BRAINS MATTER CHARITY

England & Wales · Charity number 1062884

Details

Other names	HEADWAY IN WEST KENT, HEADWAY TUNBRIDGE WELLS AND DISTRICT
Status	Registered
Legal form	Other
Company number	03380601
Registered	1997-06-17
Register	View on the Charity Commission register

Contact

Address	3 Culverden Park Tunbridge Wells TN4 9QT
Phone	01892619001
Email	info@brainsmatter.org.uk
Website	www.brainsmatter.org.uk

Activities

Objects: [A] TO ADVANCE , PROMOTE, AND ASSIST IN THE REHABILITATION OF PERSONS WHO SUFFERED HEAD INJURIES RESULTING IN BRAIN DAMAGE AND WHO RESIDE IN THE AREA AT WHICH THE COMPANY'S ACTIVITIES ARE TARGETED (AS DETERMINED BY THE COMPANY FROM TIME TO TIME) BY THE PROVISION OF SUCH SERVICES AND FACILITIES AS MAY FROM TIME TO TIME BE DETERMINED BY IT. [B] TO SUPPORT INFORM AND GUIDE CARERS AND FAMILIES OF PERSONS WHO HAVE SUFFERED HEAD INJURIES. [C] TO MAINTAIN , DEVELOP AND MANAGE A CENTRE TO ASSIST WITH THE REHABILITATION OF HEAD - INJURED PERSONS AND CO-OPERATE WITH ANY OTHER BODIES IN THE MAINTENANCE AND MANAGEMENT OF SUCH A CENTRE FOR THE CARRYING ON ALL SUCH ACTIVITIES AS MAY BR PROMOTED BY THE COMPANY

Activities: Brains Matter works throughout West Kent. It supports people who have sustained an acquired brain injury and their families and carers. It offers a day service and community support providing social rehabilitation and respite for people aged 18 years and over, who have moderate to severe brain injury.

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Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** KENT
- East Sussex
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£144,962	£250,328	-	-
2023-12-31	£215,956	£242,029	-	-
2022-12-31	£107,562	£203,050	-	-
2021-12-31	£89,902	£204,196	-	-
2020-12-31	£109,962	£170,320	-	-

Trustees

Name	Role	Appointed
John Kennedy	Chair	2021-11-15
Edward Fardell		2020-06-12
Ian Goldsworthy		2025-11-10
Jacqueline Leeann Barker		2019-08-12
Joanna Mary Clark-Wilson		2019-03-21
Paul Francis Lester		2024-03-07
Susan Pearce		2019-04-02

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BRAINS MATTER CHARITY

England & Wales - Charity number 1062884

Accounts

Charity registration number 1062884 (England and Wales)

Company registration number 3380601

BRAINS MATTER CHARITY

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

BRAINS MATTER CHARITY

LEGAL AND ADMINISTRATIVE INFORMATION

Patron	Chloe Teacher	
Vice patrons	Tony Adams MBE Greg Clark MP Pam Munro MBE Professor Michael Oddy	
President	Judy Horwood	
Board of trustees	J Clark-Wilson J Barker E Fardell J Kennedy S Pearce P Lester	 (Appointed 7 March 2024)
Secretary	E Fardell	
Charity number	1062884	
Company number	3380601	
Centre & Registered office	Milestones 3 Culverden Park Tunbridge Wells Kent TN4 9QT 01892 619001 info@brainsmatter.org.uk www.brainsmatter.org.uk	
Independent examiner	Foot Davson Ltd Lonsdale Gate, Lonsdale Gardens Tunbridge Wells Kent TN1 1NU	
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4TA	
Investment advisors	Evelyn Partners 25 Moorgate London EC2R 6AY	

BRAINS MATTER CHARITY

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BRAINS MATTER CHARITY

REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees present their annual report and financial statements for the year ended 31 December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".

OBJECTIVES AND ACTIVITIES

Objectives
The Charity's objectives are set out in the Memorandum of Association are to:

- Advance, promote and assist in the rehabilitation of persons who have suffered head injuries resulting in brain damage and who reside in the area at which the Charity's activities are targeted (as determined by the Charity from time to time), by the provision of such services and facilities as may from time to time be determined by it;
- Support, inform and guide carers and families of people who have suffered head injuries; and
- Maintain, develop and manage a Centre to assist with the rehabilitation of head-injured persons and to co-operate with any other bodies in the maintenance and management of such a Centre for the carrying on of all such activities as may be promoted by the Charity in furtherance of its object.

The Charity also has the general aim to support preventative measures to reduce the incidence and severity of brain injury.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Activities
To achieve these objectives the Charity carries out the following activities:

- Communicates the range of the Charity's services to local authorities, healthcare providers and the general public;
- Provides Centre based services for those living with brain injury, their families and carers;
- Provides Drop-In services for those living with brain injury, their families and carers;
- Provides a one to one wellbeing support service within the community;
- Identifies a range of appropriate activities that meet the needs of its service users, their families and carers;
- Undertakes fundraising activities to generate income to meet the Charity's objectives; and
- Ensures that all staff and volunteers receive the training and support necessary in their work.

The Centre based service is provided in Tunbridge Wells, currently three days a week. The Charity receives payments from KCC, who pay a portion of the daily costs for individual users. Fees are also received from private users.

The Charity has a Drop-In Centre based at the Munro House in Tunbridge Wells.

The Charity has a Community Wellbeing Service, which has provided valuable support to those requiring the additional help of a support worker on a one to one basis.

Public Benefit
The specialist requirements for assisting children preclude the Charity from providing services to children with brain injury under the age of eighteen. Otherwise, the Charity's services are available to all people with a brain injury, subject to an assessment of need, regardless of race, gender, religion, ethnicity or social grouping.

The trustees confirm that they have considered the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims, objectives and operations. They are satisfied that the provision of services ensures that the public benefit requirements are fully met.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The charity has continued to work within the same challenging landscapes that many other small charities and groups are facing at the present time. With Government and Local Authority cutbacks, and reductions in grant provisions and financial resources, funding is increasingly difficult. Uncertainties in all sectors have created significant complexities for strategic planning for small charities, such as Brains Matter. In addition to this, key staff, such as Kevin Bottrell and Lisa-Rae Brough, could not be maintained in their working roles for the charity, for different reasons.

In April 2025, Brains Matter changed its Articles of Association with the Charity Commission after consultation with all concerned last year.

The Board of Trustees worked closely with Kevin Bottrell, the charity's Business Manager, in the last year to monitor and review the financial status of the charity, the services provided, and the needs of the Brains Matter client group, Action was taken, as required, to ensure Brains Matter to manage within limited budgets. Brains Matter is grateful for the support that has been provided by local businesses, especially Cripps, Wells Associates, and others.

Munro House, in Tunbridge Wells, continues to be the main base for Brains Matter for clients and families, and all administrative aspects of the charity.

Clients regularly attend the Centre and are involved in creating and participating in a varied range of activities, including Neuropilates, music, gardening, quizzes, arts and crafts, and visiting places of interest. These activities are arranged by the Centre Supervisors, Julie Hemsley and Katie Hughes, and supported by a small team of dedicated volunteers. The aim is to support everyone in their personal development after brain injury, and in providing an environment where clients can socialize and thrive.

The Wellbeing service is based in community so clients can live as independently as possible in the community, and create goals and fulfil their aspirations, Tyne Chambers, the Wellbeing Coordinator has recently been joined by Sue Todd.

The staff provide a 'whole team' approach in the service; in the centre and community activities, in client and family liaison and support, development of social networks and the website, preparation of the magazine, fundraising, marketing, and networking in addition to maintaining Munro House,

Unfortunately, the drop-in sessions at Maidstone and Sevenoaks could not be continued but, instead, there is now a drop-in Centre on Thursday mornings, at Munro House. It is hoped the other drop-in centres can be re-opened when the financial situation improves.

The Community Navigator Role has also been put on hold until the financial situation improves.

The staff at Brains Matter have developed excellent links and relationships with healthcare professionals, key personnel with Kent County Council, charities, community groups, local businesses and sports clubs. Brains Matter's online presence has improved greatly this year across the upgraded website and social media platforms, and the Brains Matter newsletter is delivered every few months. These have highlighted fundraising, like the 'Step Challenge' in July 2025; the weekly quotes; special social events, and stories and photographs highlighting clients' participation in activities focusing on their achievements.

Staff
Changes have occurred in the staffing of Brains Matter. Last year, Lisa-Rae, Deputy Manager, left the charity in 2024 and Kevin Bottrell's employment ceased with Brains Matter in August 2025. Jo Clark-Wilson has stepped into this management role on an interim basis.

Jane Stanley, Finance Officer provides invaluable work for the charity and has a fount of knowledge from working with Brains Matter for so many years.

Julie Hemsley and Katie Hughes have the roles of Activities Coordinators/Centre Supervisors. Apart from the activity coordination with clients and families, they have also demonstrated their skills in events management, technology (computers/websites management/Sharepoint/Charity Log), social media, fundraising, social networking, and working with volunteers. Tyne Chambers and Sue Todd are working in the centre and with clients on a one-to-one basis in their homes and in community settings. Tyne has also demonstrated her practical skills in the maintenance of Munro House.

Trustees
The Board of Trustees have remained consistent over the past year.

The Trustees have regular meetings and additional communication, as required, to support any decisions that have needed to be made for governance, and the future development of the charity. This has been a challenging year because of the financial restraints and human resources issues that have arisen.

As Jo Clark-Wilson is acting as Interim Manager for Brains Matter, John Kennedy, has taken over as acting Chair of Trustees, and Sue Pearce, his Vice Chair. The other Trustees, Jackie Barker, Treasurer, Paul Lester and Eddie Fardell, and our President, Judy Horwood have provided invaluable support and advice.

FINANCIAL REVIEW

Balance Sheet
At 31 December 2024 the Charity had total reserves of £419,470 as detailed in note 21 to the accounts. The premises at 3 Culverden Park have a net book value of £484,193 and are owned outright.

S.O.F.A.
For the year ended 31 December 2024 the Charity had a net deficit of £105,366.

The Charity's existing core activities providing the day services (including the Drop-In services and an information/ support service) generated £62,561 in fee income and incurred £204,312 in associated unrestricted expenditure. This resulted in a deficit of £141,751 which was primarily funded from reserves.

The Wellbeing Support activity generated £21,175 income during the year and incurred £18,739 in association unrestricted expenditure. This resulted in a surplus of £2,436.

Donations and legacies of £25,745 were received.

Reserves policy
Note 21 to the accounts show the assets and liabilities attributable to the various funds. Unrestricted funds have been used during the year to fund the deficit arising.

The trustees' reserves policy is reviewed on an annual basis and aims to maintain unrestricted funds as a level to allow sufficient liquidity for normal operations, to support the development of services and activities provided by the Charity and provide for a reasonable sum for contingencies. The reserve position is considered alongside the Charity's annual budget and forecast cash flow requirements.

It has been a challenging year and reserves have not increased as had been hoped so this remains a key priority for the trustees going forward to bring our reserves back up in line with the Charity's policy.

PLANS FOR FUTURE PERIODS

Following the staffing changes, there is an opportunity to revisit our strategic plans and consider how best the Charity can fulfil its objectives moving forward. The financial position remains unstable however the trustees are actively reviewing all options to ensure that they can continue to support the clients and wider community. Further financial support has been offered and provided by the Charity's bank and this provides reassurance that the Charity can continue to operate.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Brains Matter Charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 3 June 1997 as amended by special resolutions dated 2 July 2012, 15 May 2017 and 30 October 2024. It is registered as a charity with the Charity Commission, number 1062884.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Clark-Wilson	
J Barker	
E Fardell	
E Johnson	(Resigned 16 October 2024)
J Kennedy	
S Pearce	
P Lester	(Appointed 7 March 2024)
A Miles	(Resigned 17 March 2024)

Appointment of Trustees

The President, Chairman, Treasurer, Company Secretary and other trustees are elected by members at the Annual General Meeting and serve until the conclusion of the following Annual General Meeting. As part of the selection process, due consideration is given to the individual's personal knowledge and the experience they would bring to the governing body.

The Charity complies with the requirements of the Charity Commission for governance. This includes the induction and training of trustees, staff and volunteers.

Organisation

The board of trustees, which can have up to 12 members, administers the Charity. The trustees meet regularly to manage its affairs. The day-to-day administration of the Charity is delegated to the Business Manager.

Risk management

The trustees have examined the major risks to which the charity is exposed and have developed systems to mitigate any impact they may have on the charity's future. It is recognized that no system can give an absolute assurance against major risks.

Disclosure of information to independent examiner
In so far as the trustees are aware at the time of approving the trustees' annual report;

- There is no relevant information of which the charitable company's independent examiner is unaware, and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

The report was approved by the Board of Trustees.



J Kennedy
Chairman

18 September 2025

BRAINS MATTER CHARITY

STATEMENT OF RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees, who are also the directors of Brains Matter Charity for the purpose of company law, are responsible for preparing the Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these financial statements, the trustees are required to:
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

BRAINS MATTER CHARITY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRAINS MATTER CHARITY

I report to the trustees on my examination of the financial statements of Brains Matter Charity (the charitable company) for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

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

Independent examiner's statement

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

1 accounting records were not kept in respect of the charitable company as required by section 386 of the Companies Act 2006.

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

JP van der Merwe ACA

For and on behalf of
Foot Davson Ltd
Chartered accountants and registered auditor
Lonsdale Gate, Lonsdale Gardens
Tunbridge Wells
Kent
TN1 1NU

Dated: 19 September 2025

BRAINS MATTER CHARITY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Donations and legacies	**3**	25,241	504	25,745	72,588	860	73,448
Charitable activities	**4**	93,736	-	93,736	115,862	-	115,862
Other trading activities	**5**	25,329	-	25,329	26,535	-	26,535
Investments	**6**	152	-	152	111	-	111
Total income		144,458	504	144,962	215,096	860	215,956
Expenditure on:							
Raising funds	**7**	3,514	-	3,514	1,624	-	1,624
Charitable activities	**8**	239,309	7,505	246,814	232,086	8,319	240,405
Total expenditure		242,823	7,505	250,328	233,710	8,319	242,029
Net expenditure and movement in funds		(98,365)	(7,001)	(105,366)	(18,614)	(7,459)	(26,073)
Reconciliation of funds:							
Fund balances at 1 January 2024		255,344	269,492	524,836	273,958	276,951	550,909
Fund balances at 31 December 2024		156,979	262,491	419,470	255,344	269,492	524,836

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

BRAINS MATTER CHARITY

BALANCE SHEET

AS AT 31 DECEMBER 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible assets	**13**		485,137		498,781
Current assets					
Debtors	**14**	10,925		19,079	
Cash at bank and in hand		21,639		121,287	
		32,564		140,366	
Creditors: amounts falling due within one year	**16**	(27,844)		(24,535)	
Net current assets			4,720		115,831
Total assets less current liabilities			489,857		614,612
Creditors: amounts falling due after more than one year	**17**		(70,387)		(89,776)
Net assets			419,470		524,836
Income funds					
Restricted funds	**19**		262,491		269,492
Unrestricted funds					
Designated funds	**20**	226,992		233,424	
General unrestricted funds		(70,013)		21,920	
			156,979		255,344
			419,470		524,836

BRAINS MATTER CHARITY

BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2024

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 18 September 2025

J Barker
Treasurer

J Kennedy
Chairman

Company registration number 3380601

1 Accounting policies

Charity information

Brains Matter Charity is a private company limited by guarantee incorporated in England and Wales and is registered as a charity with the Charity Commission. The company and charity registration numbers, registered office and principal place of business are given on the charity information page and the governing document details are set out in the trustees' report.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS 102”) and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, unless otherwise stated in the relevant accounting policy note(s). The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds include a designated investment fund representing the market value of investments and a designated new property fund representing the value of the charity's principal operating premises, which was funded by the general fund.

Freehold depreciation is charged directly to the designated fund and an annual transfer is made between unrestricted funds and designated funds to account for investment purchases and sales.

Restricted funds are subject to specific conditions imposed by donors or through the terms of an appeal, as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1 Accounting policies **(Continued)**

For legacies, entitlement is taken as the earliest of the date on which either: the charitable company is aware that probate has been granted; the estate has been finalised and notification has been made by the executors to the charitable company that a distribution will be made; or when a distribution is received from the state. Receipt of a legacy, in whole or part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executors intention to make a distribution. Where legacies have been notified to the charitable company, or the charitable company is aware of the granting of probate and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated assets are recognised on the basis of the value of the gift to the charitable company which is the amount the charitable company would have been willing to pay to acquire the asset on the open market.

