

# LEICESTERSHIRE LEICESTER AND RUTLAND HEADWAY

England & Wales · Charity number 1074011

## Details

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**Other names** HEADWAY LEICESTER

**Status** Registered

**Legal form** Charitable company

**Company number** [03672087](#)

**Registered** 1999-02-17

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

## Contact

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**Address** 4 Hospital Close  
Leicester  
LE5 4WP

**Phone** 01162739763

**Email** [headway@headwayleicester.org.uk](mailto:headway@headwayleicester.org.uk)

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

## Activities

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**Objects:** TO PROVIDE SERVICES AND FACILITIES TO REHABILITATE AND RELIEVE FROM THEIR DISABILITIES PERSONS WHO HAVE SUFFERED HEAD INJURIES AND WHO RESIDE IN LEICESTERSHIRE AND RUTLAND

**Activities:** To provide support and advice to people with acquired brain injuries

## Classification

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

## Geography

- **Area of benefit:** RESIDENTS OF LEICESTERSHIRE AND RUTLAND
- Leicester City
- Leicestershire
- Rutland

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £271,367 | £291,034    | -      | -         |
| 2024-03-31 | £239,442 | £244,287    | -      | -         |
| 2023-03-31 | £183,138 | £230,040    | -      | -         |
| 2022-03-31 | £232,077 | £235,755    | -      | -         |
| 2021-03-31 | £258,331 | £241,401    | -      | -         |

## Trustees

| Name                        | Role  | Appointed  |
|-----------------------------|-------|------------|
| <b>REG PERRINS</b>          | Chair |            |
| CAROL BIRCH                 |       |            |
| Christopher McKinney        |       |            |
| Danielle Jane Young         |       | 2024-04-30 |
| Dedunu Samudrika De Silva   |       | 2020-04-28 |
| Dr Christopher Howard Sworn |       | 2013-09-20 |
| James Lewis                 |       | 2019-10-22 |
| STEPHEN NOTTRIDGE           |       | 2019-01-15 |
| Simon Gerrard               |       | 2024-04-30 |
| Tharmananthar Shankaradhas  |       | 2019-01-15 |

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# Accounts

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**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2025**  
**for**  
**Leicestershire Leicester And Rutland**  
**Headway**

Duncan & Toplis Limited  
Park House  
37 Clarence Street  
Leicester  
Leicestershire  
LE1 3RW

**Leicestershire Leicester And Rutland**  
**Headway**

**Contents of the Financial Statements**  
**for the Year Ended 31 March 2025**

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**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2025**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The Charity's objects are;

- to provide services and facilities calculated to rehabilitate and relieve from their disabilities persons who live with brain injuries and who reside in Leicestershire and Rutland.
- to assist the families and carers of persons who live with brain injuries

**Public benefit**

The Trustees have had due regard to guidance published by the Charity Commission on public benefit and considers the charity acts in accordance with the guidance.

**ACHIEVEMENTS AND PERFORMANCE**

**Charitable activities**

The Trustees are satisfied with the results for the year 2024-2025.

During this period, the Charity continued to provide vital services and support to adults with acquired brain injury (ABI), along with their families, carers, and supporters. Between 1 April 2024 and 31 March 2025, the service received **103 new referrals**, of which **59% were male**.

Referral analysis indicated that:

- **30%** of individuals referred had experienced a **stroke**
- **18%** were the result of **road traffic collisions**

**69%** of all referrals were for residents within the county, with **Charnwood** being the borough with the highest number.

We enhanced our digital presence through continued updates to our website and increased activity on social media platforms. In January, we welcomed a trainee counsellor from the University of Derby, who now provides support sessions to service users, family members, and Headway staff.

The year marked a positive period of change, with the development of new initiatives and the expansion of existing services. A notable achievement was receiving '**Highly Commended**' in the Charity category of the **NHS Parliamentary Awards 2024**.

To strengthen our leadership capacity, the Fundraising and Engagement Executive was promoted to **Development Manager**, supporting the Service Director with day-to-day responsibilities and decision-making.

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2025**

**ACHIEVEMENTS AND PERFORMANCE**

**Fundraising activities**

We experienced many successful outcomes from our fundraising campaigns, largely due to improved networking, targeted marketing, and increased community engagement. These efforts have positively influenced donor behaviour and enhanced income generation.

**Notable successes include:**

- **£348,000** awarded over five years by the **National Lottery Reaching People & Communities** for our Learning to Be Me Again project, which will expand our Community Outreach programme with new community hubs and a hospital liaison service
- A donation from **Lutterworth Rotary Club** towards equipment and the promotion of inclusive sports
- **Heather Savigny's** tandem skydive raised nearly **£4,000** for a residential break to the Norfolk Broads
- **Michael Gardner**, aka The Walking Poet, raised **£1,340** through book sales and donations
- **£2,000** legacy from **J.A. Barson**
- **£2,500** from the **Leicester Freemasons**
- **£800** from the **Market Harborough Catenians**
- **£3,500** from the **Maud Elkington Charitable Trust**
- **£1,000** from **The Chesterton House Foundation**
- **£1,000** from the **Florence Turner Trust**
- **£2,500** from the **Hedley Foundation**
- **£732** awarded by **Blaby District Council**
- **£8,400** from the **NHS Research Enablement Project**

We extend our sincere thanks to **Affinity Law, K. Feltham, the Solanki family**, and those who contributed through the **Navratri donation**, which raised a further **£4,000**. Without the generosity of these individuals and organisations, we would be unable to maintain the high standard of services we provide.

