS OF NET ASSETS BY FUND**

|              | Unrestricted   | Restricted    | Total<br>2025  | 2024           |
|--------------|----------------|---------------|----------------|----------------|
|              | £              | £             | £              | £              |
| Fixed Assets | 37,714         | -             | 37,714         | 25,281         |
| Debtors      | 28,683         | 5,000         | 33,683         | 38,677         |
| Cash at bank | 303,956        | 25,524        | 329,480        | 323,814        |
| Creditors    | (3,607)        | (4,400)       | (8,007)        | (3,496)        |
| <b>Total</b> | <b>366,746</b> | <b>26,124</b> | <b>392,870</b> | <b>384,816</b> |

**8. RESERVES**

**Unrestricted Reserves**

Reserves equate to 6 months operating costs in accordance with the Charity commission advice on best practice.

**Allocated Reserves**

The Trustees have allocated money to be held in reserve for staff redundancy costs and building renovation to get the existing Headway Southampton building back to its pre rental state, in the case of the Charity closing.

**9. GUARANTEE**

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

**10. LEASE COMMITMENTS**

The company has agreed to a new 10 year lease on 120 Commercial Road, Totton, Southampton which will commence 24 November 2025 at £17,750 per annum. At the year end the financial commitment was for £184,938 (2024: £14,875).

**11. 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 2025**

|                              | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | 2025<br>Total<br>£ | 2024<br>Total<br>£ |
|------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income</b>                |                            |                          |                    |                    |
| Attendance payments          | 271,738                    | 15,840                   | 287,578            | 292,562            |
| Donations and legacies       | 16,181                     | 21,797                   | 37,978             | 28,526             |
| Grants and funding           | 7,199                      | 76,334                   | 83,533             | 101,551            |
| Other Income                 | 860                        | -                        | 860                | 802                |
| Interest                     | 6,137                      | -                        | 6,137              | 3,828              |
|                              | <u>302,115</u>             | <u>113,971</u>           | <u>416,086</u>     | <u>427,269</u>     |
| <b>Expenses</b>              |                            |                          |                    |                    |
| Staff Costs                  | 187,855                    | 87,153                   | 275,008            | 230,839            |
| Fundraising                  | 39,183                     | 222                      | 39,405             | 24,043             |
| Overheads                    | 44,715                     | 13,976                   | 58,691             | 70,831             |
| Legal & Financial            | 3,788                      | -                        | 3,788              | 3,504              |
| Activities & Social Events   | 12,437                     | 10,007                   | 22,444             | 13,474             |
| Depreciation                 | 11,878                     | -                        | 11,878             | 10,050             |
| Profit on disposal of assets | (3,182)                    | -                        | (3,182)            | -                  |
|                              | <u>296,674</u>             | <u>111,358</u>           | <u>408,032</u>     | <u>352,741</u>     |
| <b>Surplus for the year</b>  | <u>5,441</u>               | <u>2,613</u>             | <u>8,054</u>       | <u>74,528</u>      |

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

**DETAILED INCOME AND EXPENDITURE ACCOUNT - continued**  
**FOR THE YEAR ENDED 31 MARCH 2025**

|                                       | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | 2025<br>Total<br>£ | 2024<br>Total<br>£ |
|---------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Staff Costs</b>                    |                            |                          |                    |                    |
| Salaries & N I                        | 178,308                    | 87,154                   | 265,462            | 216,726            |
| Pension Costs                         | 8,108                      | -                        | 8,108              | 6,043              |
| Staff Advertising                     | 57                         | -                        | 57                 | 6,207              |
| Staff & Volunteer Training            | 948                        | -                        | 948                | 1,427              |
| Staff Cost                            | 434                        | -                        | 434                | 436                |
|                                       | <u>187,855</u>             | <u>87,154</u>            | <u>275,009</u>     | <u>230,839</u>     |
| <b>Overheads</b>                      |                            |                          |                    |                    |
| Rent & Rates                          | 3,450                      | 12,051                   | 15,501             | 13,965             |
| Heat & Light                          | 3,845                      | -                        | 3,845              | 3,311              |
| Motor Running Costs                   | 9,602                      | -                        | 9,602              | 9,266              |
| Travel                                | 2,443                      | 1,351                    | 3,794              | 1,670              |
| Repairs & Small Equip.                | 3,358                      | 288                      | 3,646              | 22,272             |
| Telephone                             | 3,336                      | 286                      | 3,582              | 3,055              |
| Insurance                             | 5,092                      | -                        | 5,092              | 3,176              |
| Stationery & Postage                  | 880                        | -                        | 880                | 994                |
| Computer Maintenance                  | 1,208                      | -                        | 1,208              | 1,273              |
| Data protection fee                   | 35                         | -                        | 35                 |                    |
| Website                               | 135                        | -                        | 135                | 248                |
| Publications                          | 230                        | -                        | 230                | 644                |
| Registration fees                     | 189                        | -                        | 189                | 168                |
| Cleaning                              | 10,459                     | -                        | 10,459             | 10,069             |
| Alarm                                 | 230                        | -                        | 230                | 290                |
| Sundry                                | 223                        | -                        | 223                | 430                |
|                                       | <u>44,715</u>              | <u>13,976</u>            | <u>58,691</u>      | <u>70,831</u>      |
| <b>Activities &amp; Social Events</b> |                            |                          |                    |                    |
| Social - Events, Holidays Etc.        | -                          | -                        | -                  | 1,081              |
| Counselling / Therapist               | 382                        | 5,920                    | 6,302              | 4,000              |
| Rehabilitation Activities             | 8,668                      | 4,087                    | 12,755             | 6,651              |
| Headway IOW activities                | -                          | -                        | -                  | 235                |
| Recreational Activities               | 3,387                      | -                        | 3,387              | 1,507              |
|                                       | <u>12,437</u>              | <u>10,007</u>            | <u>22,444</u>      | <u>13,474</u>      |
| <b>Fundraising</b>                    |                            |                          |                    |                    |
| Fundraising                           | 39,183                     | 222                      | 39,405             | 24,043             |

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

**DETAILED INCOME AND EXPENDITURE ACCOUNT - continued**  
**FOR THE YEAR ENDED 31 MARCH 2025**

|                              | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | 2025<br>Total<br>£ | 2024<br>Total<br>£ |
|------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Legal &amp; Financial</b> |                            |                          |                    |                    |
| Accountancy                  | 3,788                      | -                        | 3,788              | 3,504              |
| <b>Depreciation</b>          |                            |                          |                    |                    |
| Motor                        | 8,991                      | -                        | 8,991              | 4,294              |
| Equipment                    | 1,796                      | -                        | 1,796              | 1,796              |
| Property improvements        | 1,091                      | -                        | 1,091              | 3,960              |
|                              | 11,878                     | -                        | 11,878             | 10,050             |