Grant or fee income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:
Raising funds comprises the costs of organising fundraising events, investment management fees, salary costs and expenditure on marketing and publicity.
Charitable activities comprises the costs of the day centre and the buddying & drop in centres undertaken to further the purposes of the charitable company, including their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include accountancy fees and governance costs. The basis on which support costs are allocated is set out in the charitable activities note in these financial statements.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Individual fixed assets costing £500 or more are capitalised at cost. Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% slb
Equipment	25% rbm
Studio, grounds and gardens	25% rbm

Freehold land is not depreciated.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1 Accounting policies **(Continued)**

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	20,701	504	21,205	27,588	860	28,448
Legacies	3,000	-	3,000	-	-	-
Grants	1,540	-	1,540	45,000	-	45,000
	25,241	504	25,745	72,588	860	73,448

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Day services		
Fees and other generated income	62,561	54,533
Wellbeing support		
Fees and other generated income	21,175	21,329
ABI Navigator		
Fees and other generated income	10,000	40,000
	93,736	115,862

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	8,833	19,634
Letting and licensing arrangements	16,010	5,178
Other income	486	1,723
Other trading activities	25,329	26,535

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other income	152	111

7 Raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising and publicity		
Direct costs of fundraising events	1,556	1,306
Publicity and marketing	760	-
Website maintenance	1,198	318
Fundraising and publicity	3,514	1,624
	3,514	1,624

8 Expenditure on charitable activities

	Day services 2024 £	Wellbeing support 2024 £	ABI Navigator 2024 £	Total 2024 £	Day services 2023 £	Wellbeing support 2023 £	ABI Navigator 2023 £	Total 2023 £
Direct costs								
Staff costs	147,546	17,121	14,101	178,768	127,288	18,751	25,823	171,862
Depreciation and impairment	13,644	-	-	13,644	13,986	-	-	13,986
Other personnel costs	1,972	1,492	1,300	4,764	2,020	2,146	1,395	5,561
Premises	12,536	-	-	12,536	13,195	-	-	13,195
Insurance	4,458	-	-	4,458	4,794	-	-	4,794
Office	22,981	126	857	23,964	15,335	-	447	15,782
Direct expenditure on beneficiaries	3,615	-	-	3,615	8,526	-	-	8,526
Legal and professional	1,285	-	-	1,285	3,099	-	-	3,099
Independent examination	3,780	-	-	3,780	3,600	-	-	3,600
	211,817	18,739	16,258	246,814	191,843	20,897	27,665	240,405
Analysis by fund								
Unrestricted funds	204,312	18,739	16,258	239,309	183,524	20,897	27,665	232,086
Restricted funds	7,505	-	-	7,505	8,319	-	-	8,319
	211,817	18,739	16,258	246,814	191,843	20,897	27,665	240,405

9 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	-	-
Depreciation of owned tangible fixed assets	13,644	13,986

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

11 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Day services	2	2
Wellbeing support	1	1
Management, admin and fundraising	3	3
ABI Navigator funded	1	1
Total	7	7

Employment costs	2024	2023
	£	£
Wages and salaries	161,488	156,421
Social security costs	8,465	7,379
Other pension costs	8,815	8,061
	178,768	171,862

Pension costs are allocated between activities and between restricted and unrestricted funds in proportion to the related staff costs incurred. Retirement benefits are accruing under money purchase schemes for six members of staff (2023: six).

The key management personnel of the charity comprise the trustees, business manager and deputy manager. The total employee benefits of the key management personnel were £81,842 (2023: £81,860).

The average monthly head count was seven staff, comprising three full time and four part time employees (2023: two full time and six part time employees). The number of full time equivalent employees was as above.

There were no employees whose annual remuneration was more than £60,000.

12 Taxation

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

13 Tangible fixed assets

	Freehold land and buildings	Equipment	Total
	£	£	£
Cost			
At 1 January 2024	768,813	37,291	806,104
At 31 December 2024	768,813	37,291	806,104
Depreciation and impairment			
At 1 January 2024	271,287	36,036	307,323
Depreciation charged in the year	13,333	311	13,644
At 31 December 2024	284,620	36,347	320,967
Carrying amount			
At 31 December 2024	484,193	944	485,137
At 31 December 2023	497,526	1,255	498,781

The Trustee's have estimated the original cost of the freehold land in 2008 as £42,000 which represented 10% of the purchase price.

14 Debtors

	2024	2023
Amounts falling due within one year:	£	£
Trade debtors	10,880	17,573
Other debtors	45	45
Prepayments and accrued income	-	1,461
	10,925	19,079

15 Loans and overdrafts

	2024	2023
	£	£
Bank loans	89,776	105,000
Payable within one year	19,389	15,224
Payable after one year	70,387	89,776

During the prior year (2023), an unsecured loan of £105,000 was received from CAF Bank. This is repayable over five years, at an interest rate of 6.50% per annum.

16 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Bank loans	**15**	19,389	15,224
Other taxation and social security		2,481	3,088
Trade creditors		1,456	772
Other creditors		738	1,851
Accruals and deferred income		3,780	3,600
		27,844	24,535

Other creditors include pension contributions of £738 (2023: £1,851).

17 Creditors: amounts falling due after more than one year

	Notes	2024 £	2023 £
Bank loans	**15**	70,387	89,776

18 Retirement benefit schemes

Defined contribution schemes

Pension costs are allocated between activities and between restricted and unrestricted funds in proportion to the related staff costs incurred. Retirement benefits are accruing under money purchase schemes for six members of staff. (2023: six).

19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

		Movement in funds				Movement in funds			
	Balance at 1 January 2023	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 1 January 2024	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 31 December 2024
	£	£	£	£	£	£	£	£	£
New premises fund	271,241	-	(7,139)	-	264,102	-	(6,901)	-	257,201
Equipment funds	425	-	(105)	-	320	-	(81)	-	239
Cash funds	5,285	860	(1,075)	-	5,070	504	(523)	-	5,051
	276,951	860	(8,319)	-	269,492	504	(7,505)	-	262,491

The New Premises Fund was created in 2004 to finance the new premises at 3 Culverden Park.

The Equipment Fund comprises items of equipment donated for various purposes.

The Cash Fund consists of many gifts or grants which have been donated for various specific purposes.

20 Designated funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2024	Resources expended	Transfers	At 31 December 2024
	£	£	£	£
Designated new property fund	233,424	(6,432)	-	226,992

Previous year:	At 1 January 2023	Resources expended	Transfers	At 31 December 2023
	£	£	£	£
Designated investment fund	9	-	(9)	-
Designated new property fund	239,856	(6,432)	-	233,424
	239,865	6,432	(9)	233,424

21 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 31 December 2024:			
Tangible assets	227,697	257,440	485,137
Current assets/(liabilities)	(331)	5,051	4,720
Long term liabilities	(70,387)	-	(70,387)
	156,979	262,491	419,470

	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£
At 31 December 2023:			
Tangible assets	234,359	264,422	498,781
Current assets/(liabilities)	110,761	5,070	115,831
Long term liabilities	(89,776)	-	(89,776)
	255,344	269,492	524,836

22 Operating lease commitments

Lessee

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024	2023
	£	£
Within one year	3,840	4,281
Between two and five years	6,720	-
	10,560	4,281

23 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

BRAINS MATTER CHARITY

England & Wales - Charity number 1062884

Accounts

Charity registration number 1062884

Company registration number 3380601 (England and Wales)

BRAINS MATTER CHARITY

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

BRAINS MATTER CHARITY

LEGAL AND ADMINISTRATIVE INFORMATION

Patron	Chloe Teacher	
Vice patrons	Tony Adams MBE Greg Clark MP Pam Munro MBE Professor Michael Oddy	
President	Judy Horwood	
Board of trustees	J Clark-Wilson J Barker E Fardell E Johnson J Kennedy S Pearce P Lester	 (Appointed 7 March 2024)
Secretary	E Fardell	
Key management personnel	Kevin Bottrell (Business manager)	
Charity number	1062884	
Company number	3380601	
Centre & Registered office	3 Culverden Park Tunbridge Wells Kent TN4 9QT 01892 619001 info@brainsmatter.org.uk www.brainsmatter.org.uk	
Independent examiner	Foot Davson Ltd Lonsdale Gate, Lonsdale Gardens Tunbridge Wells Kent TN1 1NU	
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4TA	
Investment advisors	Evelyn Partners 25 Moorgate London EC2R 6AY	

BRAINS MATTER CHARITY

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BRAINS MATTER CHARITY

REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees present their annual report and financial statements for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives
The Charity's objectives are set out in the Memorandum of Association are to:

- Advance, promote and assist in the rehabilitation of persons who have suffered head injuries resulting in brain damage and who reside in the area at which the Charity's activities are targeted (as determined by the Charity from time to time), by the provision of such services and facilities as may from time to time be determined by it;
- Support, inform and guide carers and families of people who have suffered head injuries; and
- Maintain, develop and manage a Centre to assist with the rehabilitation of head-injured persons and to co-operate with any other bodies in the maintenance and management of such a Centre for the carrying on of all such activities as may be promoted by the Charity in furtherance of its object.

The Charity also has the general aim to support preventative measures to reduce the incidence and severity of brain injury.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Activities
To achieve these objectives the Charity carries out the following activities:

- Communicates the range of the Charity's services to local authorities, healthcare providers and the general public;
- Provides Centre based services for those living with brain injury, their families and carers;
- Provides Drop-In services for those living with brain injury, their families and carers;
- Provides a one to one wellbeing support service within the community;
- Identifies a range of appropriate activities that meet the needs of its service users, their families and carers;
- Undertakes fundraising activities to generate income to meet the Charity's objectives; and
- Ensures that all staff and volunteers receive the training and support necessary in their work.

The Centre based service is provided in Tunbridge Wells, currently three days a week. The Charity receives payments from KCC, who pay a portion of the daily costs for individual users. Fees are also received from private users.

The Charity has provided Drop-In centres based in Sevenoaks, Maidstone and Tunbridge Wells.

The Charity has a Community Wellbeing Service, which has provided valuable support to those requiring the additional help of a support worker on a one to one basis.

Public Benefit
The specialist requirements for assisting children preclude the Charity from providing services to children with brain injury under the age of eighteen. Otherwise, the Charity's services are available to all people with a brain injury, subject to an assessment of need, regardless of race, gender, religion, ethnicity or social grouping.

The trustees confirm that they have considered the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims, objectives and operations. They are satisfied that the provision of services ensures that the public benefit requirements are fully met.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The charity has developed over the past year to deal with the challenging landscape that many small charities and groups are facing. With Local Authority cutbacks funding is increasingly difficult to obtain, the ever-rising cost of living means utilities and other outgoings have increased greatly and grant giving trusts and foundations are scaling back on their grant making activities in all but their key priority areas.

The Board of Trustees have worked closely with Kevin Bottrell the charity's Business Manager to monitor and review the financial status of the charity, the services provided and the needs of the Brains Matter client group, In the past year new processes and procedures have enabled the charity to become more agile and responsive to external factors.

The charity has adopted a 'whole team' approach to development: All staff members are involved in fundraising, marketing and networking and regular team meetings ensure that staff are working to a common goal and that joined up working is in place.

In the Tunbridge Wells Activity Centre there has been an increase in the range of activities provided with all activities aimed at encouraging neuro-rehabilitation and include a greater emphasis on physical activities to support strength and balance and hand/eye coordination. Arts and craft sessions remain popular with clients as do quizzes and word games. These activities are all supported by a small team of dedicated volunteers.

We have a new full time Wellbeing Coordinator following the retirement of our two part time staff. Our new team member brings with her a wealth of experience and the Wellbeing Service continues to provide a valuable community based service with staff providing one to one support to clients with brain injury to help them achieve set goals and aspirations.

The Maidstone drop in moved to a new venue this year and attendee numbers remain steady. This year we have introduced talks from healthcare professionals on topics chosen by our clients. Sevenoaks drop in remains popular with a small number of clients who value the opportunity to meet friends in a relaxed community environment.

Through our networking and promotional activities excellent links and relationships are being built with healthcare professionals, key personnel with Kent County Council, charities and community groups and local businesses and sports clubs. We have been well supported by the local voluntary sector with us sharing information and resources, referring clients to each other and making use of networks and contacts.

Working with a specialist Brain Injury firm of solicitors we have an ABI navigator working across hospital sites and rehabilitation services to support clients with brain injuries and their families and raise the profile and presence of the charity in the community.

Our online presence has increased greatly this year across our upgraded website and social media platforms. The website is updated regularly with news and information for clients and their families.

Our social media is very active with a mixture of client stories, information about brain injury and news of what our clients have been doing with us and the trips we have been on.

We have a new website coming online in August 2024. The new website will be easier to navigate and will have a new look and additional features such as a web shop, an enhanced information library and more interactive pages.

We produce a newsletter every two months and the mailing list for this has nearly doubled over the last year. The newsletter contains information, stories, dates for the diary regarding upcoming events and pictures of clients engaging in a variety of activities. We welcome feedback and contributions from clients, family members and other local charities and community groups.

Staff

Kevin Bottrell the Charity's Business Manager continues to lead Brains Matter and conducted a root and branch review of charity operations and is reducing outgoings whilst increasing the range and scope of activities and services for clients and families.

Deputy Manager Lisa-Rae Brough supports clients and is developing links with community groups and local businesses

Jane Stanley, our Finance Officer looks after the charity's finances with Kevin, pays bills and sends out invoices and manages much of the day to day facilities functions.

This year Jenny Wilson moved on to a student support role with a local school. We have employed Julie Hemsley and Katie Hughes to the roles of Activities Coordinators. Both bring a great deal of experience and have brought a fresh outlook to our centre-based provision and have introduced a number of new activities. Julie and Katie also plan future events and look after our social media, newsletter and website functions.

Sarah Leefe-Griffiths and Julie Ransom (the Wellbeing Team) both retired in March 2024. Our new, full time Coordinator Tyne Chambers has joined the team and is working with clients on a one-to-one basis both in their homes and in community settings.

Our ABI Navigator role is currently vacant and we are searching for a suitable candidate to join the team. Our ABI and hospital work is presently being covered by other team members.

Trustees

The Board of Trustees have remained consistent over the past year. Unfortunately Angela Miles had to leave in March 2024 but Paul Lester, from Cripps Solicitors, has been welcomed on the board and has provided invaluable support.

The Trustees have regular meetings and any communication, as required to support any decisions that have needed to be made for future development of the charity.

FINANCIAL REVIEW

Balance Sheet

At 31 December 2023 the Charity had total reserves of £524,836 as detailed in note 20 to the accounts. The premises at 3 Culverden Park have a net book value of £497,526 and are owned outright.

S.O.F.A.

For the year ended 31 December 2023 the Charity had a net deficit of £26,073.

The Charity's existing core activities providing the day services (including the Drop-In services and an information/ support service) generated £54,533 in fee income and incurred £183,524 in associated unrestricted expenditure. This resulted in a deficit of £128,991 which was primarily funded from reserves.

The Wellbeing Support activity generated £21,329 income during the year and incurred £20,897 in association unrestricted expenditure. This resulted in a surplus of £432.

Donations and legacies of £73,448 were received.

Reserves policy
Note 20 to the accounts show the assets and liabilities attributable to the various funds. Unrestricted funds have been used during the year to fund the deficit arising.

The trustees' reserves policy is reviewed on an annual basis and aims to maintain unrestricted funds as a level to allow sufficient liquidity for normal operations, to support the development of services and activities provided by the Charity and provide for a reasonable sum for contingencies. The reserve position is considered alongside the Charity's annual budget and forecast cash flow requirements.

Whilst reserves remain low, positive changes are being seen in the Charity's financial position and it remains a priority of the trustees and business manager to ensure reserves are replenished as soon as possible to ensure we are operating in line with our reserves policy.

PLANS FOR FUTURE PERIODS

Whilst not reflected in this year's financial results, plans for the future remain extremely positive. Financial support by way of a part loan/part grant has been provided by the Charity's bank and these funds will enable the Charity to continue with its strategic development plans.

The changes introduced by the business manager and his team have started to have a positive impact, not just on the financial position since the year end but also within the Charity itself and among the trustees, staff, volunteers, and clients.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document
Brains Matter Charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 3 June 1997 as amended by special resolutions dated 2 July 2012 and 15 May 2017. It is registered as a charity with the Charity Commission, number 1062884.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Clark-Wilson
J Barker
E Fardell
E Johnson
J Kennedy
S Pearce
A Miles (Retired 17 March 2024)
P Lester (Appointed 7 March 2024)

Appointment of Trustees
The President, Chairman, Treasurer, Company Secretary and other trustees are elected by members at the Annual General Meeting and serve until the conclusion of the following Annual General Meeting. As part of the selection process, due consideration is given to the individual's personal knowledge and the experience they would bring to the governing body.

The Charity complies with the requirements of the Charity Commission for governance. This includes the induction and training of trustees, staff and volunteers.

Organisation
The board of trustees, which can have up to 12 members, administers the Charity. The trustees meet regularly to manage its affairs. The day-to-day administration of the Charity is delegated to the Business Manager.

Risk management

The trustees have examined the major risks to which the charity is exposed and have developed systems to mitigate any impact they may have on the charity's future. It is recognized that no system can give an absolute assurance against major risks.

Disclosure of information to independent examiner

In so far as the trustees are aware at the time of approving the trustees' annual report;

- There is no relevant information of which the charitable company's independent examiner is unaware, and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

The report was approved by the Board of Trustees.

.....