**FINANCIAL REVIEW**

**Financial position**

The net decrease in resources during the year was £19,667 compared with a net decrease of £4,845 in the previous year. Incoming resources show an increase of £31,925 in comparison with 2023/24, which was mainly due to an increase in expenditure during a period of growth for the charity. Resources expended increased by £46,213.

The main funders during the year were the Social Services Departments of Leicester City and Leicestershire County Councils and Leicester Integrated Care Board. Leicestershire County Council continue to purchase our services through the Community Life Choices Framework agreement whilst Leicester City Council buy support through a similar framework agreement called Community Opportunities.

We would also like to extend our sincere thanks to some of our other donors who are not mentioned in the Review of Activities but have made either a one-off contribution or who are long standing supporters of Headways' work:

Thank you to all those who have offered their support either financially, with sponsorship or with the gift of time.

**Investment policy and objectives**

The constitution of the charity authorises it to make and hold investments using general funds not needed for immediate working purposes.

In practice the charity has never had sufficient surplus to invest to provide income for the future and has no plans to do so. The current practice is to deposit surplus funds with UK banks.

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2025**

**FINANCIAL REVIEW**

**Reserves policy**

The charity's policy on reserves has been designed to protect it from uncertainties in funding from statutory bodies. It aims to ensure that there are sufficient general and designated funds to meet the potential cost of redundancies and the provision of non-statutory funded services for at least six months when combined with the commitment from local government to give a three-month notice period for any funding changes.

The policy continues to provide as far as possible protection from the variation in funding from voluntary bodies arising from the interruption or non replacement of expiring charitable grants.

The Trustees have reviewed the level of reserves required and are satisfied that they are at an appropriate level. They have resolved to work towards maintaining the reserves at a level in line with the charity's policy.

Free reserves, which are unrestricted reserves in excess of designated reserves less the fixed asset element of unrestricted reserves stand at £35,861 as of 31 March 2025 (2024 - £28,600).

**Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**FUTURE PLANS**

- Continue to improve access to services across the City, County and Rutland through the Reaching Communities funding and the "Learning to be me again" project delivered by our Community Outreach Workers
- Maintain fundraising income through online campaigns, corporate sponsorship, events, and public donations.
- Explore the opportunity of Legacy fundraising.
- Continue to improve and maintain our digital presence, increasing online engagement.
- Continue to deliver a high-quality day service to individuals with acquired brain injuries whom benefit from the longer-term support offered in this safe and inclusive environment

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 23rd November 1998 and registered as a charity on 17th February 1999. It began operations on 1st April 1999 when the assets and liabilities of Headway Leicester (charity number 702489) were transferred. The company was established under a Memorandum of Association, dated 23rd November 1998, which sets out the objects and powers of the charitable company, and it is governed by its Articles of Association (company number 03672087). In the event of the company being wound up, its members will be required to contribute an amount, which will not exceed £10 each.

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2025**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

The directors of the company are also Trustees of the charity for the purposes of charity law and under the company's Articles they are known as members of the Committee of Management. Under the requirements of the Memorandum and Articles of Association, the members of the committee are elected to serve for a period of three years, after which they must be re-elected at the next Annual General Meeting.

Richard Perrins, James Lewis, Carol Birch and Stephen Nottridge retire by rotation and are eligible to offer themselves for re-election.

The charity actively encourages service users to take an interest and assist in the running of the charity and encourages these stakeholders to apply for Board positions. James Lewis and Simon Gerrard have themselves suffered an acquired brain injury and receive Headway support, they provide extremely valuable input and insight into living with an acquired brain injury. James and Simon act as spokespersons for other Headway users, ensuring their views are represented. Similarly, Stephen Nottridge is a carer of a person with an acquired brain injury and presents the interests of families and carers of those with ABI.

It is normal practice to invite potential trustees to visit the service and have the opportunity to meet some of the team and people who use the services before appointing them. New trustees are given a full briefing pack, including access to all policies and procedures. There have been no new trustee appointments during this reporting period.

The management of Leicestershire Leicester and Rutland Headway is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

**Organisational structure and decision making**

Leicestershire Leicester and Rutland Headway has a Committee of Management comprising of up to sixteen members who meet quarterly and who are responsible for the strategic direction and policy of the charity. At present the committee members come from a variety of professional backgrounds. The board has a skills audit procedure to assist in the recruitment of new Trustees.

The Services Director attends and reports to the meetings of the committee but does not have voting rights.

Day to day responsibility for the provision of services rests with the Services Director.

The Committee of Management is supported by two sub committees each with specific remits including governance, finance and human resources, fundraising, marketing and media.

The charity is an affiliated Group of the national organisation Headway, the brain injury association, which provides advice, formulates national policy, sets standards, and represents the brain injured at a national level. However, the national organisation does not have any direct responsibility for the running of the charity, which rests solely with the Committee of Management.

