

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

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

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# BRAINS MATTER CHARITY

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# **BRAINS MATTER CHARITY**

## **REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 DECEMBER 2023**

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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.

# BRAINS MATTER CHARITY

## REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

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### 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.

# **BRAINS MATTER CHARITY**

## **REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 DECEMBER 2023**

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#### **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.

# **BRAINS MATTER CHARITY**

## **REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 DECEMBER 2023**

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#### ***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.

# BRAINS MATTER CHARITY

## REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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### ***Risk management***

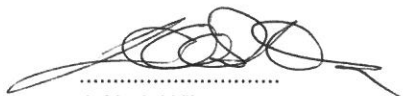
The trustees have examined the major risks to which the charity is exposed and have developed systems to mitigate any impact they may have on the charity's future. It is recognized that no system can give an absolute assurance against major risks.

### **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***

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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

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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

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<b>Income from:</b>							
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
<b>Total income</b>		<u>215,096</u>	<u>860</u>	<u>215,956</u>	<u>106,242</u>	<u>1,320</u>	<u>107,562</u>
<b>Expenditure on:</b>							
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
<b>Total expenditure</b>		<u>233,710</u>	<u>8,319</u>	<u>242,029</u>	<u>194,571</u>	<u>8,479</u>	<u>203,050</u>
Net gains/(losses) on investments	12	<u>-</u>	<u>-</u>	<u>-</u>	<u>(3,547)</u>	<u>-</u>	<u>(3,547)</u>
<b>Net expenditure and movement in funds</b>		(18,614)	(7,459)	(26,073)	(91,876)	(7,159)	(99,035)
<b>Reconciliation of funds:</b>							
Fund balances at 1 January 2023		<u>273,958</u>	<u>276,951</u>	<u>550,909</u>	<u>365,834</u>	<u>284,110</u>	<u>649,944</u>
<b>Fund balances at 31 December 2023</b>		<u>255,344</u>	<u>269,492</u>	<u>524,836</u>	<u>273,958</u>	<u>276,951</u>	<u>550,909</u>

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

# **BRAINS MATTER CHARITY**

## **BALANCE SHEET (CONTINUED)**

**AS AT 31 DECEMBER 2023**

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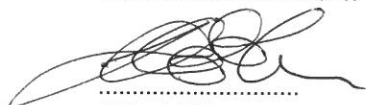
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2023.

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**

# BRAINS MATTER CHARITY

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

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### 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.

# BRAINS MATTER CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

### 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.

# BRAINS MATTER CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### 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.

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# BRAINS MATTER CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

### 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	-	-	-
	<u>72,588</u>	<u>860</u>	<u>73,448</u>	<u>41,790</u>	<u>1,320</u>	<u>43,110</u>

### 4 Income from charitable activities

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

# BRAINS MATTER CHARITY

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

### 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
	<hr/>	<hr/>
Other trading activities	26,535	4,030
	<hr/>	<hr/>

### 6 Income from investments

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

### 7 Raising funds

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

# **BRAINS MATTER CHARITY**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 31 DECEMBER 2023**

### **8 Expenditure on charitable activities**

	Day services 2023 £	Wellbeing support 2023 £	ABI Navigator 2023 £	Total 2023 £	Day services 2022 £	Wellbeing support 2022 £	Total 2022 £
<b>Direct costs</b>							
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
	<u>191,843</u>	<u>20,897</u>	<u>27,665</u>	<u>240,405</u>	<u>180,679</u>	<u>21,174</u>	<u>201,853</u>
<b>Analysis by fund</b>							
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
	<u>191,843</u>	<u>20,897</u>	<u>27,665</u>	<u>240,405</u>	<u>180,679</u>	<u>21,174</u>	<u>201,853</u>

# BRAINS MATTER CHARITY

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

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

### 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:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Day services	2	2
Wellbeing support	1	1
Management, admin and fundraising	3	3
ABI Navigator funded	1	-
	<u>          </u>	<u>          </u>
Total	7	6
	<u>          </u>	<u>          </u>

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

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.

# BRAINS MATTER CHARITY

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

### 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 £
<b>Cost</b>			
At 1 January 2023	768,813	37,291	806,104
At 31 December 2023	768,813	37,291	806,104
<b>Depreciation and impairment</b>			
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
<b>Carrying amount</b>			
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.

# BRAINS MATTER CHARITY

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

### 15 Fixed asset investments

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

### 16 Debtors

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

### 17 Loans and overdrafts

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

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.

# BRAINS MATTER CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

### 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
		<u>24,535</u>	<u>7,902</u>

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	-
		<u>89,776</u>	<u>-</u>

### 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).

# **BRAINS MATTER CHARITY**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 31 DECEMBER 2023**

### **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.

	Balance at 1 January 2022 £	Movement in funds				Movement in funds				Balance at 31 December 2023 £
		Incoming resources £	Resources expended £	Investment gains/losses and transfers £	Balance at January 2023 £	Incoming resources £	Resources expended £	Investment gains/losses and transfers £		
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	
	<u>284,110</u>	<u>1,320</u>	<u>(8,479)</u>	<u>-</u>	<u>276,951</u>	<u>860</u>	<u>(8,319)</u>	<u>-</u>	<u>269,492</u>	

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.



# **BRAINS MATTER CHARITY**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 31 DECEMBER 2023**

### **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.

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

# BRAINS MATTER CHARITY

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

### 23 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>At 31 December 2023:</b>			
Tangible assets	234,359	264,422	498,781
Current assets/(liabilities)	110,761	5,070	115,831
Long term liabilities	(89,776)	-	(89,776)
	<u>255,344</u>	<u>269,492</u>	<u>524,836</u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>At 31 December 2022:</b>			
Tangible assets	241,101	271,666	512,767
Investments	9	-	9
Current assets/(liabilities)	32,848	5,285	38,133
	<u>273,958</u>	<u>276,951</u>	<u>550,909</u>

### 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
	<u>4,281</u>	<u>4,281</u>

### 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).