J Clark-Wilson

Chairman

Date: 28 August 2024

BRAINS MATTER CHARITY

STATEMENT OF RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees, who are also the directors of Brains Matter Charity for the purpose of company law, are responsible for preparing the Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

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

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

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

BRAINS MATTER CHARITY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRAINS MATTER CHARITY

I report to the trustees on my examination of the financial statements of Brains Matter Charity (the charitable company) for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable 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 the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

JP van der Merwe ACA

For and on behalf of
Foot Davson Ltd
Chartered accountants and registered auditor
Tunbridge Wells
Kent
TN1 1NU

Dated: 27/08/2024

BRAINS MATTER CHARITY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income from:							
Donations and legacies	3	72,588	860	73,448	41,790	1,320	43,110
Charitable activities	4	115,862	-	115,862	59,552	-	59,552
Other trading activities	5	26,535	-	26,535	4,030	-	4,030
Investments	6	111	-	111	870	-	870
Total income		215,096	860	215,956	106,242	1,320	107,562
Expenditure on:							
Raising funds	7	1,624	-	1,624	1,197	-	1,197
Charitable activities	8	232,086	8,319	240,405	193,374	8,479	201,853
Total expenditure		233,710	8,319	242,029	194,571	8,479	203,050
Net gains/(losses) on investments	12	-	-	-	(3,547)	-	(3,547)
Net expenditure and movement in funds		(18,614)	(7,459)	(26,073)	(91,876)	(7,159)	(99,035)
Reconciliation of funds:							
Fund balances at 1 January 2023		273,958	276,951	550,909	365,834	284,110	649,944
Fund balances at 31 December 2023		255,344	269,492	524,836	273,958	276,951	550,909

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

BRAINS MATTER CHARITY

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	**14**		498,781		512,767
Investments	**15**		-		9
			498,781		512,776
Current assets					
Debtors	**16**	19,079		5,672	
Cash at bank and in hand		121,287		40,363	
		140,366		46,035	
Creditors: amounts falling due within one year	**18**	(24,535)		(7,902)	
Net current assets			115,831		38,133
Total assets less current liabilities			614,612		550,909
Creditors: amounts falling due after more than one year	**19**		(89,776)		-
Net assets			524,836		550,909
Income funds					
Restricted funds	**21**		269,492		276,951
Unrestricted funds					
Designated funds	**22**	233,424		239,865	
General unrestricted funds		21,920		34,093	
			255,344		273,958
			524,836		550,909

BRAINS MATTER CHARITY

BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2023

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 28 August 2024

.....
J Clark-Wilson
Chairman

.....
J Barker
Treasurer

Company registration number 3380601

1 Accounting policies

Charity information

Brains Matter Charity is a private company limited by guarantee incorporated in England and Wales and is registered as a charity with the Charity Commission. The company and charity registration numbers, registered office and principal place of business are given on the charity information page and the governing document details are set out in the trustees' report.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, unless otherwise stated in the relevant accounting policy note(s). The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds include a designated investment fund representing the market value of investments and a designated new property fund representing the value of the charity's principal operating premises, which was funded by the general fund.

Freehold depreciation is charged directly to the designated fund and an annual transfer is made between unrestricted funds and designated funds to account for investment purchases and sales.

Restricted funds are subject to specific conditions imposed by donors or through the terms of an appeal, as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1 Accounting policies **(Continued)**

For legacies, entitlement is taken as the earliest of the date on which either: the charitable company is aware that probate has been granted; the estate has been finalised and notification has been made by the executors to the charitable company that a distribution will be made; or when a distribution is received from the state. Receipt of a legacy, in whole or part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executors intention to make a distribution. Where legacies have been notified to the charitable company, or the charitable company is aware of the granting of probate and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated assets are recognised on the basis of the value of the gift to the charitable company which is the amount the charitable company would have been willing to pay to acquire the asset on the open market.

Grant or fee income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:
Raising funds comprises the costs of organising fundraising events, investment management fees, salary costs and expenditure on marketing and publicity.
Charitable activities comprises the costs of the day centre and the buddying & drop in centres undertaken to further the purposes of the charitable company, including their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include accountancy fees and governance costs. The basis on which support costs are allocated is set out in the charitable activities note in these financial statements.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Individual fixed assets costing £500 or more are capitalised at cost. Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% slb
Equipment	25% rbm
Studio, grounds and gardens	25% rbm

Freehold land is not depreciated.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at market value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1 Accounting policies **(Continued)**

1.8 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1 Accounting policies **(Continued)**

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Donations and gifts	27,588	860	28,448	21,790	1,320	23,110
Legacies receivable	-	-	-	20,000	-	20,000
Government grants	45,000	-	45,000	-	-	-
	72,588	860	73,448	41,790	1,320	43,110

4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Day services		
Fees and other generated income	54,533	46,968
Wellbeing support		
Fees and other generated income	21,329	12,584
ABI Navigator		
Fees and other generated income	40,000	-
	115,862	59,552

5 Income from other trading activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Fundraising events	19,634	1,792
Room and car park hire	5,178	1,380
Trading activity income: other	1,723	858
Other trading activities	26,535	4,030

6 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Bank interest	111	22
Income from quoted investments	-	848
	111	870

7 Raising funds

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Fundraising and publicity		
Direct costs of fundraising events	1,306	474
Publicity and marketing	-	405
Website maintenance	318	318
Fundraising and publicity	1,624	1,197
	1,624	1,197

8 Expenditure on charitable activities

	Day services 2023	Wellbeing support 2023	ABI Navigator 2023	Total 2023	Day services 2022	Wellbeing support 2022	Total 2022
	£	£	£	£	£	£	£
Direct costs							
Staff costs	127,288	18,751	25,823	171,862	121,278	18,941	140,219
Depreciation and impairment	13,986	-	-	13,986	14,442	-	14,442
Other personnel costs	2,020	2,146	1,395	5,561	4,289	2,043	6,332
Premises	13,195	-	-	13,195	11,272	90	11,362
Insurance	4,794	-	-	4,794	4,428	-	4,428
Office	15,335	-	447	15,782	13,285	100	13,385
Direct expenditure on beneficiaries	8,526	-	-	8,526	3,559	-	3,559
Legal and professional	3,099	-	-	3,099	5,806	-	5,806
Independent examination	3,600	-	-	3,600	2,280	-	2,280
Accountancy	-	-	-	-	40	-	40
	191,843	20,897	27,665	240,405	180,679	21,174	201,853
Analysis by fund							
Unrestricted funds	183,524	20,897	27,665	232,086	172,200	21,174	193,374
Restricted funds	8,319	-	-	8,319	8,479	-	8,479
	191,843	20,897	27,665	240,405	180,679	21,174	201,853

9	**Net movement in funds**	**2023**	**2022**
		£	**£**
	The net movement in funds is stated after charging/(crediting):		
	Depreciation of owned tangible fixed assets	13,986	14,442

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

11 Employees

The average monthly number of employees during the year was:

	2023	**2022**
	Number	**Number**
Day services	2	2
Wellbeing support	1	1
Management, admin and fundraising	3	3
ABI Navigator funded	1	-
Total	7	6

Employment costs	**2023**	**2022**
	£	**£**
Wages and salaries	156,421	129,665
Social security costs	7,379	4,361
Other pension costs	8,061	6,193
	171,862	140,219

Pension costs are allocated between activities and between restricted and unrestricted funds in proportion to the related staff costs incurred. Retirement benefits are accruing under money purchase schemes for six members of staff (2022: six).

The key management personnel of the charity comprise the trustees, business manager and deputy manager. The total employee benefits of the key management personnel were £81,860 (2022: £67,480).

The average monthly head count was eight staff, comprising two full time and six part time employees. (2022: one full time and six part time employees). The number of full time equivalent employees was as above.

There were no employees whose annual remuneration was more than £60,000.

12 Gains and losses on investments

	Unrestricted funds 2023	Unrestricted funds 2022
Gains/(losses) arising on:	£	£
Revaluation of investments	-	(3,547)

13 Taxation

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

14 Tangible fixed assets

	Freehold land and buildings	Equipment	Total
	£	£	£
Cost			
At 1 January 2023	768,813	37,291	806,104
At 31 December 2023	768,813	37,291	806,104
Depreciation and impairment			
At 1 January 2023	257,716	35,621	293,337
Depreciation charged in the year	13,571	415	13,986
At 31 December 2023	271,287	36,036	307,323
Carrying amount			
At 31 December 2023	497,526	1,255	498,781
At 31 December 2022	511,097	1,670	512,767

The Trustee's have estimated the original cost of the freehold land in 2008 as £42,000 which represented 10% of the purchase price.

15 Fixed asset investments

	Cash in portfolio £
Cost or valuation	
At 1 January 2023	9
Transfers	(9)
At 31 December 2023	-
Carrying amount	
At 31 December 2023	-
At 31 December 2022	9

16 Debtors

Amounts falling due within one year:	2023 £	2022 £
Trade debtors	17,573	4,280
Other debtors	45	45
Prepayments and accrued income	1,461	1,347
	19,079	5,672

17 Loans and overdrafts

	2023 £	2022 £
Bank loans	105,000	-
Payable within one year	15,224	-
Payable after one year	89,776	-

During the year an unsecured loan of £105,000 was received from CAF Bank. This is repayable over five years, at an interest rate of 6.50% per annum.

18 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Bank loans	17	15,224	-
Other taxation and social security		3,088	2,296
Trade creditors		772	847
Other creditors		1,851	1,489
Accruals and deferred income		3,600	3,270
		24,535	7,902

Other creditors include pension contributions of £1,851 (2022: £1,489).

19 Creditors: amounts falling due after more than one year

	Notes	2023 £	2022 £
Bank loans	17	89,776	-

20 Retirement benefit schemes

Defined contribution schemes

Pension costs are allocated between activities and between restricted and unrestricted funds in proportion to the related staff costs incurred. Retirement benefits are accruing under money purchase schemes for six members of staff. (2022: six).

21 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

		Movement in funds				Movement in funds			
	Balance at 1 January 2022	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 1 January 2023	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 31 December 2023
	£	£	£	£	£	£	£	£	£
New premises fund	278,697	-	(7,456)	-	271,241	-	(7,139)	-	264,102
Equipment funds	565	-	(140)	-	425	-	(105)	-	320
Cash funds	4,848	1,320	(883)	-	5,285	860	(1,075)	-	5,070
	284,110	1,320	(8,479)	-	276,951	860	(8,319)	-	269,492

The New Premises Fund was created in 2004 to finance the new premises at 3 Culverden Park.

The Equipment Fund comprises items of equipment donated for various purposes.

The Cash Fund consists of many gifts or grants which have been donated for various specific purposes.

22 Designated funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

		Movement in funds				Movement in funds			
	Balance at 1 January 2022	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 1 January 2023	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 31 December 2023
	£	£	£	£	£	£	£	£	£
Designated investment fund	66,340	-	-	(66,331)	9	-	-	(9)	-
Designated new property fund	246,288	-	(6,432)	-	239,856	-	(6,432)	-	233,424
	312,628	-	(6,432)	(66,331)	239,865	-	(6,432)	(9)	233,424

23 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 December 2023:			
Tangible assets	234,359	264,422	498,781
Current assets/(liabilities)	110,761	5,070	115,831
Long term liabilities	(89,776)	-	(89,776)
	255,344	269,492	524,836

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
At 31 December 2022:			
Tangible assets	241,101	271,666	512,767
Investments	9	-	9
Current assets/(liabilities)	32,848	5,285	38,133
	273,958	276,951	550,909

24 Operating lease commitments

Lessee

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	4,281	-
Between two and five years	-	4,281
	4,281	4,281

25 Events after the reporting date

The claim that was made against Headway West Kent in 2021, relating to a historic incident in 2017, has finally been settled, with costs agreed. There are no financial implications on Brains Matter Charity.

26 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

BRAINS MATTER CHARITY

England & Wales - Charity number 1062884

Accounts

Charity registration number 1062884

Company registration number 3380601 (England and Wales)

BRAINS MATTER CHARITY

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

BRAINS MATTER CHARITY

LEGAL AND ADMINISTRATIVE INFORMATION

Patron	Chloe Teacher
Vice patrons	Tony Adams MBE Greg Clark MP Pam Munro MBE Professor Michael Oddy
President	Judy Horwood
Board of trustees	J Clark-Wilson J Barker E Fardell E Johnson J Kennedy S Pearce A Miles (Appointed 18 October 2022)
Secretary	E Fardell
Key management personnel	Kevin Bottrell (Business manager)
Charity number	1062884
Company number	3380601
Centre & Registered office	3 Culverden Park Tunbridge Wells Kent TN4 9QT 01892 619001 info@brainsmatter.org.uk www.brainsmatter.org.uk
Independent examiner	Foot Davson Ltd Lonsdale Gate Lonsdale Gardens Tunbridge Wells Kent TN1 1NU
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4TA
Investment advisors	Evelyn Partners 25 Moorgate London EC2R 6AY

BRAINS MATTER CHARITY

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BRAINS MATTER CHARITY

REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees present their annual report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives
The Charity's objectives are set out in the Memorandum of Association are to:

- Advance, promote and assist in the rehabilitation of persons who have suffered head injuries resulting in brain damage and who reside in the area at which the Charity's activities are targeted (as determined by the Charity from time to time), by the provision of such services and facilities as may from time to time be determined by it;
- Support, inform and guide carers and families of people who have suffered head injuries; and
- Maintain, develop and manage a Centre to assist with the rehabilitation of head-injured persons and to co-operate with any other bodies in the maintenance and management of such a Centre for the carrying on of all such activities as may be promoted by the Charity in furtherance of its object.

The Charity also has the general aim to support preventative measures to reduce the incidence and severity of brain injury.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Activities
To achieve these objectives the Charity carries out the following activities:

- Communicates the range of the Charity's services to local authorities, healthcare providers and the general public;
- Provides Centre based services for those living with brain injury, their families and carers;
- Provides Drop-In services for those living with brain injury, their families and carers;
- Provides a Buddy service within the community;
- Identifies a range of appropriate activities that meet the needs of its service users, their families and carers;
- Undertakes fundraising activities to generate income to meet the Charity's objectives; and
- Ensures that all staff and volunteers receive the training and support necessary in their work.

The Centre based service is provided in Tunbridge Wells, three days a week. The Charity receives payments from KCC, who pay a portion of the daily costs for individual users. Fees are also received from private users.

The Charity has provided Drop-In centres based in Sevenoaks, Maidstone and Tunbridge Wells.

The Charity has a Community Wellbeing Service, which has provided valuable support to those requiring the additional help of a Buddy.

Public Benefit
The specialist requirements for assisting children preclude the Charity from providing services to children with brain injury under the age of eighteen. Otherwise, the Charity's services are available to all people with a brain injury, subject to an assessment of need, regardless of race, gender, religion, ethnicity or social grouping.

The trustees confirm that they have considered the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims, objectives and operations. They are satisfied that the provision of services ensures that the public benefit requirements are fully met.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities
The Charity has developed over the past year, to deal with the challenges that had developed prior to and during Covid.

The Trustees and Kevin Bottrell, Business Manager had a strategy meeting to review the services provided, needs of the Brains Matter client group, and the financial resources of the Charity.

A five-year development, fundraising and marketing strategy was developed. Kevin Bottrell, with the support of his team, have expanded the services, increased networking, and enhanced fund-raising opportunities.

The day centre, wellbeing service and drop-in services have all fully reopened. In the day centre there has been an increase in the different types of activities being provided, in accordance with the wishes of the clients and resources available. Volunteers have provided additional skills to enhance the clients' experience. The wellbeing service continues to provide an invaluable buddy system to support clients with brain injury in the community. The drop-in service, especially in Maidstone, has been an active, supportive group for their members.

Partnerships have been developed to fulfil the aims and objectives of the charity. Relationships have grown with commissioners and clinicians in the brain injury field, with local charities and businesses to progress the work of the charity.

A Neuro-navigator role has been newly established, in liaison with a solicitors' firm, which increases the opportunities for service development and Brains Matters identity and presence in the acute hospitals and in rehabilitation services.

There are quarterly newsletters. The website and social media sites have been improved and there are regular updates of the different activities and fundraising events. These have included the clients' accomplishments and provide opportunities for them to share their thoughts and experiences, and it allows the provision of information to clients and their families about brain injury and services.

Staff
Kevin Bottrell, Business Manager, has worked alongside the team to develop the service. Kevin with Lisa-Rae Brough, Deputy Manager, and all other members of the team have been focused on re-establishing the service for the clients and families, also creating opportunities for fundraising to allow the service to continue.

Sarah Leefe-Griffiths and Julie Ransom (the Wellbeing Team) continue to provide invaluable support to clients and families in the community.

Cheryl Hammond has taken on the Neuro-navigator role and is developing the networks and needs of clients in this locality.

Jane Stanley's knowledge of the charity over so many years continues to provide invaluable support to all.

Callum Moriarty left the Brains Matter team to go travelling on his motorbike and has been missed by clients and staff alike. Jenny Wilson, a psychology graduate, took over Callum's role to provide activities and support to clients and was very involved in the development of the social media.

Trustees
The Board of Trustees were joined by Angela Miles in the AGM last September.

The Trustees have regular meetings and any communication, as required to support any decisions that have needed to be made for progress of the charity. As with all other charities, that have been affected by Covid and the economic downturn, the focus has been on fulfilling its aims and objectives of Brains Matter and ensuring the charity is financially viable.

Other Information
Brains Matter (formerly Headway West Kent) was greatly saddened by the deaths of the founder member, Pam Munro, who provided so much support to clients and families of those with brain injury; and of Terry, a long-term, much loved volunteer.

FINANCIAL REVIEW

Balance Sheet
At 31 December 2022 the Charity had total reserves of £550,909 as detailed in note 20 to the accounts. The premises at 3 Culverden Park have a net book value of £511,097 and are owned outright.

S.O.F.A.
For the year ended 31 December 2022 the Charity had a net deficit of £95,488 before losses on investment and £99,035 after.

The Charity's existing core activities providing the day services (including the Drop-In services and an information/ support service) generated £46,968 in fee income and incurred £172,200 in associated unrestricted expenditure. This resulted in a deficit of £125,232 which was primarily funded from reserves.

The Wellbeing Support Buddy activity generated £12,548 income during the year and incurred £21,174 in association unrestricted expenditure. This resulted in a deficit of £8,626.

Donations and legacies of £43,110 were received.