Headway receives a proportion of its funding through Framework agreements and a discretionary grant from the social services departments of Leicestershire County Council and Leicester City Council and the Independent Care Board in Leicester, Leicestershire and Rutland.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03672087 (England and Wales)

**Registered Charity number**

1074011

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2025**

**Registered office**

4 Hospital Close  
Leicester  
Leicestershire  
LE5 4WP

**Trustees**

|                                          |                     |
|------------------------------------------|---------------------|
| Richard Perrins                          | - Chairperson       |
| Christopher McKinney                     | - Company Secretary |
| Dr Sarah Gunn (resigned 31 January 2025) |                     |
| Christopher Sworn                        |                     |
| Richard Palmer                           |                     |
| Carol Birch                              |                     |
| Dedunu De Silva                          |                     |
| Stephen Nottridge                        |                     |
| Tharmananthar Shankaradhas               |                     |
| James Lewis                              |                     |
| Simon Gerrard (appointed 30 April 2024)  |                     |
| Danielle Young (appointed 30 April 2024) |                     |

**Services Director**

Mary Goulty

**Company Secretary**

C P McKinney

**Independent Examiner**

Duncan & Toplis Limited  
Park House  
37 Clarence Street  
Leicester  
Leicestershire  
LE1 3RW

**Bankers**

The Royal Bank of Scotland  
91 93 Regent Street  
Leamington Spa  
CV32 4NT

Santander UK Plc  
Bridle Road  
Bootle  
Merseyside  
L30 4YD

CCLA Investment Management Ltd  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2025**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 12 September 2025 and signed on its behalf by:

.....  
R A Perrins - Trustee

**Independent Examiner's Report to the Trustees of**  
**Leicestershire Leicester And Rutland**  
**Headway**

**Independent examiner's report to the trustees of Leicestershire Leicester And Rutland Headway ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

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

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

Tommie Simpson FCA

Duncan & Toplis Limited  
Park House  
37 Clarence Street  
Leicester  
Leicestershire  
LE1 3RW

Date: 12 September 2025

**Leicestershire Leicester And Rutland**  
**Headway**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2025**

|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31.3.25<br>Total<br>funds<br>£ | 31.3.24<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                          |                                |                                |
| Donations and legacies             | 2     | 26,006                     | 76,455                   | 102,461                        | 86,437                         |
| <b>Charitable activities</b>       | 5     |                            |                          |                                |                                |
| Day Centre                         |       | 112,776                    | -                        | 112,776                        | 98,239                         |
| Outreach                           |       | 18,661                     | -                        | 18,661                         | 18,760                         |
| Other trading activities           | 3     | 27,385                     | -                        | 27,385                         | 27,120                         |
| Investment income                  | 4     | 4,793                      | -                        | 4,793                          | 5,732                          |
| Other income                       | 6     | <u>5,291</u>               | <u>-</u>                 | <u>5,291</u>                   | <u>3,154</u>                   |
| <b>Total</b>                       |       | <u>194,912</u>             | <u>76,455</u>            | <u>271,367</u>                 | <u>239,442</u>                 |
| <b>EXPENDITURE ON</b>              |       |                            |                          |                                |                                |
| Raising funds                      | 7     | 60,013                     | 705                      | 60,718                         | 46,944                         |
| <b>Charitable activities</b>       | 8     |                            |                          |                                |                                |
| Day Centre                         |       | 116,265                    | 31,297                   | 147,562                        | 137,737                        |
| Outreach                           |       | <u>51,567</u>              | <u>31,187</u>            | <u>82,754</u>                  | <u>59,606</u>                  |
| <b>Total</b>                       |       | <u>227,845</u>             | <u>63,189</u>            | <u>291,034</u>                 | <u>244,287</u>                 |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | (32,933)                   | 13,266                   | (19,667)                       | (4,845)                        |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                          |                                |                                |
| Total funds brought forward        |       | <u>118,034</u>             | <u>27,169</u>            | <u>145,203</u>                 | <u>150,048</u>                 |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u>85,101</u></u>       | <u><u>40,435</u></u>     | <u><u>125,536</u></u>          | <u><u>145,203</u></u>          |

The notes form part of these financial statements

**Leicestershire Leicester And Rutland**  
**Headway**

**Balance Sheet**  
**31 March 2025**

|                                              | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31.3.25<br>Total<br>funds<br>£ | 31.3.24<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                          |       |                            |                          |                                |                                |
| Tangible assets                              | 15    | 10,256                     | 9,690                    | 19,946                         | 13,260                         |
| <b>CURRENT ASSETS</b>                        |       |                            |                          |                                |                                |
| Debtors                                      | 16    | 45,396                     | -                        | 45,396                         | 12,659                         |
| Cash at bank and in hand                     |       | <u>72,391</u>              | <u>33,274</u>            | <u>105,665</u>                 | <u>158,956</u>                 |
|                                              |       | 117,787                    | 33,274                   | 151,061                        | 171,615                        |
| <b>CREDITORS</b>                             |       |                            |                          |                                |                                |
| Amounts falling due within one year          | 17    | (42,943)                   | (2,528)                  | (45,471)                       | (39,672)                       |
|                                              |       | <u>74,844</u>              | <u>30,746</u>            | <u>105,590</u>                 | <u>131,943</u>                 |
| <b>NET CURRENT ASSETS</b>                    |       |                            |                          |                                |                                |
|                                              |       | <u>74,844</u>              | <u>30,746</u>            | <u>105,590</u>                 | <u>131,943</u>                 |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       |                            |                          |                                |                                |
|                                              |       | 85,100                     | 40,436                   | 125,536                        | 145,203                        |
| <b>NET ASSETS</b>                            |       | <u>85,100</u>              | <u>40,436</u>            | <u>125,536</u>                 | <u>145,203</u>                 |
| <b>FUNDS</b>                                 | 19    |                            |                          |                                |                                |
| Unrestricted funds                           |       |                            |                          | 85,100                         | 118,034                        |
| Restricted funds                             |       |                            |                          | <u>40,436</u>                  | <u>27,169</u>                  |
| <b>TOTAL FUNDS</b>                           |       |                            |                          | <u>125,536</u>                 | <u>145,203</u>                 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

The notes form part of these financial statements

**Leicestershire Leicester And Rutland**  
**Headway**

**Balance Sheet - continued**  
**31 March 2025**

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

The financial statements were approved by the Board of Trustees and authorised for issue on 12 September 2025 and were signed on its behalf by:

.....  
R A Perrins - Trustee

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements**  
**for the Year Ended 31 March 2025**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

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

**Financial reporting standard 102 - reduced disclosure exemptions**

The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs**

Costs are apportioned between activities based on an estimate of management time spent.