Reserves policy
Note 20 to the accounts show the assets and liabilities attributable to the various funds. Unrestricted funds have been used during the year to fund the deficit arising.

The trustees' reserves policy is reviewed on an annual basis and aims to maintain unrestricted funds as a level to allow sufficient liquidity for normal operations, to support the development of services and activities provided by the Charity and provide for a reasonable sum for contingencies. The reserve position is considered alongside the Charity's annual budget and forecast cash flow requirements.

As in previous years, the Charity's reserves have been utilised to ensure that the services continued, and our clients remain supported. A significant amount of time and resources has been put into improving the Charity's position financially in line with the 5-year strategic plan however, these changes have taken time to implement with the financial returns not yet being generated.

Although reserves have been depleted, the outlook remains positive, and support has been given by the Charity's bank to ensure funding remains in place to continue with the development plans.

It is a priority of the trustees and business manager to ensure reserves are replenished as soon as possible to ensure we are operating in line with our reserves policy.

PLANS FOR FUTURE PERIODS

Whilst not reflected in this year's financial results, plans for the future remain extremely positive. Financial support by way of a part loan/part grant has been provided by the Charity's bank and these funds will enable the Charity to continue with its strategic development plans.

The changes introduced by the business manager and his team have started to have a positive impact, not just on the financial position since the year end but also within the Charity itself and among the trustees, staff, volunteers, and clients.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Brains Matter Charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 3 June 1997 as amended by special resolutions dated 2 July 2012 and 15 May 2017. It is registered as a charity with the Charity Commission, number 1062884.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Clark-Wilson
J Barker
E Fardell
E Johnson
J Kennedy
S Pearce
A Miles (Appointed 18 October 2022)

Appointment of Trustees

The President, Chairman, Treasurer, Company Secretary and other trustees are elected by members at the Annual General Meeting and serve until the conclusion of the following Annual General Meeting. As part of the selection process, due consideration is given to the individual's personal knowledge and the experience they would bring to the governing body.

The Charity complies with the requirements of the Charity Commission for governance. This includes the induction and training of trustees, staff and volunteers.

Organisation

The board of trustees, which can have up to 12 members, administers the Charity. The trustees meet regularly to manage its affairs. The day-to-day administration of the Charity is delegated to the Business Manager.

Risk management

The trustees have examined the major risks to which the charity is exposed and have developed systems to mitigate any impact they may have on the charity's future. It is recognized that no system can give an absolute assurance against major risks.

Disclosure of information to independent examiner

In so far as the trustees are aware at the time of approving the trustees' annual report;

- There is no relevant information of which the charitable company's independent examiner is unaware, and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

The report was approved by the Board of Trustees.



J Clark-Wilson
Chairman

20 September 2023

BRAINS MATTER CHARITY

STATEMENT OF RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees, who are also the directors of Brains Matter Charity for the purpose of company law, are responsible for preparing the Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

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

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

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

BRAINS MATTER CHARITY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRAINS MATTER CHARITY

I report to the trustees on my examination of the financial statements of Brains Matter Charity (the charitable company) for the year ended 31 December 2022.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable 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 the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

JP van der Merwe ACA

For and on behalf of
Foot Davson Ltd
Chartered accountants and registered auditor
Lonsdale Gate
Lonsdale Gardens
Tunbridge Wells
Kent
TN1 1NU

Dated: 22 September 2023

BRAINS MATTER CHARITY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Income from:							
Donations and legacies	3	41,790	1,320	43,110	16,252	526	16,778
Charitable activities	4	59,552	-	59,552	67,493	-	67,493
Other trading activities	5	4,030	-	4,030	1,702	-	1,702
Investments	6	870	-	870	3,930	-	3,930
Total income		106,242	1,320	107,562	89,377	526	89,903
Expenditure on:							
Raising funds	7	1,197	-	1,197	14,190	-	14,190
Charitable activities	8	193,374	8,479	201,853	180,748	9,258	190,006
Total expenditure		194,571	8,479	203,050	194,938	9,258	204,196
Net gains/(losses) on investments	11	(3,547)	-	(3,547)	10,387	-	10,387
Net movement in funds		(91,876)	(7,159)	(99,035)	(95,174)	(8,732)	(103,906)
Fund balances at 1 January 2022		365,834	284,110	649,944	461,008	292,842	753,850
Fund balances at 31 December 2022		273,958	276,951	550,909	365,834	284,110	649,944

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BRAINS MATTER CHARITY

BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	13		512,767		527,209
Investments	14		9		66,340
			512,776		593,549
Current assets					
Debtors	15	5,672		7,306	
Cash at bank and in hand		40,363		56,513	
		46,035		63,819	
Creditors: amounts falling due within one year	16	(7,902)		(7,424)	
Net current assets			38,133		56,395
Total assets less current liabilities			550,909		649,944
Income funds					
Restricted funds	18		276,951		284,110
Unrestricted funds					
Designated funds	19	239,865		312,628	
General unrestricted funds		34,093		53,206	
			273,958		365,834
			550,909		649,944

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 20 September 2023

J Clark-Wilson
Chairman

J Barker
Treasurer

Company registration number 3380601

1 Accounting policies

Charity information

Brains Matter Charity is a private company limited by guarantee incorporated in England and Wales and is registered as a charity with the Charity Commission. The company and charity registration numbers, registered office and principal place of business are given on the charity information page and the governing document details are set out in the trustees' report.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, unless otherwise stated in the relevant accounting policy note(s). The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds include a designated investment fund representing the market value of investments and a designated new property fund representing the value of the charity's principal operating premises, which was funded by the general fund.

Freehold depreciation is charged directly to the designated fund and an annual transfer is made between unrestricted funds and designated funds to account for investment purchases and sales.

Restricted funds are subject to specific conditions imposed by donors or through the terms of an appeal, as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1 **Accounting policies** **(Continued)**

For legacies, entitlement is taken as the earliest of the date on which either: the charitable company is aware that probate has been granted; the estate has been finalised and notification has been made by the executors to the charitable company that a distribution will be made; or when a distribution is received from the state. Receipt of a legacy, in whole or part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executors intention to make a distribution. Where legacies have been notified to the charitable company, or the charitable company is aware of the granting of probate and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated assets are recognised on the basis of the value of the gift to the charitable company which is the amount the charitable company would have been willing to pay to acquire the asset on the open market.

Grant or fee income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:
Raising funds comprises the costs of organising fundraising events, investment management fees, salary costs and expenditure on marketing and publicity.
Charitable activities comprises the costs of the day centre and the buddying & drop in centres undertaken to further the purposes of the charitable company, including their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include accountancy fees and governance costs. The basis on which support costs are allocated is set out in the charitable activities note in these financial statements.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Individual fixed assets costing £500 or more are capitalised at cost. Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% slb
Equipment	25% rbm
Studio, grounds and gardens	25% rbm

Freehold land is not depreciated.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at market value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1 Accounting policies **(Continued)**

1.8 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1 Accounting policies **(Continued)**

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	21,790	1,320	23,110	12,602	526	13,128
Legacies receivable	20,000	-	20,000	-	-	-
Covid-19 government grants	-	-	-	3,650	-	3,650
	41,790	1,320	43,110	16,252	526	16,778

4 Charitable activities

	Day services 2022 £	Wellbeing support 2022 £	Total 2022 £	Day services 2021 £	Wellbeing support 2021 £	Total 2021 £
Fees and other generated income	46,968	12,584	59,552	46,298	21,195	67,493

5 Other trading activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Fundraising events	1,792	787
Room and car park hire	1,380	703
Trading activity income: other	858	212
Other trading activities	4,030	1,702

6 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Bank interest	22	667
Income from quoted investments	848	3,263
	870	3,930

7 Raising funds

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Fundraising and publicity		
Direct costs of fundraising events	474	-
Publicity and marketing	405	-
Website maintenance	318	774
Staff costs	-	12,755
Fundraising and publicity	1,197	13,529
Investment management	-	661
	1,197	14,190

8 Charitable activities

	Day services 2022	Wellbeing support 2022	Total 2022	Day services 2021	Wellbeing support 2021	Total 2021
	£	£	£	£	£	£
Staff costs	121,278	18,941	140,219	108,492	23,686	132,178
Depreciation and impairment	14,442	-	14,442	15,051	-	15,051
Other personnel costs	4,289	2,043	6,332	6,478	1,269	7,747
Premises	11,272	90	11,362	7,061	-	7,061
Insurance	4,428	-	4,428	4,137	-	4,137
Office	13,285	100	13,385	16,006	290	16,296
Direct expenditure on beneficiaries	3,559	-	3,559	2,201	-	2,201
Legal and professional	5,806	-	5,806	645	-	645
Independent examination	2,280	-	2,280	1,920	-	1,920
Accountancy	40	-	40	2,770	-	2,770
	180,679	21,174	201,853	164,761	25,245	190,006
	180,679	21,174	201,853	164,761	25,245	190,006
Analysis by fund						
Unrestricted funds	172,200	21,174	193,374	155,503	25,245	180,748
Restricted funds	8,479	-	8,479	9,258	-	9,258
	180,679	21,174	201,853	164,761	25,245	190,006

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

10 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Day services	2	2
Wellbeing support	1	1
Management, admin and fundraising	3	1
Total	6	4

10 Employees (Continued)

Employment costs	2022	2021
	£	£
Wages and salaries	129,665	132,789
Social security costs	4,361	5,564
Other pension costs	6,193	6,580
	140,219	144,933

Pension costs are allocated between activities and between restricted and unrestricted funds in proportion to the related staff costs incurred. Retirement benefits are accruing under money purchase schemes for six members of staff (2021: six).

The key management personnel of the charity comprise the trustees, business manager and deputy manager (2021: trustees, service manager and operations manager). The total employee benefits of the key management personnel were £67,480 (2021: £40,014).

The average monthly head count was seven staff, comprising one full time and six part time employees. (2021: one full time and six part time employees). The number of full time equivalent employees was as above.

There were no employees whose annual remuneration was more than £60,000.

11 Net gains/(losses) on investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Revaluation of investments	(3,547)	10,387

12 Taxation

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

13 Tangible fixed assets

	Freehold land and buildings	Equipment	Total
	£	£	£
Cost			
At 1 January 2022	768,813	37,291	806,104
At 31 December 2022	768,813	37,291	806,104
Depreciation and impairment			
At 1 January 2022	243,828	35,067	278,895
Depreciation charged in the year	13,888	554	14,442
At 31 December 2022	257,716	35,621	293,337
Carrying amount			
At 31 December 2022	511,097	1,670	512,767
At 31 December 2021	524,985	2,224	527,209

The Trustee's have estimated the original cost of the freehold land in 2008 as £42,000 which represented 10% of the purchase price.

14 Fixed asset investments

	Listed investments	Cash in portfolio	Total
	£		£
Cost or valuation			
At 1 January 2022	61,471	4,869	66,340
Disposals	(61,471)	(4,860)	(66,331)
At 31 December 2022	-	9	9
Carrying amount			
At 31 December 2022	-	9	9
At 31 December 2021	61,471	4,869	66,340

15 Debtors

Amounts falling due within one year:	2022 £	2021 £
Trade debtors	4,280	6,011
Other debtors	45	45
Prepayments and accrued income	1,347	1,250
	5,672	7,306

16 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	2,296	2,284
Trade creditors	847	439
Other creditors	1,489	1,561
Accruals and deferred income	3,270	3,140
	7,902	7,424

Other creditors include pension contributions of £1,489 (2021 £1,561).

17 Retirement benefit schemes

Pension costs are allocated between activities and between restricted and unrestricted funds in proportion to the related staff costs incurred. Retirement benefits are accruing under money purchase schemes for six members of staff. (2021: six).

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds				Movement in funds			
	Balance at 1 January 2021	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 1 January 2022	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 31 December 2022
	£	£	£	£	£	£	£	£	£
New premises fund	286,574	-	(7,877)	-	278,697	-	(7,456)	-	271,241
Equipment funds	752	-	(187)	-	565	-	(140)	-	425
Cash funds	5,516	526	(1,194)	-	4,848	1,320	(883)	-	5,285
	292,842	526	(9,258)	-	284,110	1,320	(8,479)	-	276,951

The Designated Investment Fund represents the valuation of investments.

The New Premises Fund was created in 2004 to finance the new premises at 3 Culverden Park.

The Equipment Fund comprises items of equipment donated for various purposes.

The Cash Fund consists of many gifts or grants which have been donated for various specific purposes.

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

		Movement in funds				Movement in funds			
	Balance at 1 January 2021	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 1 January 2022	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 31 December 2022
	£	£	£	£	£	£	£	£	£
Designated investment fund	126,614	-	-	(60,274)	66,340	-	-	(66,331)	9
Designated new property fund	252,720	-	(6,432)	-	246,288	-	(6,432)	-	239,856
	379,334	-	(6,432)	(60,274)	312,628	-	(6,432)	(66,331)	239,865

20 Analysis of net assets between funds

	Unrestricted funds 2022	Restricted funds 2022	Total 2022	Unrestricted funds 2021	Restricted funds 2021	Total 2021
	£	£	£	£	£	£
Fund balances at 31 December 2022 are represented by:						
Tangible assets	241,101	271,666	512,767	247,947	279,262	527,209
Investments	9	-	9	66,340	-	66,340
Current assets/(liabilities)	32,848	5,285	38,133	51,547	4,848	56,395
	273,958	276,951	550,909	365,834	284,110	649,944

21 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022	2021
	£	£
Between two and five years	4,281	4,281

22 Events after the reporting date

A claim was made against Headway West Kent in 2021 relating to a historic incident in 2017, which the insurance company is dealing with. There are no financial implications on Brains Matter Charity.

23 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

Charity registration number 1062884

Company registration number 3380601 (England and Wales)

BRAINS MATTER CHARITY

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

BRAINS MATTER CHARITY

LEGAL AND ADMINISTRATIVE INFORMATION

Patron	Chloe Teacher
Vice patrons	Tony Adams MBE Greg Clark MP Pam Munro MBE Professor Michael Oddy
President	Judy Horwood
Board of trustees	J Clark-Wilson J Barker E Fardell E Johnson J Kennedy S Pearce A Miles (Appointed 18 October 2022)
Secretary	E Fardell
Key management personnel	Kevin Bottrell (Business manager)
Charity number	1062884
Company number	3380601
Centre & Registered office	3 Culverden Park Tunbridge Wells Kent TN4 9QT 01892 619001 info@brainsmatter.org.uk www.brainsmatter.org.uk
Independent examiner	Foot Davson Ltd Lonsdale Gate Lonsdale Gardens Tunbridge Wells Kent TN1 1NU
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4TA
Investment advisors	Evelyn Partners 25 Moorgate London EC2R 6AY

BRAINS MATTER CHARITY

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BRAINS MATTER CHARITY

REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees present their annual report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives
The Charity's objectives are set out in the Memorandum of Association are to:

- Advance, promote and assist in the rehabilitation of persons who have suffered head injuries resulting in brain damage and who reside in the area at which the Charity's activities are targeted (as determined by the Charity from time to time), by the provision of such services and facilities as may from time to time be determined by it;
- Support, inform and guide carers and families of people who have suffered head injuries; and
- Maintain, develop and manage a Centre to assist with the rehabilitation of head-injured persons and to co-operate with any other bodies in the maintenance and management of such a Centre for the carrying on of all such activities as may be promoted by the Charity in furtherance of its object.

The Charity also has the general aim to support preventative measures to reduce the incidence and severity of brain injury.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Activities
To achieve these objectives the Charity carries out the following activities:

- Communicates the range of the Charity's services to local authorities, healthcare providers and the general public;
- Provides Centre based services for those living with brain injury, their families and carers;
- Provides Drop-In services for those living with brain injury, their families and carers;
- Provides a Buddy service within the community;
- Identifies a range of appropriate activities that meet the needs of its service users, their families and carers;
- Undertakes fundraising activities to generate income to meet the Charity's objectives; and
- Ensures that all staff and volunteers receive the training and support necessary in their work.

The Centre based service is provided in Tunbridge Wells, three days a week. The Charity receives payments from KCC, who pay a portion of the daily costs for individual users. Fees are also received from private users.

The Charity has provided Drop-In centres based in Sevenoaks, Maidstone and Tunbridge Wells.

The Charity has a Community Wellbeing Service, which has provided valuable support to those requiring the additional help of a Buddy.

Public Benefit
The specialist requirements for assisting children preclude the Charity from providing services to children with brain injury under the age of eighteen. Otherwise, the Charity's services are available to all people with a brain injury, subject to an assessment of need, regardless of race, gender, religion, ethnicity or social grouping.

The trustees confirm that they have considered the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims, objectives and operations. They are satisfied that the provision of services ensures that the public benefit requirements are fully met.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities
The Charity has developed over the past year, to deal with the challenges that had developed prior to and during Covid.

The Trustees and Kevin Bottrell, Business Manager had a strategy meeting to review the services provided, needs of the Brains Matter client group, and the financial resources of the Charity.

A five-year development, fundraising and marketing strategy was developed. Kevin Bottrell, with the support of his team, have expanded the services, increased networking, and enhanced fund-raising opportunities.

The day centre, wellbeing service and drop-in services have all fully reopened. In the day centre there has been an increase in the different types of activities being provided, in accordance with the wishes of the clients and resources available. Volunteers have provided additional skills to enhance the clients' experience. The wellbeing service continues to provide an invaluable buddy system to support clients with brain injury in the community. The drop-in service, especially in Maidstone, has been an active, supportive group for their members.

Partnerships have been developed to fulfil the aims and objectives of the charity. Relationships have grown with commissioners and clinicians in the brain injury field, with local charities and businesses to progress the work of the charity.

A Neuro-navigator role has been newly established, in liaison with a solicitors' firm, which increases the opportunities for service development and Brains Matters identity and presence in the acute hospitals and in rehabilitation services.

There are quarterly newsletters. The website and social media sites have been improved and there are regular updates of the different activities and fundraising events. These have included the clients' accomplishments and provide opportunities for them to share their thoughts and experiences, and it allows the provision of information to clients and their families about brain injury and services.

Staff
Kevin Bottrell, Business Manager, has worked alongside the team to develop the service. Kevin with Lisa-Rae Brough, Deputy Manager, and all other members of the team have been focused on re-establishing the service for the clients and families, also creating opportunities for fundraising to allow the service to continue.

Sarah Leefe-Griffiths and Julie Ransom (the Wellbeing Team) continue to provide invaluable support to clients and families in the community.

Cheryl Hammond has taken on the Neuro-navigator role and is developing the networks and needs of clients in this locality.

Jane Stanley's knowledge of the charity over so many years continues to provide invaluable support to all.

Callum Moriarty left the Brains Matter team to go travelling on his motorbike and has been missed by clients and staff alike. Jenny Wilson, a psychology graduate, took over Callum's role to provide activities and support to clients and was very involved in the development of the social media.

Trustees
The Board of Trustees were joined by Angela Miles in the AGM last September.

The Trustees have regular meetings and any communication, as required to support any decisions that have needed to be made for progress of the charity. As with all other charities, that have been affected by Covid and the economic downturn, the focus has been on fulfilling its aims and objectives of Brains Matter and ensuring the charity is financially viable.

Other Information
Brains Matter (formerly Headway West Kent) was greatly saddened by the deaths of the founder member, Pam Munro, who provided so much support to clients and families of those with brain injury; and of Terry, a long-term, much loved volunteer.

FINANCIAL REVIEW

Balance Sheet
At 31 December 2022 the Charity had total reserves of £550,909 as detailed in note 20 to the accounts. The premises at 3 Culverden Park have a net book value of £511,097 and are owned outright.

S.O.F.A.
For the year ended 31 December 2022 the Charity had a net deficit of £95,488 before losses on investment and £99,035 after.

The Charity's existing core activities providing the day services (including the Drop-In services and an information/ support service) generated £46,968 in fee income and incurred £172,200 in associated unrestricted expenditure. This resulted in a deficit of £125,232 which was primarily funded from reserves.

The Wellbeing Support Buddy activity generated £12,548 income during the year and incurred £21,174 in association unrestricted expenditure. This resulted in a deficit of £8,626.

Donations and legacies of £43,110 were received.

Reserves policy
Note 20 to the accounts show the assets and liabilities attributable to the various funds. Unrestricted funds have been used during the year to fund the deficit arising.

The trustees' reserves policy is reviewed on an annual basis and aims to maintain unrestricted funds as a level to allow sufficient liquidity for normal operations, to support the development of services and activities provided by the Charity and provide for a reasonable sum for contingencies. The reserve position is considered alongside the Charity's annual budget and forecast cash flow requirements.

As in previous years, the Charity's reserves have been utilised to ensure that the services continued, and our clients remain supported. A significant amount of time and resources has been put into improving the Charity's position financially in line with the 5-year strategic plan however, these changes have taken time to implement with the financial returns not yet being generated.

Although reserves have been depleted, the outlook remains positive, and support has been given by the Charity's bank to ensure funding remains in place to continue with the development plans.

It is a priority of the trustees and business manager to ensure reserves are replenished as soon as possible to ensure we are operating in line with our reserves policy.

PLANS FOR FUTURE PERIODS

Whilst not reflected in this year's financial results, plans for the future remain extremely positive. Financial support by way of a part loan/part grant has been provided by the Charity's bank and these funds will enable the Charity to continue with its strategic development plans.

The changes introduced by the business manager and his team have started to have a positive impact, not just on the financial position since the year end but also within the Charity itself and among the trustees, staff, volunteers, and clients.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Brains Matter Charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 3 June 1997 as amended by special resolutions dated 2 July 2012 and 15 May 2017. It is registered as a charity with the Charity Commission, number 1062884.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Clark-Wilson
J Barker
E Fardell
E Johnson
J Kennedy
S Pearce
A Miles (Appointed 18 October 2022)

Appointment of Trustees

The President, Chairman, Treasurer, Company Secretary and other trustees are elected by members at the Annual General Meeting and serve until the conclusion of the following Annual General Meeting. As part of the selection process, due consideration is given to the individual's personal knowledge and the experience they would bring to the governing body.

The Charity complies with the requirements of the Charity Commission for governance. This includes the induction and training of trustees, staff and volunteers.

Organisation

The board of trustees, which can have up to 12 members, administers the Charity. The trustees meet regularly to manage its affairs. The day-to-day administration of the Charity is delegated to the Business Manager.

Risk management

The trustees have examined the major risks to which the charity is exposed and have developed systems to mitigate any impact they may have on the charity's future. It is recognized that no system can give an absolute assurance against major risks.

Disclosure of information to independent examiner

In so far as the trustees are aware at the time of approving the trustees' annual report;

- There is no relevant information of which the charitable company's independent examiner is unaware, and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

The report was approved by the Board of Trustees.



J Clark-Wilson
Chairman

20 September 2023

BRAINS MATTER CHARITY

STATEMENT OF RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees, who are also the directors of Brains Matter Charity for the purpose of company law, are responsible for preparing the Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

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

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

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

BRAINS MATTER CHARITY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRAINS MATTER CHARITY

I report to the trustees on my examination of the financial statements of Brains Matter Charity (the charitable company) for the year ended 31 December 2022.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable 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 the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

JP van der Merwe ACA

For and on behalf of
Foot Davson Ltd
Chartered accountants and registered auditor
Lonsdale Gate
Lonsdale Gardens
Tunbridge Wells
Kent
TN1 1NU

Dated: 22 September 2023

BRAINS MATTER CHARITY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Income from:							
Donations and legacies	3	41,790	1,320	43,110	16,252	526	16,778
Charitable activities	4	59,552	-	59,552	67,493	-	67,493
Other trading activities	5	4,030	-	4,030	1,702	-	1,702
Investments	6	870	-	870	3,930	-	3,930
Total income		106,242	1,320	107,562	89,377	526	89,903
Expenditure on:							
Raising funds	7	1,197	-	1,197	14,190	-	14,190
Charitable activities	8	193,374	8,479	201,853	180,748	9,258	190,006
Total expenditure		194,571	8,479	203,050	194,938	9,258	204,196
Net gains/(losses) on investments	11	(3,547)	-	(3,547)	10,387	-	10,387
Net movement in funds		(91,876)	(7,159)	(99,035)	(95,174)	(8,732)	(103,906)
Fund balances at 1 January 2022		365,834	284,110	649,944	461,008	292,842	753,850
Fund balances at 31 December 2022		273,958	276,951	550,909	365,834	284,110	649,944

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BRAINS MATTER CHARITY

BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	13		512,767		527,209
Investments	14		9		66,340
			512,776		593,549
Current assets					
Debtors	15	5,672		7,306	
Cash at bank and in hand		40,363		56,513	
		46,035		63,819	
Creditors: amounts falling due within one year	16	(7,902)		(7,424)	
Net current assets			38,133		56,395
Total assets less current liabilities			550,909		649,944
Income funds					
Restricted funds	18		276,951		284,110
Unrestricted funds					
Designated funds	19	239,865		312,628	
General unrestricted funds		34,093		53,206	
			273,958		365,834
			550,909		649,944

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 20 September 2023

J Clark-Wilson
Chairman

J Barker
Treasurer

Company registration number 3380601

1 Accounting policies

Charity information

Brains Matter Charity is a private company limited by guarantee incorporated in England and Wales and is registered as a charity with the Charity Commission. The company and charity registration numbers, registered office and principal place of business are given on the charity information page and the governing document details are set out in the trustees' report.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, unless otherwise stated in the relevant accounting policy note(s). The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds include a designated investment fund representing the market value of investments and a designated new property fund representing the value of the charity's principal operating premises, which was funded by the general fund.

Freehold depreciation is charged directly to the designated fund and an annual transfer is made between unrestricted funds and designated funds to account for investment purchases and sales.

Restricted funds are subject to specific conditions imposed by donors or through the terms of an appeal, as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1 **Accounting policies** **(Continued)**

For legacies, entitlement is taken as the earliest of the date on which either: the charitable company is aware that probate has been granted; the estate has been finalised and notification has been made by the executors to the charitable company that a distribution will be made; or when a distribution is received from the state. Receipt of a legacy, in whole or part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executors intention to make a distribution. Where legacies have been notified to the charitable company, or the charitable company is aware of the granting of probate and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated assets are recognised on the basis of the value of the gift to the charitable company which is the amount the charitable company would have been willing to pay to acquire the asset on the open market.

Grant or fee income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:
Raising funds comprises the costs of organising fundraising events, investment management fees, salary costs and expenditure on marketing and publicity.
Charitable activities comprises the costs of the day centre and the buddying & drop in centres undertaken to further the purposes of the charitable company, including their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include accountancy fees and governance costs. The basis on which support costs are allocated is set out in the charitable activities note in these financial statements.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Individual fixed assets costing £500 or more are capitalised at cost. Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% slb
Equipment	25% rbm
Studio, grounds and gardens	25% rbm

Freehold land is not depreciated.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at market value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1 Accounting policies **(Continued)**

1.8 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1 Accounting policies **(Continued)**

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	21,790	1,320	23,110	12,602	526	13,128
Legacies receivable	20,000	-	20,000	-	-	-
Covid-19 government grants	-	-	-	3,650	-	3,650
	41,790	1,320	43,110	16,252	526	16,778

4 Charitable activities

	Day services 2022 £	Wellbeing support 2022 £	Total 2022 £	Day services 2021 £	Wellbeing support 2021 £	Total 2021 £
Fees and other generated income	46,968	12,584	59,552	46,298	21,195	67,493

5 Other trading activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Fundraising events	1,792	787
Room and car park hire	1,380	703
Trading activity income: other	858	212
Other trading activities	4,030	1,702

6 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Bank interest	22	667
Income from quoted investments	848	3,263
	870	3,930

7 Raising funds

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Fundraising and publicity		
Direct costs of fundraising events	474	-
Publicity and marketing	405	-
Website maintenance	318	774
Staff costs	-	12,755
Fundraising and publicity	1,197	13,529
Investment management	-	661
	1,197	14,190

8 Charitable activities

	Day services 2022	Wellbeing support 2022	Total 2022	Day services 2021	Wellbeing support 2021	Total 2021
	£	£	£	£	£	£
Staff costs	121,278	18,941	140,219	108,492	23,686	132,178
Depreciation and impairment	14,442	-	14,442	15,051	-	15,051
Other personnel costs	4,289	2,043	6,332	6,478	1,269	7,747
Premises	11,272	90	11,362	7,061	-	7,061
Insurance	4,428	-	4,428	4,137	-	4,137
Office	13,285	100	13,385	16,006	290	16,296
Direct expenditure on beneficiaries	3,559	-	3,559	2,201	-	2,201
Legal and professional	5,806	-	5,806	645	-	645
Independent examination	2,280	-	2,280	1,920	-	1,920
Accountancy	40	-	40	2,770	-	2,770
	180,679	21,174	201,853	164,761	25,245	190,006
	180,679	21,174	201,853	164,761	25,245	190,006
Analysis by fund						
Unrestricted funds	172,200	21,174	193,374	155,503	25,245	180,748
Restricted funds	8,479	-	8,479	9,258	-	9,258
	180,679	21,174	201,853	164,761	25,245	190,006

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

10 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Day services	2	2
Wellbeing support	1	1
Management, admin and fundraising	3	1
Total	6	4

10 Employees (Continued)

Employment costs	2022	2021
	£	£
Wages and salaries	129,665	132,789
Social security costs	4,361	5,564
Other pension costs	6,193	6,580
	140,219	144,933

Pension costs are allocated between activities and between restricted and unrestricted funds in proportion to the related staff costs incurred. Retirement benefits are accruing under money purchase schemes for six members of staff (2021: six).

The key management personnel of the charity comprise the trustees, business manager and deputy manager (2021: trustees, service manager and operations manager). The total employee benefits of the key management personnel were £67,480 (2021: £40,014).

The average monthly head count was seven staff, comprising one full time and six part time employees. (2021: one full time and six part time employees). The number of full time equivalent employees was as above.

There were no employees whose annual remuneration was more than £60,000.

11 Net gains/(losses) on investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Revaluation of investments	(3,547)	10,387

12 Taxation

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

13 Tangible fixed assets

	Freehold land and buildings	Equipment	Total
	£	£	£
Cost			
At 1 January 2022	768,813	37,291	806,104
At 31 December 2022	768,813	37,291	806,104
Depreciation and impairment			
At 1 January 2022	243,828	35,067	278,895
Depreciation charged in the year	13,888	554	14,442
At 31 December 2022	257,716	35,621	293,337
Carrying amount			
At 31 December 2022	511,097	1,670	512,767
At 31 December 2021	524,985	2,224	527,209

The Trustee's have estimated the original cost of the freehold land in 2008 as £42,000 which represented 10% of the purchase price.

14 Fixed asset investments

	Listed investments	Cash in portfolio	Total
	£		£
Cost or valuation			
At 1 January 2022	61,471	4,869	66,340
Disposals	(61,471)	(4,860)	(66,331)
At 31 December 2022	-	9	9
Carrying amount			
At 31 December 2022	-	9	9
At 31 December 2021	61,471	4,869	66,340

15 Debtors

Amounts falling due within one year:	2022 £	2021 £
Trade debtors	4,280	6,011
Other debtors	45	45
Prepayments and accrued income	1,347	1,250
	5,672	7,306

16 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	2,296	2,284
Trade creditors	847	439
Other creditors	1,489	1,561
Accruals and deferred income	3,270	3,140
	7,902	7,424

Other creditors include pension contributions of £1,489 (2021 £1,561).

17 Retirement benefit schemes

Pension costs are allocated between activities and between restricted and unrestricted funds in proportion to the related staff costs incurred. Retirement benefits are accruing under money purchase schemes for six members of staff. (2021: six).

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds				Movement in funds			
	Balance at 1 January 2021	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 1 January 2022	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 31 December 2022
	£	£	£	£	£	£	£	£	£
New premises fund	286,574	-	(7,877)	-	278,697	-	(7,456)	-	271,241
Equipment funds	752	-	(187)	-	565	-	(140)	-	425
Cash funds	5,516	526	(1,194)	-	4,848	1,320	(883)	-	5,285
	292,842	526	(9,258)	-	284,110	1,320	(8,479)	-	276,951

The Designated Investment Fund represents the valuation of investments.

The New Premises Fund was created in 2004 to finance the new premises at 3 Culverden Park.

The Equipment Fund comprises items of equipment donated for various purposes.

The Cash Fund consists of many gifts or grants which have been donated for various specific purposes.

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

		Movement in funds				Movement in funds			
	Balance at 1 January 2021	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 1 January 2022	Incoming resources	Resources expended	Investment gains/losses and transfers	Balance at 31 December 2022
	£	£	£	£	£	£	£	£	£
Designated investment fund	126,614	-	-	(60,274)	66,340	-	-	(66,331)	9
Designated new property fund	252,720	-	(6,432)	-	246,288	-	(6,432)	-	239,856
	379,334	-	(6,432)	(60,274)	312,628	-	(6,432)	(66,331)	239,865

20 Analysis of net assets between funds

	Unrestricted funds 2022	Restricted funds 2022	Total 2022	Unrestricted funds 2021	Restricted funds 2021	Total 2021
	£	£	£	£	£	£
Fund balances at 31 December 2022 are represented by:						
Tangible assets	241,101	271,666	512,767	247,947	279,262	527,209
Investments	9	-	9	66,340	-	66,340
Current assets/(liabilities)	32,848	5,285	38,133	51,547	4,848	56,395
	273,958	276,951	550,909	365,834	284,110	649,944

21 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022	2021
	£	£
Between two and five years	4,281	4,281

22 Events after the reporting date

A claim was made against Headway West Kent in 2021 relating to a historic incident in 2017, which the insurance company is dealing with. There are no financial implications on Brains Matter Charity.