**Tangible fixed assets**

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

|                          |               |
|--------------------------|---------------|
| Improvements to property | - 20% on cost |
| Fixtures and fittings    | - 15% on cost |
| Computer equipment       | - 33% on cost |

**Taxation**

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

**Fund accounting**

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

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

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

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

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**1. ACCOUNTING POLICIES - continued**

**Debtors**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective rate of interest method, less any impairment.

**Creditors**

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

**Going concern**

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing the financial statements.

**2. DONATIONS AND LEGACIES**

|           | 31.3.25        | 31.3.24       |
|-----------|----------------|---------------|
|           | £              | £             |
| Donations | 29,697         | 15,155        |
| Grants    | <u>72,764</u>  | <u>71,282</u> |
|           | <u>102,461</u> | <u>86,437</u> |

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

|                                               | 31.3.25       | 31.3.24       |
|-----------------------------------------------|---------------|---------------|
|                                               | £             | £             |
| Leicestershire County Council                 | 1,200         | 5,000         |
| Community Foundation Leicestershire & Rutland | -             | 5,000         |
| T S Shipman Trust                             | 2,000         | -             |
| Freemasons Leicester                          | 2,500         | -             |
| Paget Trust                                   | -             | 1,000         |
| Maud Elkington Charitable Trust               | 3,500         | 3,000         |
| Garfield Weston                               | -             | 20,000        |
| North West Leicestershire District Council    | -             | 100           |
| Asda Foundation                               | -             | 400           |
| Local Giving Limited                          | -             | 500           |
| Chesterton House Foundation                   | 1,000         | 1,000         |
| Blaby District Council                        | 732           | 500           |
| Clothworkers' Foundation                      | -             | 9,600         |
| The National Lottery Community Fund           | 57,832        | 16,569        |
| Florence Trust                                | 1,000         | 1,000         |
| The Gillian Stevenson Trust                   | -             | 7,613         |
| J R Corah Foundation Fund                     | 500           | -             |
| Hedley                                        | <u>2,500</u>  | <u>-</u>      |
|                                               | <u>72,764</u> | <u>71,282</u> |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

|                                             |                |                |
|---------------------------------------------|----------------|----------------|
| <b>3. OTHER TRADING ACTIVITIES</b>          |                |                |
|                                             | 31.3.25        | 31.3.24        |
|                                             | £              | £              |
| Fundraising events                          | <u>27,385</u>  | <u>27,120</u>  |
| <b>4. INVESTMENT INCOME</b>                 |                |                |
|                                             | 31.3.25        | 31.3.24        |
|                                             | £              | £              |
| Deposit account interest                    | <u>4,793</u>   | <u>5,732</u>   |
| <b>5. INCOME FROM CHARITABLE ACTIVITIES</b> |                |                |
|                                             | 31.3.25        | 31.3.24        |
|                                             | £              | £              |
| Fees charged                      Activity  |                |                |
| Day Centre                                  | 33,690         | 25,185         |
| Council Funding              Day Centre     | 78,947         | 72,815         |
| Craft sales                      Day Centre | 139            | 239            |
| Fees charged                      Outreach  | 5,400          | 5,498          |
| NHS Funding                      Outreach   | <u>13,261</u>  | <u>13,262</u>  |
|                                             | <u>131,437</u> | <u>116,999</u> |
| <b>6. OTHER INCOME</b>                      |                |                |
|                                             | 31.3.25        | 31.3.24        |
|                                             | £              | £              |
| Subscriptions                               | <u>5,291</u>   | <u>3,154</u>   |
| <b>7. RAISING FUNDS</b>                     |                |                |
| <b>Raising donations and legacies</b>       |                |                |
|                                             | 31.3.25        | 31.3.24        |
|                                             | £              | £              |
| Staff costs                                 | 33,098         | 25,420         |
| Printing and advertising                    | 7,384          | 1,582          |
| Travel                                      | 633            | 30             |
| Just giving charges                         | 613            | 216            |
| Charity Ball                                | 8,331          | 8,829          |
| Sundries                                    | 461            | 764            |
| Support costs                               | <u>10,198</u>  | <u>10,103</u>  |
|                                             | <u>60,718</u>  | <u>46,944</u>  |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**8. CHARITABLE ACTIVITIES COSTS**

|            | Direct<br>Costs (see<br>note 9)<br>£ | Support<br>costs (see<br>note 10)<br>£ | Totals<br>£    |
|------------|--------------------------------------|----------------------------------------|----------------|
| Day Centre | 86,403                               | 61,159                                 | 147,562        |
| Outreach   | <u>52,174</u>                        | <u>30,580</u>                          | <u>82,754</u>  |
|            | <u>138,577</u>                       | <u>91,739</u>                          | <u>230,316</u> |

**9. DIRECT COSTS OF CHARITABLE ACTIVITIES**

|             | 31.3.25<br>£   | 31.3.24<br>£   |
|-------------|----------------|----------------|
| Staff costs | 114,916        | 88,877         |
| Purchases   | 19,253         | 16,492         |
| Gardening   | 1,697          | -              |
| Travel      | <u>2,711</u>   | <u>1,007</u>   |
|             | <u>138,577</u> | <u>106,376</u> |