23 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

BRAINS MATTER CHARITY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRAINS MATTER CHARITY

I report to the trustees on my examination of the financial statements of Brains Matter Charity (the charitable company) for the year ended 31 December 2022.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable 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 the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

JP van der Merwe ACA

For and on behalf of
Foot Davson Ltd
Chartered accountants and registered auditor
Lonsdale Gate
Lonsdale Gardens
Tunbridge Wells
Kent
TN1 1NU

Dated: 22 September 2023

BRAINS MATTER CHARITY

England & Wales - Charity number 1062884

Accounts

BRAINS MATTER CHARITY

34th

ANNUAL REPORT & ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

A Company Limited by Guarantee

Registered in England No ***3380601***

Registered Charity No ***1062884***

BRAINS MATTER CHARITY
REPORT OF THE TRUSTEES
YEAR ENDED 31 DECEMBER 2021

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BRAINS MATTER CHARITY
REFERENCE AND ADMINSTRATIVE DETAILS
YEAR ENDED 31 DECEMBER 2021

PATRON	Chloë Teacher
VICE PATRONS	Tony Adams MBE Greg Clark MP John Davies Pam Munro MBE Professor Michael Oddy
PRESIDENT	Judy Horwood
BOARD OF TRUSTEE	
Joanna Clark-Wilson	Chairman
Jacqueline Barker	Treasurer
Edward Fardell	
Erika Johnson	
John Kennedy	
Susan Pearce	
COMPANY SECRETARY	Edward Fardell
KEY MANAGEMENT PERSONNEL	
Tracey Parry	Service Manager (resigned)
Kevin Bottrell	Business Manager (appointed)
PROFESSIONAL ADVISERS	
Bankers:	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4TA
Independence Examiner:	Foot Davson Ltd Chartered Accountants 27 Church Road Tunbridge Wells Kent TN1 1LG
Investment Advisors:	Evelyn Partners 25 Moorgate London EC2R 6AY
CENTRE & REGISTERED OFFICE	3 Culverden Park Tunbridge Wells Kent TN4 9QT 01892 619001 info@brainsmatter.org.uk www.brainsmatter.org.uk

BRAINS MATTER CHARITY
REPORT OF THE TRUSTEES
YEAR ENDED 31 DECEMBER 2021

The trustees, who are also the directors of the Charity for the purpose of the Companies Act, present their report and the independently examined accounts for the year ended 31 December 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, the Charities Act 2011 and Accounting Reporting by Charities: Statements of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

OBJECTIVES AND ACTIVITIES

Objectives
The Charity's objectives are set out in the Memorandum of Association are to:

- Advance, promote and assist in the rehabilitation of persons who have suffered head injuries resulting in brain damage and who reside in the area at which the Charity's activities are targeted (as determined by the Charity from time to time), by the provision of such services and facilities as may from time to time be determined by it;
- Support, inform and guide carers and families of people who have suffered head injuries; and
- Maintain, develop and manage a Centre to assist with the rehabilitation of head-injured persons and to co-operate with any other bodies in the maintenance and management of such a Centre for the carrying on of all such activities as may be promoted by the Charity in furtherance of its object.

The Charity also has the general aim to support preventative measures to reduce the incidence and severity of brain injury.

Activities
To achieve these objectives the Charity carries out the following activities:

- Communicates the range of the Charity's services to local authorities, healthcare providers and the general public;
- Provides Centre based services for those living with brain injury, their families and carers;
- Provides Drop-In services for those living with brain injury, their families and carers;
- Provides a Buddy service within the community;
- Identifies a range of appropriate activities that meet the needs of its service users, their families and carers;
- Undertakes fundraising activities to generate income to meet the Charity's objectives; and
- Ensures that all staff and volunteers receive the training and support necessary in their work.

The Centre based service is provided in Tunbridge Wells, three days a week. The Charity receives payments from KCC, who pay a portion of the daily costs for individual users. Fess are also received from private users.

The Charity has provided Drop-In centres based in Sevenoaks, Maidstone and Tunbridge Wells.

The Charity has a Community Wellbeing Service, which has provided valuable support to those requiring the additional help of a Buddy.

Public Benefit
The specialist requirements for assisting children preclude the Charity from providing services to children with brain injury under the age of eighteen. Otherwise, the Charity's services are available to all people with a brain injury, subject to an assessment of need, regardless of race, gender, religion, ethnicity or social grouping.

The trustees confirm that they have considered the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims, objectives and operations. They are satisfied that the provision of services ensures that the public benefit requirements are fully met.

ACHIEVEMENTS AND PERFORMANCES

Charitable activities

Covid-19 continued to severely impact the services for clients who had been supported at the Centre, face-to-face support from Buddies and in the drop-in centres. Fundraising and income generating activities were also severely restricted.

Brains Matter Centre Staff and Buddies continued to provide support to all clients throughout the year, as in the previous year, through zoom groups for activities three times a week, telephone support, emails and letters, and face to face video calls. The zoom calls integrated all clients from over the whole area. Lisa-Rae Brough (Activities Coordinator), listened to their views and developed the activities, so they were varied and of interest to all. Many clients reported how important this activity and support was in their lives, and how it helped them cope with the isolation caused by the Covid restrictions. Clients were given individual support, as required for their specific circumstances.

Tracey Parry, Service Manager, followed the Government guidelines. Buddies were first to return to face-to-face work outside with clients. As soon as it was possible to safely reopen the centre, this was done. Risk assessments were undertaken for each client to ensure any issues were identified and anxieties carefully managed. The Maidstone drop-in centre reopened, and clients returned, as and when they felt able to. Sevenoaks and Tunbridge Wells drop-ins have not reopened yet.

Quarterly newsletters have been written. These have included clients' activities and accomplishments and the opportunities to share their thoughts and experiences, and information of relevance for clients and their families about brain injury and services.

Staff

Tracey Parry updated all aspects of the Charities policies and procedures, human resources, and management of risk, especially in respect of Covid-19. She has been focused on improving the standards of practice in the Charity and reducing potential risks, for instance, management of boundaries, conflicts of interest etc. Tracey liaised with all relevant parties, including stakeholders, and she sourced information and sought guidance as required, in the interests of Brains Matter. Tracey developed monitoring systems, which has integrated evidence, opinions, and feedback to guide the way forwards. Tracey resigned in February 2022 to take on a job in London.

Kevin Bottrell was appointed as Business Manager in June 2022 and has hit the ground running. He is focused on fundraising for existing and proposed services, reviewing our risk registers and continuity planning and the development of a strategic five-year plan for the charity as well as managing our I.T and HR provision, contracts with external providers and day to day management of the charity. In addition to this, Kevin is also writing a fundraising and marketing strategy to raise the profile and reach of Brains Matter that will sit alongside the strategic plan.

Lisa-Rae Brough has provided positivity and dynamism to supporting the clients in activities on zoom throughout Covid-19, on return to the day centre and at the drop-in with the team of Callum Moriarty and Abigail Morton. Abigail has now moved on from her role at Brains Matter. Callum Moriarty has been an asset to the charity, in his work with clients at the centre and Maidstone and ensuring smooth running of the charity. Callum has now begun his planned travels around the world and we wish him well and look forward to receiving updates on where he is. Jennifer Wilson has been appointed to replace Callum and her enthusiasm will be a welcome addition to the team.

Jane Stanley's knowledge of the charity over so many years has been supportive of the transitions that have had to occur over the past 4 years.

The Wellbeing Team have continued to provide valuable support to clients and relatives in the community.

ACHIEVEMENTS AND PERFORMANCES (continued)

Trustees

There have been changes of Trustees, over the past year, some who left for different reasons, and John Kennedy who joined the team.

The trustees met on zoom regularly to review the ongoing issues, relating to Brains Matter. Zoom calls made communication challenging and everything proved more positive once the trustees could meet in person later in the year.

The trustee group are cohesive in defining the way forwards, having identified issues that needed to be addressed to support the charity in going forwards, and ensure it is fulfilling its aims and objectives and is financially viable.

FINANCIAL REVIEW

Balance Sheet
At 31 December 2021 the Charity had total reserves of 649,943 as detailed in note 19 to the accounts. This includes the investment fund of £66,340. This has decreased from the previous year as funds have been withdrawn in order to help the charity cover its deficit. The premises at 3 Culverden Park have a net book value of £524,985 and are owned outright.

S.O.F.A.
For the year ended 31 December 2021 the Charity had a net deficit of £114,294 before gains on investment and £103,907 after gains on investments.

The Charity's existing core activities providing the day services (including the Drop-In services and an information/support service) generated £46,298 in fee income and incurred £155,503 in associated unrestricted expenditure. This resulted in a deficit of £109,205 which was primarily funded from reserves.

The Wellbeing Support Buddy activity generated £ 21,195 income during the year and incurred £25,245 in association unrestricted expenditure. This resulted in a deficit of £4,050.

Donations and legacies of £16,777 were received.

Investment policy
The Charity seeks to invest its resources prudently to generate both income and capital growth whilst retaining an element of liquidity. It continues to be advised by Evelyn Partners and annual reviews take place. In view of the economic circumstances the trustees have had to make the decision to withdraw funds from the investments which has impacted on the yield and market value but given this consider the overall performance remains satisfactory.

Reserves policy
Note 21 to the accounts show the assets and liabilities attributable to the various funds. Unrestricted funds not designated for the new property fund amounted to £53,205 of which £51,547 is freely available with the balance invested in fixed assets. This equates to approximately four months running costs.

The trustees' reserves policy is reviewed on an annual basis and aims to maintain unrestricted funds as a level to allow sufficient liquidity for normal operations, to support the development of services and activities provided by the Charity and provide for a reasonable sum for contingencies. The reserve position is considered alongside the Charity's annual budget and forecast cash flow requirements.

As agreed at the beginning of the year, the Charity's reserves have been utilised to continue supporting the services throughout what has been another difficult year. Whilst reserves currently remain in line with the reserves policy and the trustees are satisfied that these are adequate to continue supporting the Charity in the short term, this position will not be sustainable. The trustees have therefore taken significant steps to ensure that the Charity remains viable, and the overall financial position is improved with the appointment of the new Business Manager being a major step forward.

The trustees, alongside the business manager, will continue to review the reserves position regularly and are positive that the overall financial position can be improved.

PLANS FOR FUTURE PERIODS

Within the short period he has been with the Charity, Kevin Bottrell has been a huge asset. Amongst other things, he has already identified and started to put in place new opportunities for fundraising, raising the Charity's profile, creating strategic partnerships, reviewing and identifying service improvements, recruiting new volunteers, to name but a few.

There is genuine excitement and positivity within the Charity at all levels for how we may be able to move forward following such a difficult period. Whilst there are no illusions that it will be easy, with the support from the service users, families, staff and Trustees, and the continued careful monitoring of the ongoing financial position, it is hoped that this will see a new chapter for the Charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document
Brains Matter Charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 3 June 1997 as amended by special resolutions dated 2 July 2012 and 15 May 2017. It is registered as a charity with the Charity Commission, number 1062884.

Appointment of Trustees
The President, Chairman, Treasurer, Company Secretary and other trustees are elected by members at the Annual General Meeting and serve until the conclusion of the following Annual General Meeting. As part of the selection process, due consideration is given to the individual's personal knowledge and the experience they would bring to the governing body.

The Charity complies with the requirements of the Charity Commission for governance. This includes the induction and training of trustees, staff and volunteers.

Trustees
The trustees who served during the period up to the date of approval of this report were as follows:

Joanna Clark-Wilson		Chairman
Jaqueline Barker		Treasurer
Astrid Clifford	(resigned 15.12.21)	
Edward Fardell		Secretary
Erika Johnson		
Gillian Leandro	(resigned 15.11.21)	
Diana Morton	(resigned 11.01.21)	
Susan Pearce		
Lynne Powrie	(resigned 28.05.21)	
Deborah Smith	(appointed 11.01.21, resigned 28.05.21)	
Jennifer Waight	(resigned 15.02.21)	
Janet Williamson	(resigned 16.08.21)	
John Kennedy	(appointed 15.11.21)	

Organisation
The board of trustees, which can have up to 12 members, administers the Charity. The trustees meet regularly to manage its affairs. The day-to-day administration of the Charity is delegated to the Business Manager.

Risk management
The trustees have examined the major risks to which the charity is exposed and have developed systems to mitigate any impact they may have on the charity's future. It is recognized that no system can give an absolute assurance against major risks.

BRAINS MATTER CHARITY
REPORT OF THE TRUSTEES
YEAR ENDED 31 DECEMBER 2021

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Charity Trustees (who are also directors of Brains Matter Charity for the purposes of Company Law) are responsible for preparing a trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

In so far as the trustees are aware at the time of approving the trustees' annual report;

- There is no relevant information of which the charitable company's independent examiner is unaware, and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

On behalf of the Board.



Joanna Clark-Wilson
Chairman
Date: 18th October 2022

BRAINS MATTER CHARITY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRAINS MATTER CHARITY
YEAR ENDED 31 DECEMBER 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2021 which are set out on pages 9 to 20.

Responsibilities and basis of report

As the charity 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 company'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 by examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the 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 (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 proper understanding of the accounts to be reached.

Tina Clay
.....
Tina Clay BA FCA
For and on behalf of
Foot Davson Ltd
Chartered Accountants

17 Church Road
Tunbridge Wells
Kent
TN1 1LG

Date: 31/10/2022

BRAINS MATTER CHARITY
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £
Income:							
Donations and legacies	3	16,251	526	**16,777**	25,494	27	25,521
Charitable activities:							
Day services	4	46,298	-	**46,298**	53,573	-	53,573
Wellbeing support	4	21,195	-	**21,195**	26,379	-	26,379
Other trading activities	5	1,702	-	**1,702**	523	-	523
Investment income	6	3,930	-	**3,930**	3,966	-	3,966
Total income		89,376	526	**89,902**	109,935	27	109,962
Expenditure:							
Raising funds:							
Fundraising and publicity	7	14,190	-	**14,190**	15,483	-	15,483
Charitable activities:							
Day services	8	155,503	9,258	**164,761**	123,394	8,712	132,106
Wellbeing support	8	25,245	-	**25,245**	22,731	-	22,731
Total expenditure		194,938	9,258	**204,196**	161,608	8,712	170,320
Net income/(expenditure) before gains and losses on investments		(105,562)	(8,732)	**(114,294)**	(51,673)	(8,685)	(60,358)
Net gains on investments		10,387	-	**10,387**	1,264	-	1,264
Net income/(expenditure) for the year	10	(95,175)	(8,732)	**(103,907)**	(50,409)	(8,685)	(59,094)
Transfers between funds	20	-	-	-	-	-	-
Net movement in funds		(95,175)	(8,732)	**(103,907)**	(50,409)	(8,685)	(59,094)
Reconciliation of funds:							
Total funds at 1 January 2021		461,008	292,842	**753,850**	511,417	301,527	812,944
Total funds at 31 December 2021		365,833	284,110	**649,943**	461,008	292,842	753,850

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

The notes on pages 11 to 20 form part of these accounts.

BRAINS MATTER CHARITY
BALANCE SHEET
AS AT 31 DECEMBER 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	15	527,208	542,259
Investments	16	66,340	126,614
		593,548	668,873
Current assets			
Debtors	17	7,306	7,737
Cash at bank and in hand		56,513	83,789
		63,819	91,526
Creditors			
Amounts falling due within one year	18	(7,424)	(6,549)
Net current assets		56,395	84,977
Net assets		649,943	753,850
Funds			
Unrestricted funds:			
General fund	19	53,205	81,674
Designated funds	19	312,628	379,334
	19	365,833	461,008
Restricted funds	19	284,110	292,842
Total funds		649,943	753,850

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

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

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006, with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the provisions of the Companies Act 2006 applicable to Companies subject to the small companies regime.

Approved by the Board of Trustees on ...18... October... 2022 and signed on its behalf.

Joanna Clark-Wilson
Chairman

Jacqueline Barker
Treasurer

The notes on pages 11 to 20 form part of these accounts.

Company No: 3380601

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation of accounts

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Brains Matter Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note (s).

The charity has taken advantage of the exemption available under Charities SORP (FRS102) Second Edition released October 2019 and does not include a Statement of Cash Flows, on the grounds it is not deemed a large charity.

b) Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

c) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds include a designated investment fund representing the market value of investments and a designated new property fund representing the value of the charity's principal operating premises which was funded by the general fund.

Freehold depreciation is charged directly to the designated fund and an annual transfer is made between unrestricted funds and designated funds to account for investment purchases and sales.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

d) Income

Income is recognised when the charity has entitlement to the funds; any performance conditions attached to the item(s) of income have been met; it is probable that the income will be received and the amount can be measured reliably.

For legacies, entitlement is taken as the earliest of the date on which either: the charity is aware that probate has been granted; the estate has been finalised and notification has been made by the executors to the charity that a distribution will be made; or when a distribution is received from the state. Receipt of a legacy, in whole or part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executors intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

d) Income (continued)

Grant or fee income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

Donated assets are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to acquire the asset on the open market.

e) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party; it is probable that a settlement will be required; and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Raising funds comprises the costs of organising fundraising events, investment management fees, salary costs and expenditure on marketing and publicity.

Charitable activities comprises the costs of the day centre and the buddying & drop in centres undertaken to further the purposes of the charity, including their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include accountancy fees and governance costs. The basis on which support costs are allocated is set out in Note 8.

g) Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

h) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

Freehold land	Nil	
Freehold buildings	2%	straight line basis
Studio, grounds and gardens	25%	of written down value
Equipment	25%	of written down value

i) Quoted investments

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the nert gains and losses arising on the revaluations and disposals during the year.

j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k) Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less.

l) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Pensions

The charity contributes to a defined contribution scheme for certain of its employees.

2 Legal status

Brains Matter Charity is a private company limited by guarantee, registered in England & Wales. It is registered as a charity with the Charity Commission, number 1062884. The company registration number, registered office and principal place of business are set out on Page 1 of this report & accounts and the governing document details are set out on Page 5 of the trustees' report.

3 Income from donations and legacies

	2021 £	2020 £
Friends subscriptions	**55**	505
Covid-19 Government support grant	**2,667**	10,000
Covid-19 job retention scheme	**983**	2,143
Donations for general purposes	**12,546**	12,846
Donations for specific purposes	**526**	27
Legacies	**-**	-
	16,777	25,521

In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

4 Income from charitable activities

	2021 £	2020 £
Day services		
Fees and other generated income	**46,298**	53,573
	46,298	53,573
Wellbeing support		
Fee and other generated income	**21,195**	26,379
	21,195	26,379
Total income from charitable activities	**67,493**	79,952

5 Income from other trading activities

	2021 £	2020 £
Fundraising events	787	243
Room and car park hire	703	230
Other trading income	212	50
	1,702	523

6 Investment income

	2021 £	2020 £
Income from quoted investments	3,263	3,351
Bank interest	667	615
	3,930	3,966

A detailed breakdown of income from quoted investments is shown in Note 20.