**10. SUPPORT COSTS**

|                                   | Finance<br>£ | Administration<br>£ | Premises<br>£ | Governance<br>costs<br>£ | Totals<br>£    |
|-----------------------------------|--------------|---------------------|---------------|--------------------------|----------------|
| Raising donations and<br>legacies | 43           | 8,086               | 1,480         | 589                      | 10,198         |
| Day Centre                        | 257          | 48,503              | 8,875         | 3,524                    | 61,159         |
| Outreach                          | <u>129</u>   | <u>24,251</u>       | <u>4,438</u>  | <u>1,762</u>             | <u>30,580</u>  |
|                                   | <u>429</u>   | <u>80,840</u>       | <u>14,793</u> | <u>5,875</u>             | <u>101,937</u> |

|                  |                                     |
|------------------|-------------------------------------|
| Activity         | Basis of allocation                 |
| Finance          | Management time spent on activities |
| Administration   | Management time spent on activities |
| Premises         | Management time spent on activities |
| Governance costs | Management time spent on activities |

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

**Finance**

|              | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£ | Outreach<br>£ | 31.3.25<br>Total<br>activities<br>£ | 31.3.24<br>Total<br>activities<br>£ |
|--------------|----------------------------------------------|--------------------|---------------|-------------------------------------|-------------------------------------|
| Bank charges | <u>43</u>                                    | <u>257</u>         | <u>129</u>    | <u>429</u>                          | <u>402</u>                          |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**10. SUPPORT COSTS - continued**  
**Administration**

|                                          |                                              |                    |               | 31.3.25                  | 31.3.24                  |
|------------------------------------------|----------------------------------------------|--------------------|---------------|--------------------------|--------------------------|
|                                          | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£ | Outreach<br>£ | Total<br>activities<br>£ | Total<br>activities<br>£ |
| Wages                                    | 5,852                                        | 35,108             | 17,554        | 58,514                   | 55,276                   |
| Social security                          | 280                                          | 1,679              | 840           | 2,799                    | 2,371                    |
| Pensions                                 | 108                                          | 650                | 325           | 1,083                    | 1,081                    |
| Telephone                                | 334                                          | 2,003              | 1,001         | 3,338                    | 6,766                    |
| Postage and stationery                   | 192                                          | 1,152              | 576           | 1,920                    | 1,519                    |
| Sundries                                 | 126                                          | 755                | 378           | 1,259                    | 415                      |
| IT costs                                 | 549                                          | 3,293              | 1,646         | 5,488                    | 8,838                    |
| Travel                                   | -                                            | -                  | -             | -                        | 25                       |
| Subscriptions                            | 31                                           | 185                | 93            | 309                      | 1,274                    |
| Training                                 | 340                                          | 2,042              | 1,021         | 3,403                    | 794                      |
| Health and safety                        | 54                                           | 323                | 161           | 538                      | 419                      |
| Recruitment fees                         | 52                                           | 309                | 154           | 515                      | 106                      |
| Depreciation of tangible<br>fixed assets | <u>168</u>                                   | <u>1,004</u>       | <u>502</u>    | <u>1,674</u>             | <u>596</u>               |
|                                          | <u>8,086</u>                                 | <u>48,503</u>      | <u>24,251</u> | <u>80,840</u>            | <u>79,480</u>            |

**Premises**

|                                          |                                              |                    |               | 31.3.25                  | 31.3.24                  |
|------------------------------------------|----------------------------------------------|--------------------|---------------|--------------------------|--------------------------|
|                                          | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£ | Outreach<br>£ | Total<br>activities<br>£ | Total<br>activities<br>£ |
| Rates and water                          | 127                                          | 756                | 378           | 1,261                    | 1,208                    |
| Light and heat                           | 370                                          | 2,224              | 1,112         | 3,706                    | 3,666                    |
| Repairs and<br>maintenance               | 483                                          | 2,894              | 1,447         | 4,824                    | 8,671                    |
| Depreciation of tangible<br>fixed assets | <u>500</u>                                   | <u>3,001</u>       | <u>1,501</u>  | <u>5,002</u>             | <u>2,903</u>             |
|                                          | <u>1,480</u>                                 | <u>8,875</u>       | <u>4,438</u>  | <u>14,793</u>            | <u>16,448</u>            |

**Governance costs**

|                              |                                              |                    |               | 31.3.25                  | 31.3.24                  |
|------------------------------|----------------------------------------------|--------------------|---------------|--------------------------|--------------------------|
|                              | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£ | Outreach<br>£ | Total<br>activities<br>£ | Total<br>activities<br>£ |
| Independent Examiners<br>fee | 292                                          | 1,750              | 875           | 2,917                    | 2,772                    |
| Insurance                    | 283                                          | 1,694              | 847           | 2,824                    | 1,865                    |
| Legal fees                   | <u>14</u>                                    | <u>80</u>          | <u>40</u>     | <u>134</u>               | <u>103</u>               |
|                              | <u>589</u>                                   | <u>3,524</u>       | <u>1,762</u>  | <u>5,875</u>             | <u>4,740</u>             |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

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

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

|                             | 31.3.25      | 31.3.24      |
|-----------------------------|--------------|--------------|
|                             | £            | £            |
| Independent Examiners fee   | 2,917        | 2,772        |
| Depreciation - owned assets | <u>6,676</u> | <u>3,500</u> |

**12. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**13. STAFF COSTS**

|                       | 31.3.25        | 31.3.24        |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 197,390        | 162,854        |
| Social security costs | 9,387          | 6,985          |
| Other pension costs   | <u>3,633</u>   | <u>3,186</u>   |
|                       | <u>210,410</u> | <u>173,025</u> |

The remuneration of key management personnel amounted to £83,835 (2024 - £70,138).