7 Fundraising and publicity expenditure

	2021 £	2020 £
Direct costs of fundraising events	-	245
Investment management fees	661	605
Salaries	12,755	13,769
Website maintenance	774	864
	14,190	15,483

8 Charitable activity expenditure

	Day services £	Wellbeing support £	2021 Total £	2020 Total £
Salaries	108,492	23,686	132,178	100,622
Other personnel costs	6,476	1,269	7,745	4,130
Premises	7,062	-	7,062	6,459
Insurance	4,137	-	4,137	3,973
Office	16,008	290	16,298	16,278
Legal & professional	645	-	645	500
Depreciation	15,051	-	15,051	15,861
Direct expenditure on beneficiaries	2,200	-	2,200	2,444
Support costs	1,810	-	1,810	1,810
Governance costs	2,880	-	2,880	2,760
	164,761	25,245	190,006	154,837

9 Analysis of support costs

	Basis of apportionment	General support £	Governance function £	2021 Total £
Independent examination fee	Governance	-	1,980	1,980
Accountancy services	Allocated by invoice	1,810	900	2,710
		1,810	2,880	4,690

10 Net income/(expenditure) for the year

This is stated after charging:	2021 £	2020 £
Depreciation	15,051	15,861
Operating leases - equipment	4,281	4,281
Independent examination fee	1,980	1,860

11 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

	2021 £	2020 £
Wages and salaries	132,789	104,430
Social security costs	5,564	2,969
Pension costs	6,580	5,228
Agency staff	-	1,764
	144,933	114,391

Pension costs are allocated between activities and between restricted and unrestricted funds in proportion to the related staff costs incurred. Retirement benefits are accruing under money purchase schemes for five members of staff. (2020: five).

None of the trustees have been paid any remuneration or received any other benefits during the year (2020 £Nil). No trustee received any expenses during the year. (2020 £Nil).

No employee had employee benefits in excess of £60,000 during the year (2020 Nil). The key management personnel of the charity comprise the trustees and Service Manager. The total employee benefits of the key management personnel were £40,014 (2020: £32,947).

12 Staff numbers

The average monthly head count was seven staff, comprising one full time and six part time employees. (2020: nil full time and seven part time employees). The number of full time equivalent employees was as follows:

	2021 No.	2020 No.
Day services	2	2
Wellbeing support	1	1
Management, administration and fundraising	1	1
	4	4

13 Related parties

There were no related party transactions during the year. (2020 £Nil).

14 Taxation

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

15 Tangible fixed assets

	Freehold Land & Buildings £	Equipment £	Total £
Cost or valuation			
At 1 January 2021	768,813	37,290	806,103
Additions	-	-	-
Disposals	-	-	-
At 31 December 2021	768,813	37,290	806,103
Depreciation			
At 1 January 2021	229,519	34,325	263,844
Charge for year	14,309	742	15,051
Released on disposal	-	-	-
At 31 December 2021	243,828	35,067	278,895
Net Book Value			
At 31 December 2021	524,985	2,223	527,208
At 31 December 2020	539,294	2,965	542,259

The Trustee's have estimated the original cost of the freehold land in 2008 as £42,000 which represented 10% of the purchase price.

16 Investments

	2021 £	2020 £
Listed investments at valuation		
At 1 January 2021	125,216	123,952
Additions	-	-
Disposals at opening book value	(69,683)	-
Net unrealised investment gains	5,938	1,264
	61,471	125,216
Other investments		
Balance held on deposit	4,869	1,398
At 31 December 2021	66,340	126,614

17 Debtors

Amounts falling due within one year:	2021 £	2020 £
Trade debtors	6,011	6,511
Other debtors	45	41
Prepayments	1,250	1,185
	7,306	7,737

18 Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	439	559
Social security and other taxes	2,284	2,061
Other creditors	1,561	979
Accruals	3,140	2,950
	7,424	6,549

Other creditors include pension contributions of £1,561 (2020 £979).

19 Movements in funds

	As at 01.01.21 £	Incoming Resources £	Resources Expended £	Investment Gains/ Losses & Transfers £	As at 31.12.21 £
Unrestricted Funds					
General fund	81,674	89,376	(188,506)	70,661	**53,205**
Designated investment fund	126,614	-	-	(60,274)	**66,340**
Designated new property fund	252,720	-	(6,432)	-	**246,288**
	461,008	89,376	(194,938)	10,387	**365,833**
Restricted Funds					
New premises fund	286,574	-	(7,877)	-	**278,697**
Equipment funds	752	-	(187)	-	**565**
Cash funds	5,516	526	(1,194)	-	**4,848**
	292,842	526	(9,258)	-	**284,110**
Total Funds	**753,850**	**89,902**	**(204,196)**	**10,387**	**649,943**

Analysis of Gains, Losses & Transfers

	Unrestricted Funds £	Designated Investment Fund £	Designated Property Fund £	Restricted Property Fund £	Total £
Investment capital	70,661	(70,661)	-	-	-
	70,661	(70,661)	-	-	-
Gain on investment assets	-	10,387	-	-	**10,387**
	70,661	**(60,274)**	-	-	**10,387**

The Designated Investment Fund represents the valuation of investments.

The New Premises Fund was created in 2004 to finance the new premises at 3 Culverden Park.

The Equipment Fund comprises items of equipment donated for various purposes.

The Cash Fund consists of many gifts or grants which have been donated for various specific purposes.

20 Designated investment Fund

		Original Cost £	Market Value £	Income for Year £
UK fixed interest stocks				
Henderson Global Investors	Strategic Bond	-	-	174
Artemis Fund Managers	Corporate Bond	-	-	257
Jupiter Unit Trust Managers	Strategic Bond	4,963	4,856	189
Overseas index- linked				
CG Portfolio Real Return	Class A Shares	2,917	5,272	189
Alternative investments				
3I Infrastructure	Ord NPV (Post Cons)	4,008	5,736	159
Link Fund Solutions	Capita Trojan X Dis	3,963	5,130	6
Artemis Fund Managers	Global Income Units	-	-	92
Fil Inv Svcs	Global Dividend W	-	-	398
Fil Inv Svcs	Global Dividend R Monthly	3,222	5,000	21
UK investment & unit trusts				
Henderson High Inc. Trust	Ordinary 5p	2,130	3,497	398
Link Fund Solutions	Milton UK Multi Cap Inc	-	-	389
Majedie Asset Management	UK Income X	-	-	215
T Bailey Fund Services	TB Evenlode Income C	5,809	7,728	226
Investec Fund Manager Series	Series I UK Alpha J	4,923	5,794	118
Overseas equities				
Aviva Investors UK Svcs Ltd	US Equity Income	4,918	6,311	145
Blackrock Fund Managers	Contl Europe Inc D Units	2,988	3,942	116
Pacific Assets Trust	Ordinary 12.5p	2,729	4,575	54
Scroder Unit Trusts	Asian Income Z Inc	2,998	3,630	117
Total quoted investments		45,568	61,471	3,263
Balance held on deposit		4,869	4,869	-
Total value of investment fund		50,437	66,340	3,263

21 Analysis of net assets between funds

	Tangible Fixed Assets £	Investments £	Net Current Assets £	Total £
Unrestricted Funds				
General fund	1,658	-	51,547	53,205
Designated investment fund	-	66,340	-	66,340
Designated new property fund	246,288	-	-	246,288
	247,946	66,340	51,547	365,833
Restricted Funds				
New premises fund	278,697	-	-	278,697
Equipment funds	565	-	-	565
Cash funds	-	-	4,848	4,848
	279,262	-	4,848	284,110
	527,208	66,340	56,395	649,943

22 Operating lease commitments

At the balance sheet date the charity had the following annual commitments under non-cancellable operating leases:

	2021 £	2020 £
Equipment lease expiring:		
Between two and five years	4,281	4,281

23 Capital commitments

At the balance sheet date the charity had capital commitments contracted for but not provided for of £Nil (2020: £Nil).

24 Post balance sheet events

An independent report was commissioned by the board in 2019 to review the governance of the charity in response to the safeguarding issues that arose in 2017. The publication of this review remains ongoing. Verbal feedback relating to governance issues of the charity has been acted on. If the full independent report is finalised and released to the board, trustees will determine whether any other action needs to be taken. There are no financial implications to the charity relating from this.

A claim was made against Headway West Kent in 2021 relating to the same historic incident in 2017, which the insurance company is dealing with. There are no financial implications on Brains Matter Charity.

BRAINS MATTER CHARITY

England & Wales - Charity number 1062884

Accounts

BRAINS MATTER CHARITY

33rd

ANNUAL REPORT & ACCOUNTS

FOR THE YEAR ENDED
31 DECEMBER 2020

A Company Limited by Guarantee
Registered in England No ***3380601***

Registered Charity No ***1062884***

BRAINS MATTER CHARITY
REPORT OF THE TRUSTEES
YEAR ENDED 31 DECEMBER 2020

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BRAINS MATTER CHARITY
REFERENCE AND ADMINISTRATIVE DETAILS
YEAR ENDED 31 DECEMBER 2020

PATRON	Chloë Teacher
VICE PATRONS	Tony Adams MBE Greg Clark MP John Davies Pam Munro MBE Professor Michael Oddy
PRESIDENT	Judy Horwood
BOARD OF TRUSTEES	
Joanna Clark-Wilson	Chairman
Jacqueline Barker	
Astrid Clifford	
Edward Fardell	
Erika Johnson	
Gillian Leandro	
Susan Pearce	
Janet Williamson	
COMPANY SECRETARY	Edward Fardell
KEY MANAGEMENT PERSONNEL	
Tracey Parry	Service Manager
PROFESSIONAL ADVISERS	
Bankers:	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4TA
Independent Examiner:	Foot Davson Ltd Chartered Accountants 17 Church Road Tunbridge Wells Kent TN1 1LG
Investment Advisors	Smith & Williamson 25 Moorgate London EC2R 6AY
CENTRE & REGISTERED OFFICE	3 Culverden Park Tunbridge Wells Kent TN4 9QT 01892 619001 info@brainsmatter.org.uk www.brainsmatter.org.uk

BRAINS MATTER CHARITY
REPORT OF THE TRUSTEES
YEAR ENDED 31 DECEMBER 2020

The trustees, who are also the directors of the Charity for the purpose of the Companies Act, present their report and the independently examined accounts for the year ended 31 December 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

OBJECTIVES AND ACTIVITIES

Objectives
The Charity's objectives as set out in the Memorandum of Association are to:

- Advance, promote and assist in the rehabilitation of persons who have suffered head injuries resulting in brain damage and who reside in the area at which the Charity's activities are targeted (as determined by the Charity from time to time), by the provision of such services and facilities as may from time to time be determined by it;
- Support, inform and guide carers and families of people who have suffered head injuries; and
- Maintain, develop and manage a Centre to assist with the rehabilitation of head-injured persons and to co-operate with any other bodies in the maintenance and management of such a Centre for the carrying on of all such activities as may be promoted by the Charity in furtherance of its objects.

The Charity also has the general aim to support preventative measures to reduce the incidence and severity of brain injury.

Activities
To achieve these objectives the Charity carries out the following activities:

- Communicates the range of the Charity's services to local authorities, healthcare providers and the general public;
- Provides Centre based services for those living with brain injury, their families and carers;
- Provides Drop In services for those living with brain injury, their families and carers;
- Provides a Buddy service within the community;
- Identifies a range of appropriate activities that meet the needs of its service users, their families and carers;
- Undertakes fundraising activities to generate income to meet the Charity's objectives; and
- Ensures that all staff and volunteers receive the training and support necessary in their work.

The Centre based service is provided in Tunbridge Wells, three days a week. The Charity receives payments from KCC, who pay a portion of the daily costs for individual users. Fees are also received from private users

The Charity has provided Drop In centres based in Sevenoaks, Maidstone and Tunbridge Wells.

The Charity has a Community Wellbeing Service, which has provided valuable support to those requiring the additional help of a Buddy.

Public benefit
The specialist requirements for assisting children preclude the Charity from providing services to children with brain injury under the age of eighteen. Otherwise, the Charity's services are available to all people with brain injury, subject to an assessment of need, regardless of race, gender, religion, ethnicity or social grouping.

The trustees confirm that they have considered the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims, objectives and operations. They are satisfied that the provision of services ensures that the public benefit requirements are fully met.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

2020 was a difficult year for everyone. Covid-19 suddenly precluded clients being supported at the Centre and face-to-face support from Buddies and in the drop-in centres from March 2020. Fundraising and other income generating activities have also not been possible.

Brains Matter staff were aware of the vulnerability some of the clients faced when the Centre had to close and there were changes to everyday lifestyles. The small, but dedicated team at Brains Matter, were able to continue to support all clients throughout the year. This was achieved through telephone calls, letters, emails, face to face video calls and the popular, virtual zoom groups, which took place three days per week. The group sessions continued to be a place where clients felt safe, connected to each other and part of a team. Lots of laughter, discussions, daily topics and many quizzes and games took place during these sessions.

The staff continued to undertake individual risk assessments for each client. These were to ensure any difficulties or issues were highlighted and acted on accordingly. If any concerns were raised the team were able to address the issues or signpost to the relevant agencies, for example safeguarding, domiciliary care requirements, social care support or medical support.

During the year the charity introduced the production of quarterly newsletters. These newsletters allowed the organisation to remain in contact with all stakeholders, to ensure everyone was kept updated. They included articles on services provided by the charity and other local and national organisations. The newsletters also offered the clients the opportunity to share their stories, pictures and poems.

Staff

A new Service Manager, Tracey Parry, was appointed in May 2020. After undertaking a period of induction, priority was given to the issues effecting services during the pandemic. This work included regularly assessing Government guidelines and sourcing information from the Health and Safety Executive, the World Health Organisation, Public Health, NVCO, Kent County Council, local and national businesses, and other third sector organsiations. Full risk assessments were completed for all Brains Matter services, staff and clients. Assessments included infection control, capacity, safety, costs and recommended safety precautions. The results of which were analysed and information was gathered to ensure services offered to clients would be safe and reduce the risk of virus transmission.

Lisa-Rae Brough, Activities Coordinator, started work at the beginning of the year, just before the pandemic, and suddenly had to adapt the programme to online activities.

A monthly monitoring tool was introduced which allowed staff to record the ongoing support offered to clients. The tool also includes feedback, comments, complaints and commendations from clients, carers (family) and professionals. This will help the charity and give the organisation the opportunity to garner important information for future use and funding opportunities.

After a period of review recommendations were made in regard to some of the charity's procedures. Following on from this a suite of policies were created and updated. Brains Matter contracted an external Human Resources company who will continue to provide support, up to date policies and procedures, and ensure the charity complies with current legislation.

Trustees

The skillsets of the Trustees have been reviewed to establish what is best needed for the Charity to develop.

New Trustees were appointed to the Board, so overall the Board has a wealth of experience and knowledge in brain injury and in charity processes and governance.

The Board of Trustees continued to meet monthly throughout the year.

FINANCIAL REVIEW

Balance sheet
At 31 December 2020 the Charity had total reserves of £753,850 as detailed in note 19 to the accounts. This includes the investment fund of £126,614 which has increased because the charity benefited from a revaluation surplus of £1,264. The premises at 3 Culverden Park have a net book value of £539,294 and are owned outright.

S.O.F.A.
For the year ended 31 December 2020 the Charity had a net deficit of £60,358 before gains on investments and £59,094 after gains on investments.

The Charity's existing core activites providing the day services (including the Drop In services) and an information/support service generated £53,373 in fee income and incurred £123,394 in associated unrestricted expenditure. This resulted in a deficit of £70,021 which was partially covered by fundraising income and the Wellbeing Support surplus, with the balance funded from reserves.

The Wellbeing Support (Buddy) activity generated £26,379 income during the year and incurred £22,731 in associated unrestricted expenditure. This resulted in a surplus of £3,648.

Donations and legacies of £25,521 included a Government support grant of £10,000 to help mitigate the impact of Covid-19.

Investment policy
The Charity seeks to invest its resources prudently, with low risk, to generate both income and capital growth whilst retaining an element of liquidity. It continues to be advised by Smith & Williamson. In view of the economic circumstances the trustees consider the yield on the investment fund of 2.7% of market value this year (3.2% of original cost) to be satisfactory.

Reserves policy
Note 21 to the accounts show the assets and liabilities attributable to the various funds. Unrestricted funds not designated for the new property fund amounted to £81,674 of which £79,461 is freely available with the balance invested in fixed assets. This equates to approximate four months running costs.

The trustees' reserves policy is reviewed on an annual basis and aims to maintain unrestricted funds at a level to allow sufficient liquidity for normal operations, to support the development of services and activities provided by the Charity and provide for a reasonable sum for contingencies. The reserve position is considered alongside the Charity's annual budget and forecast cash flow requirements.

The strong reserve position has allowed the Charity to continue to support services throughout this difficult year. These services are of great value to the clients and are considered a vital part of the service provided by the Charity, and the Trustees have agreed to continue to fund the deficit arising from the Charity's reserves. This is especially important in light of the continued impact of Covid-19 and the loss in fundraising and other income the Charity would usually generate. The reserves will also be used to fund any additional costs that may be incurred making the centre 'Covid-safe' and acquiring safety equipment for the staff.

The Trustees are also currently reviewing the services offered by the Charity and may potentially look to expand these and the reserve level will allow the investment of funds into new services should this be considered beneficial.

Overall, the trustees are satisfied that the current level of reserves is adequate to support the Charity's aims and objectives and will continue to monitor the position on a monthly basis.

PLANS FOR FUTURE PERIODS

It is hoped the charity will enhance its current services to more clients and will include additional specialist services.

PLANS FOR FUTURE PERIODS (continued)

It is planned that professional partnerships will be established and referral pathways devised, this will help raise awareness of the organisation and allow and encourage more people to receive support from Brains Matter Charity.

The Charity remains financially robust, notwithstanding the deficit for the year, and the reserves position remains strong. The surplus reserves are considered sufficient to support the Charity over the coming 12 months and it is hoped with the potential easing of restrictions that the Charity can increase its activities and income levels once more.

The ongoing financial position is monitored monthly to allow for any potential issues to be identified and actions put in place to ensure the future operations of the Charity can continue.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document
Brains Matter Charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 3 June 1997 as amended by special resolutions dated 2 July 2012 and 15 May 2017. It is registered as a charity with the Charity Commission, number 1062884.

Appointment of Trustees
The President, Chairman, Treasurer, Company Secretary and other trustees are elected by the members at the Annual General Meeting and serve until the conclusion of the following Annual General meeting. As part of the selection process, due consideration is given to the individual's personal knowledge and the experience they would bring to the governing body.

The Charity complies with the requirements of the Charity Commission for governance. This includes the induction and training of trustees, staff and volunteers.

Trustees
The trustees who served during the period and up to the date of approval of this report were as follows:

Joanna Clark-Wilson		Chairman
Jacqueline Barker		Treasurer
Astrid Clifford		
Edward Fardell	(appointed 16.11.20)	Secretary
Helen Goddard	(resigned 14.09.20)	
Erika Johnson		
Martin Johnson	(resigned 16.01.20)	
Gillian Leandro		
Diana Morton	(resigned 11.01.21)	
Susan Pearce		
Lynne Powrie	(appointed 16.11.20, resigned 28.05.21)	
Deborah Smith	(appointed 11.01.21, resigned 28.05.21)	
Jennifer Waight	(resigned 15.02.21)	
Janet Williamson		

Organisation
The board of trustees, which can have up to 12 members, administers the Charity. The trustees meet regularly to manage its affairs. The day to day administration of the Charity is delegated to the Service Manager.

Risk management
The trustees have examined the major risks to which the charity is exposed and have developed systems to mitigate any impact they may have on the charity's future. It is recognised that no system can give an absolute assurance against major risks.

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Charity trustees (who are also directors of Brains Matter Charity for the purposes of company law) are responsible for preparing a trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

In so far as the trustees are aware at the time of approving the trustees' annual report:

- there is no relevant information of which the charitable company's independent examiner is unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

On behalf of the Board,



Joanna Clark-Wilson
Chairman
Date: 21 June 2021

BRAINS MATTER CHARITY (FORMERLY HEADWAY IN WEST KENT)
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRAINS MATTER CHARITY
YEAR ENDED 31 DECEMBER 2020

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st December 2020 which are set out on pages 8 to 19.

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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.

Tina Clay

Tina Clay BA FCA
For and on behalf of
Foot Davson Ltd
Chartered Accountants

17 Church Road
Tunbridge Wells
Kent
TN1 1LG

Date: 27 July 2021

BRAINS MATTER CHARITY
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £
Income:							
Donations and legacies	3	25,494	27	**25,521**	129,725	1,200	130,925
Charitable activities:							
Day services	4	53,573	-	**53,573**	59,554	-	59,554
Wellbeing support	4	26,379	-	**26,379**	18,803	-	18,803
Other trading activities	5	523	-	**523**	9,780	-	9,780
Investment income	6	3,966	-	**3,966**	4,209	-	4,209
Total income		109,935	27	**109,962**	222,071	1,200	223,271
Expenditure:							
Raising funds:							
Fundraising and publicity	7	15,483	-	**15,483**	16,739	2,209	18,948
Charitable activities:							
Day services	8	123,394	8,712	**132,106**	132,331	10,886	143,217
Wellbeing support	8	22,731	-	**22,731**	29,653	-	29,653
Total expenditure		161,608	8,712	**170,320**	178,723	13,095	191,818
Net income/(expenditure) before gains and losses on investments		(51,673)	(8,685)	**(60,358)**	43,348	(11,895)	31,453
Net (losses)/gains on investments		1,264	-	**1,264**	12,043	-	12,043
Net income/(expenditure) for the year	10	(50,409)	(8,685)	**(59,094)**	55,391	(11,895)	43,496
Transfers between funds	20	-	-	-	-	-	-
Net movement in funds		(50,409)	(8,685)	**(59,094)**	55,391	(11,895)	43,496
Reconcilation of funds:							
Total funds at 1 January 2020		511,417	301,527	**812,944**	456,026	313,422	769,448
Total funds at 31 December 2020		461,008	292,842	**753,850**	511,417	301,527	812,944

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

The notes on pages 10 to 19 form part of these accounts.

BRAINS MATTER CHARITY
BALANCE SHEET
AS AT 31 DECEMBER 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	15	542,259	556,541
Investments	16	126,614	125,955
		668,873	682,496
Current assets			
Debtors	17	7,737	9,055
Cash at bank and in hand		83,789	127,886
		91,526	136,941
Creditors			
Amounts falling due within one year	18	(6,549)	(6,493)
Net current assets		84,977	130,448
Net assets		753,850	812,944
Funds			
Unrestricted funds:			
General fund	19	81,674	126,310
Designated funds	19	379,334	385,107
	19	461,008	511,417
Restricted funds	19	292,842	301,527
Total funds		753,850	812,944

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

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

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006, with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the provisions of the Companies Act 2006 applicable to Companies subject to the small companies regime.

Approved by the Board of Trustees on 21 June 2021 and signed on its behalf:

Joanna Clark-Wilson
Chairman

Jacqueline Barker
Treasurer

The notes on pages 10 to 19 form part of these accounts.

Company No: 3380601

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation of accounts

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Brains Matter Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note (s).

The charity has taken advantage of the exemption available under Charities SORP (FRS102) Second Edition released October 2019 and does not include a Statement of Cash Flows, on the grounds it is not deemed a large charity.

b) Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

c) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds include a designated investment fund representing the market value of investments and a designated new property fund representing the value of the charity's principal operating premises which was funded by the general fund.

Freehold depreciation is charged directly to the designated fund and an annual transfer is made between unrestricted funds and designated funds to account for investment purchases and sales.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

d) Income

Income is recognised when the charity has entitlement to the funds; any performance conditions attached to the item(s) of income have been met; it is probable that the income will be received and the amount can be measured reliably.

For legacies, entitlement is taken as the earliest of the date on which either: the charity is aware that probate has been granted; the estate has been finalised and notification has been made by the executors to the charity that a distribution will be made; or when a distribution is received from the state. Receipt of a legacy, in whole or part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executors intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

d) Income (continued)

Grant or fee income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

Donated assets are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to acquire the asset on the open market.

e) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party; it is probable that a settlement will be required; and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Raising funds comprises the costs of organising fundraising events, investment management fees, salary costs and expenditure on marketing and publicity.

Charitable activities comprises the costs of the day centre and the buddying & drop in centres undertaken to further the purposes of the charity, including their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include accountancy fees and governance costs. The basis on which support costs are allocated is set out in Note 8.

g) Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

h) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

Freehold land	Nil	
Freehold buildings	2%	straight line basis
Studio, grounds and gardens	25%	of written down value
Equipment	25%	of written down value

i) Quoted investments

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the nert gains and losses arising on the revaluations and disposals during the year.

j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k) Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less.

l) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount to sttle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Pensions

The charity contributes to a defined contribution scheme for certain of its employees.

2 Legal status

Brains Matter Charity is a private company limited by guarantee, registered in England & Wales. It is registered as a charity with the Charity Commission, number 1062884. The company registration number, registered office and principal place of business are set out on Page 1 of this report & accounts qand the governing document details are set out on Page 5 of the trustees' report.

3 Income from donations and legacies

	2020 £	2019 £
Friends subscriptions	505	1,026
Covid-19 Government support grant	10,000	-
Covid-19 job retention scheme	2,143	-
Donations for general purposes	12,846	18,249
Donations for specific purposes	27	1,200
Legacies	-	110,450
	25,521	130,925

In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

4 Income from charitable activities

	2020 £	2019 £
Day services		
Fees and other generated income	53,573	59,554
	53,573	59,554
Wellbeing support		
Fee and other generated income	26,379	18,803
	26,379	18,803
Total income from charitable activities	79,952	78,357

5 Income from other trading activities

	2020	2019
	£	£
Fundraising events	243	6,585
Room and car park hire	230	3,139
Other trading income	50	56
	523	9,780

6 Investment income

	2020	2019
	£	£
Income from quoted investments	3,351	3,659
Bank interest	615	550
	3,966	4,209

A detailed breakdown of income from quoted investments is shown in Note 20.

7 Fundraising and publicity expenditure

	2020	2019
	£	£
Direct costs of fundraising events	245	5,451
Investment management fees	605	632
Salaries	13,769	11,519
Website maintenance	864	1,076
Other marketing and publicity	-	270
	15,483	18,948

8 Charitable activity expenditure

	Day services	Wellbeing support	2020 Total	2019 Total
	£	£	£	£
Salaries	79,244	21,378	100,622	111,316
Other personnel costs	3,214	916	4,130	7,556
Premises	6,459	-	6,459	9,613
Insurance	3,973	-	3,973	3,444
Office	16,201	77	16,278	13,470
Legal & professional	500	-	500	511
Depreciation	15,861	-	15,861	16,421
Direct expenditure on beneficiaries	2,084	360	2,444	4,079
Support costs	1,810	-	1,810	1,720
Governance costs	2,760	-	2,760	4,740
	132,106	22,731	154,837	172,870

9 Analysis of support costs

	Basis of apportionment	General support £	Governance function £	2020 Total £
Independent examination fee	Governance	-	1,860	1,860
Accountancy services	Allocated by invoice	1,810	900	2,710
		1,810	2,760	4,570

10 Net income/(expenditure) for the year

This is stated after charging:	2020 £	2019 £
Depreciation	15,861	16,421
Operating leases - equipment	4,281	3,027
Independent examination fee	1,860	2,040

11 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

	2020 £	2019 £
Wages and salaries	104,430	110,219
Social security costs	2,969	5,015
Pension costs	5,228	6,072
Agency staff	1,764	1,529
	114,391	122,835

Pension costs are allocated between activities and between restricted and unrestricted funds in proportion to the related staff costs incurred. Retirement benefits are accruing under money purchase schemes for five members of staff. (2019: five).

None of the trustees have been paid any remuneration or received any other benefits during the year (2019 £Nil). No trustee received any expenses during the year. (2019 £Nil).

No employee had employee benefits in excess of £60,000 during the year (2019 Nil). The key management personnel of the charity comprise the trustees and initially the Acting Operations Manager who was replaced by the new Service Manager. The total employee benefits of the key management personnel were £32,947 (2019: £35,709).

12 Staff numbers

The average monthly head count was seven staff, comprising nil full time and seven part time employees. (2019: nil full time and seven part time employees). The number of full time equivalent employees was as follows:

	2020 No.	2019 No.
Day services	2	2
Wellbeing support	1	1
Management, administration and fundraising	1	1
	4	4

13 Related parties

There were no related party transactions during the year. (2019 £Nil).

14 Taxation

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

15 Tangible fixed assets

	Freehold Land & Buildings	Equipment	Total
	£	£	£
Cost or valuation			
At 1 January 2020	768,813	35,711	**804,524**
Additions	-	1,579	**1,579**
Disposals	-	-	-
At 31 December 2020	**768,813**	**37,290**	**806,103**
Depreciation			
At 1 January 2020	214,647	33,336	**247,983**
Charge for year	14,872	989	**15,861**
Released on disposal	-	-	-
At 31 December 2020	**229,519**	**34,325**	**263,844**
Net Book Value			
At 31 December 2020	539,294	2,965	**542,259**
At 31 December 2019	554,166	2,375	**556,541**

The Trustee's have estimated the original cost of the freehold land in 2008 as £42,000 which represented 10% of the purchase price.

16 Investments

	2020	2019
	£	£
Listed investments at valuation		
At 1 January 2020	**123,952**	114,139
Additions	-	9,000
Disposals at opening book value	-	(10,693)
Net unrealised investment gains	**1,264**	11,506
	125,216	123,952
Other investments		
Balance held on deposit	**1,398**	2,003
At 31 December 2020	**126,614**	125,955

17 Debtors

Amounts falling due within one year:	2020 £	2019 £
Trade debtors	6,511	7,878
Other debtors	41	39
Prepayments	1,185	1,138
	7,737	9,055

18 Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	559	629
Social security and other taxes	2,061	1,949
Other creditors	979	835
Accruals	2,950	3,080
	6,549	6,493

Other creditors include pension contributions of £979 (2019 £835).

19 Movements in funds

	As at 01.01.20 £	Incoming Resources £	Resources Expended £	Investment Gains/ Losses & Transfers £	As at 31.12.20 £
Unrestricted Funds					
General fund	126,310	109,935	(155,176)	605	**81,674**
Designated investment fund	125,955	-	-	659	**126,614**
Designated new property fund	259,152	-	(6,432)	-	**252,720**
	511,417	109,935	(161,608)	1,264	**461,008**
Restricted Funds					
New premises fund	295,014	-	(8,440)	-	**286,574**
Equipment funds	1,001	-	(249)	-	**752**
Cash funds	5,512	27	(23)	-	**5,516**
	301,527	27	(8,712)	-	**292,842**
Total Funds	**812,944**	**109,962**	**(170,320)**	**1,264**	**753,850**

Analysis of Gains, Losses & Transfers

	Unrestricted Funds £	Designated Investment Fund £	Designated Property Fund £	Restricted Property Fund £	Total £
Investment capital	605	(605)	-	-	-
				-	-
	605	(605)	-	-	-
Gain on investment assets	-	1,264	-	-	**1,264**
	605	**659**	-	-	**1,264**

The Designated Investment Fund represents the valuation of investments.

The New Premises Fund was created in 2004 to finance the new premises at 3 Culverden Park.

The Equipment Fund comprises items of equipment donated for various purposes.

The Cash Fund consists of many gifts or grants which have been donated for various specific purposes.

20 Designated investment Fund

		Original Cost £	Market Value £	Income for Year £
UK fixed interest stocks				
Henderson Global Investors	Strategic Bond	5,050	**5,502**	169
Artemis Fund Managers	Corporate Bond	9,000	**10,052**	187
Jupiter Unit Trust Managers	Strategic Bond	4,963	**4,979**	156
Overseas index- linked				
CG Portfolio Real Return	Class A Shares	7,351	**12,942**	210
Alternative investments				
Third Point Offshore Inv.	NPV USD	4,101	**5,432**	-
3I Infrastructure	Ord NPV (Post Cons)	4,008	**4,983**	149
Link Fund Solutions	Capita Trojan X Dis	3,963	**4,573**	22
Artemis Fund Managers	Global Income Units	6,852	**9,058**	292
Fil Inv Svcs	Global Dividend W	9,838	**14,220**	447
UK investment & unit trusts				
Henderson High Inc. Trust	Ordinary 5p	4,346	**5,909**	398
Link Fund Solutions	Milton UK Multi Cap Inc	7,991	**8,623**	312
Majedie Asset Management	UK Income X	5,857	**4,669**	173
T Bailey Fund Services	TB Evenlode Income C	7,922	**9,175**	277
Investec Fund Manager Series	Series I UK Alpha J	4,923	**5,521**	102
Overseas equities				
Aviva Investors UK Svcs Ltd	US Equity Income	4,918	**5,243**	174
Blackrock Fund Managers	Contl Europe Inc D Units	2,988	**3,606**	91
Pacific Assets Trust	Ordinary 12.5p	4,912	**7,211**	68
Scroder Unit Trusts	Asian Income Z Inc	2,998	**3,518**	123
Total quoted investments		101,981	**125,216**	3,350
Balance held on deposit		1,398	**1,398**	1
Total value of investment fund		103,379	**126,614**	**3,351**

21 Analysis of net assets between funds

	Tangible Fixed Assets £	Investments £	Net Current Assets £	Total £
Unrestricted Funds				
General fund	2,213	-	79,461	**81,674**
Designated investment fund	-	126,614	-	**126,614**
Designated new property fund	252,720	-	-	**252,720**
	254,933	126,614	79,461	**461,008**
Restricted Funds				
New premises fund	286,574	-	-	**286,574**
Equipment funds	752	-	-	**752**
Cash funds	-	-	5,516	**5,516**
	287,326	-	5,516	**292,842**
	542,259	126,614	84,977	**753,850**

22 Operating lease commitments

At the balance sheet date the charity had the following annual commitments under non-cancellable operating leases:

Equipment lease expiring:	2020 £	2019 £
Between two and five years	**4,281**	4,281

23 Capital commitments

At the balance sheet date the charity had capital commitments contracted for but not provided for of £Nil (2019: £Nil).

23 Post balance sheet events

An independent report was commissioned by the board to review the governance of the charity. This review currently remains ongoing and any relevant findings will be reported and acted on accordingly, once these become known and the report is finalised and released to the board.