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

|                              | 31.3.25   | 31.3.24  |
|------------------------------|-----------|----------|
|                              | 11        | 9        |
| Direct charitable activities | <u>11</u> | <u>9</u> |

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

**14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|                                   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|-----------------------------------|----------------------------|--------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                            |                          |                     |
| Donations and legacies            | 13,494                     | 72,943                   | 86,437              |
| <b>Charitable activities</b>      |                            |                          |                     |
| Day Centre                        | 98,239                     | -                        | 98,239              |
| Outreach                          | 18,760                     | -                        | 18,760              |
| Other trading activities          | 27,120                     | -                        | 27,120              |
| Investment income                 | 5,732                      | -                        | 5,732               |
| Other income                      | <u>3,154</u>               | <u>-</u>                 | <u>3,154</u>        |
| <b>Total</b>                      | <u>166,499</u>             | <u>72,943</u>            | <u>239,442</u>      |

EXPENDITURE ON

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

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

|                                        | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£       |
|----------------------------------------|----------------------------|--------------------------|---------------------------|
| Raising funds                          | 43,368                     | 3,576                    | 46,944                    |
| <b>Charitable activities</b>           |                            |                          |                           |
| Day Centre                             | 106,409                    | 31,328                   | 137,737                   |
| Outreach                               | <u>48,733</u>              | <u>10,873</u>            | <u>59,606</u>             |
| <b>Total</b>                           | <u>198,510</u>             | <u>45,777</u>            | <u>244,287</u>            |
| <br><b>NET INCOME/(EXPENDITURE)</b>    | <br>(32,011)               | <br>27,166               | <br>(4,845)               |
| <br><b>RECONCILIATION OF FUNDS</b>     |                            |                          |                           |
| Total funds brought forward            | 150,048                    | -                        | 150,048                   |
|                                        | <u>          </u>          | <u>          </u>        | <u>          </u>         |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b> | <br><u><u>118,037</u></u>  | <br><u><u>27,166</u></u> | <br><u><u>145,203</u></u> |

**15. TANGIBLE FIXED ASSETS**

|                           | Improvements<br>to<br>property<br>£ | Fixtures<br>and<br>fittings<br>£ | Computer<br>equipment<br>£ | Totals<br>£          |
|---------------------------|-------------------------------------|----------------------------------|----------------------------|----------------------|
| <b>COST</b>               |                                     |                                  |                            |                      |
| At 1 April 2024           | 173,725                             | 24,580                           | 50,156                     | 248,461              |
| Additions                 | <u>8,330</u>                        | <u>3,401</u>                     | <u>1,631</u>               | <u>13,362</u>        |
| At 31 March 2025          | <u>182,055</u>                      | <u>27,981</u>                    | <u>51,787</u>              | <u>261,823</u>       |
| <br><b>DEPRECIATION</b>   |                                     |                                  |                            |                      |
| At 1 April 2024           | 162,907                             | 23,873                           | 48,421                     | 235,201              |
| Charge for year           | <u>4,370</u>                        | <u>631</u>                       | <u>1,675</u>               | <u>6,676</u>         |
| At 31 March 2025          | <u>167,277</u>                      | <u>24,504</u>                    | <u>50,096</u>              | <u>241,877</u>       |
| <br><b>NET BOOK VALUE</b> |                                     |                                  |                            |                      |
| At 31 March 2025          | <u><u>14,778</u></u>                | <u><u>3,477</u></u>              | <u><u>1,691</u></u>        | <u><u>19,946</u></u> |
| At 31 March 2024          | <u><u>10,818</u></u>                | <u><u>707</u></u>                | <u><u>1,735</u></u>        | <u><u>13,260</u></u> |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

|                                                           |                |                       |                |
|-----------------------------------------------------------|----------------|-----------------------|----------------|
| <b>16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>   |                |                       |                |
|                                                           |                | 31.3.25               | 31.3.24        |
|                                                           |                | £                     | £              |
| Trade debtors                                             |                | 9,840                 | 7,159          |
| Other debtors                                             |                | 29,016                | 100            |
| Prepayments and accrued income                            |                | <u>6,540</u>          | <u>5,400</u>   |
|                                                           |                | <u>45,396</u>         | <u>12,659</u>  |
| <b>17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b> |                |                       |                |
|                                                           |                | 31.3.25               | 31.3.24        |
|                                                           |                | £                     | £              |
| Bank loans and overdrafts (see note 18)                   |                | 2,528                 | -              |
| Trade creditors                                           |                | 7,839                 | 14,433         |
| Social security and other taxes                           |                | 7,027                 | 4,134          |
| Other creditors                                           |                | 17,720                | 12,067         |
| Accruals and deferred income                              |                | <u>10,357</u>         | <u>9,038</u>   |
|                                                           |                | <u>45,471</u>         | <u>39,672</u>  |
| <b>18. LOANS</b>                                          |                |                       |                |
| An analysis of the maturity of loans is given below:      |                |                       |                |
|                                                           |                | 31.3.25               | 31.3.24        |
|                                                           |                | £                     | £              |
| Amounts falling due within one year on demand:            |                |                       |                |
| Bank overdrafts                                           |                | <u>2,528</u>          | <u>-</u>       |
| <b>19. MOVEMENT IN FUNDS</b>                              |                |                       |                |
|                                                           | At 1.4.24      | Net movement in funds | At 31.3.25     |
|                                                           | £              | £                     | £              |
| <b>Unrestricted funds</b>                                 |                |                       |                |
| General fund                                              | 113,034        | (32,934)              | 80,100         |
| Voluntary grant equalisation                              | <u>5,000</u>   | <u>-</u>              | <u>5,000</u>   |
|                                                           | 118,034        | (32,934)              | 85,100         |
| <b>Restricted funds</b>                                   |                |                       |                |
| Leicestershire County Council                             | -              | 1,200                 | 1,200          |
| Paget Trust                                               | 1,000          | (1,000)               | -              |
| Blaby District Council                                    | -              | 732                   | 732            |
| Clothworkers' Foundation                                  | 9,600          | -                     | 9,600          |
| The National Lottery Community Fund                       | 16,569         | 12,035                | 28,604         |
| Lutterworth Rotary                                        | <u>-</u>       | <u>300</u>            | <u>300</u>     |
|                                                           | <u>27,169</u>  | <u>13,267</u>         | <u>40,436</u>  |
| <b>TOTAL FUNDS</b>                                        | <u>145,203</u> | <u>(19,667)</u>       | <u>125,536</u> |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**19. MOVEMENT IN FUNDS - continued**

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

|                                     | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>           |                            |                            |                           |
| General fund                        | 194,912                    | (227,846)                  | (32,934)                  |
| <b>Restricted funds</b>             |                            |                            |                           |
| T S Shipman Trust                   | 2,000                      | (2,000)                    | -                         |
| Tesco Groundwork - Creative Art     | 1,400                      | (1,400)                    | -                         |
| Freemasons Leicester                | 2,500                      | (2,500)                    | -                         |
| Leicestershire County Council       | 1,200                      | -                          | 1,200                     |
| Maud Elkington Charitable Trust     | 3,500                      | (3,500)                    | -                         |
| Florence Turner Trust (FL001)       | 1,000                      | (1,000)                    | -                         |
| Paget Trust                         | -                          | (1,000)                    | (1,000)                   |
| Chesterton House Foundation         | 1,000                      | (1,000)                    | -                         |
| Blaby District Council              | 732                        | -                          | 732                       |
| The National Lottery Community Fund | 57,832                     | (45,797)                   | 12,035                    |
| Lutterworth Rotary                  | 300                        | -                          | 300                       |
| Affinity Law                        | 791                        | (791)                      | -                         |
| J R Corah Foundation Fund           | 500                        | (500)                      | -                         |
| Hedley Foundation                   | 2,500                      | (2,500)                    | -                         |
| Michael Gardener                    | 1,200                      | (1,200)                    | -                         |
|                                     | <u>76,455</u>              | <u>(63,188)</u>            | <u>13,267</u>             |
| <b>TOTAL FUNDS</b>                  | <u>271,367</u>             | <u>(291,034)</u>           | <u>(19,667)</u>           |

**Comparatives for movement in funds**

|                                     | At 1.4.23<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.24<br>£ |
|-------------------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b>           |                |                                  |                                    |                    |
| General fund                        | 30,048         | (32,014)                         | 25,000                             | 23,034             |
| Expenses contingency                | 10,000         | -                                | -                                  | 10,000             |
| Staffing contingency                | 50,000         | -                                | -                                  | 50,000             |
| Voluntary grant equalisation        | 5,000          | -                                | -                                  | 5,000              |
| Property contingency                | 30,000         | -                                | -                                  | 30,000             |
| Fundraising contingency             | 25,000         | -                                | (25,000)                           | -                  |
|                                     | 150,048        | (32,014)                         | -                                  | 118,034            |
| <b>Restricted funds</b>             |                |                                  |                                    |                    |
| Paget Trust                         | -              | 1,000                            | -                                  | 1,000              |
| Clothworkers' Foundation            | -              | 9,600                            | -                                  | 9,600              |
| The National Lottery Community Fund | -              | 16,569                           | -                                  | 16,569             |
|                                     | -              | 27,169                           | -                                  | 27,169             |
| <b>TOTAL FUNDS</b>                  | <u>150,048</u> | <u>(4,845)</u>                   | <u>-</u>                           | <u>145,203</u>     |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**19. MOVEMENT IN FUNDS - continued**

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

|                                               | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-----------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                     |                            |                            |                           |
| General fund                                  | 166,499                    | (198,513)                  | (32,014)                  |
| <b>Restricted funds</b>                       |                            |                            |                           |
| The Day Centre Grants                         | 5,000                      | (5,000)                    | -                         |
| Leicestershire County Council                 | 5,000                      | (5,000)                    | -                         |
| Garfield Weston                               | 20,000                     | (20,000)                   | -                         |
| Maud Elkington Charitable Trust               | 3,000                      | (3,000)                    | -                         |
| Florence Turner Trust (FL001)                 | 1,000                      | (1,000)                    | -                         |
| The Gillian Stevenson Charitable Trust        | 2,613                      | (2,613)                    | -                         |
| Paget Trust                                   | 1,000                      | -                          | 1,000                     |
| John Lewis Plc                                | 1,416                      | (1,416)                    | -                         |
| Nelsons Solicitors                            | 245                        | (245)                      | -                         |
| North West Leicestershire District<br>Council | 100                        | (100)                      | -                         |
| Community Foundation Leics & Rutland          | 5,000                      | (5,000)                    | -                         |
| Asda Foundation                               | 400                        | (400)                      | -                         |
| Local Giving Ltd                              | 500                        | (500)                      | -                         |
| Chesterton House Foundation                   | 1,000                      | (1,000)                    | -                         |
| Blaby District Council                        | 500                        | (500)                      | -                         |
| Clothworkers' Foundation                      | 9,600                      | -                          | 9,600                     |
| The National Lottery Community Fund           | 16,569                     | -                          | 16,569                    |
|                                               | <u>72,943</u>              | <u>(45,774)</u>            | <u>27,169</u>             |
| <b>TOTAL FUNDS</b>                            | <u>239,442</u>             | <u>(244,287)</u>           | <u>(4,845)</u>            |

**Designated Funds**

The income funds of the charity include designated funds which have been set aside out of the unrestricted funds by the Trustees for a specific purpose.

Expenses contingency - To cover overhead, contract costs and other closure costs in the event of reduced/cessation of funding.

Staffing contingency - To cover the staffing costs of the house, for three months, in the event of reduced/cessation of funding.

Voluntary grant equalisation - To cover the variation in voluntary income arising from interruption or non-replacement of expiring charitable grants.

Property contingency - To cover costs in the event that the University Hospital of Leicester NHS trust determines to dispose of Headway House.

Fundraising contingency - To cover the costs of the fundraising exercise in the event that the income therefrom falls below the outgoing thereon over a two-year period.

**Restricted Funds**

ASDA Foundation - Funds relating to a course promoting healthy eating.



**Leicestershire Leicester And Rutland**  
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**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**19. MOVEMENT IN FUNDS - continued**

Blaby District Council - Funds relating to supporting the new kitchen project in the Day centre.

Chesterton House Project - Funds relating to the Day Centre Activity sessions including Animal Magic sessions.

Clothworkers Foundation - Funds relating to supporting the new kitchen project in the Day centre.

Community Foundation Leicestershire & Rutland - Funds relating to the wildlife environmental garden project.

Florence Turner Trust - Funding relating to supporting the costs of Neuro Occupational Therapy Day Centre sessions.

Garfield Weston - Funding relating to the Day Centre core costs.

Day Centre Grant - Funds relating to supporting core costs of the Day Centre.

Gillian Stevenson Trust - Funds relating to supporting the repair of the floor in the Day centre.

John Lewis PLC - Funding relating to the support of the Fatigue Management Course.

Leicestershire County Council (Shires) - Funding supporting the Community Outreach team.

Local Giving Ltd (Post Code Lottery) - Funding the Day Centre to reduce isolation in the Community.

Maud Elkington Charitable Trust - Funding relating to supporting the costs of Neuro Occupational Therapy Digital Day sessions.

Nelson Solicitors - Funding supporting the Travelling Gallery.

North West Leicester District Council - Funding relating to the Coronation Tea Event and the launch of the travelling gallery.

Paget Trust - Funding relating to the costs of day centre activities.

The National Lottery Community Fund - Funding relating to the expansion of the Day Centre Provision.

The Henry Smith Charity - Funding awarded for improving the lives as part of the charity's early intervention and project, enabling the charity to offer valuable support to individuals following brain injury.

Freemasons Leicester - Funding relates to providing support for the carers group.

Helen Cope - Funding relates to supporting day centre activities.

Douglas Arter Foundation - Funding relates to supporting day centre activities.

Arnold Clarke Community Fund - Funding relates to supporting day centre activities.

Co-Op Community Fund - Funding relates to supporting one to one counselling by neurological occupational therapist.

T S Shipman Trust - Funding relating to the Day Centre core costs.

J R Corah Foundation Fund - Funding supporting the Community Outreach Team.

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**19. MOVEMENT IN FUNDS - continued**

Hedley Grant - Funding relating to supporting the following costs, occupational therapy, physical therapy, art therapy and counselling.

The Hanley Trust - Funding relating to the Day Centre core costs.

**20. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2025.

**Leicestershire Leicester And Rutland**  
**Headway**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2025**

|                                       | 31.3.25<br>£  | 31.3.24<br>£  |
|---------------------------------------|---------------|---------------|
| <b>INCOME AND ENDOWMENTS</b>          |               |               |
| <b>Donations and legacies</b>         |               |               |
| Donations                             | 29,697        | 15,155        |
| Grants                                | <u>72,764</u> | <u>71,282</u> |
|                                       | 102,461       | 86,437        |
| <b>Other trading activities</b>       |               |               |
| Fundraising events                    | 27,385        | 27,120        |
| <b>Investment income</b>              |               |               |
| Deposit account interest              | 4,793         | 5,732         |
| <b>Charitable activities</b>          |               |               |
| Fees charged                          | 39,090        | 30,683        |
| Council Funding                       | 78,947        | 72,815        |
| NHS Funding                           | 13,261        | 13,262        |
| Craft sales                           | <u>139</u>    | <u>239</u>    |
|                                       | 131,437       | 116,999       |
| <b>Other income</b>                   |               |               |
| Subscriptions                         | <u>5,291</u>  | <u>3,154</u>  |
| <b>Total incoming resources</b>       | 271,367       | 239,442       |
| <b>EXPENDITURE</b>                    |               |               |
| <b>Raising donations and legacies</b> |               |               |
| Wages                                 | 31,038        | 23,926        |
| Social security                       | 1,485         | 1,026         |
| Pensions                              | 575           | 468           |
| Printing and advertising              | 7,384         | 1,582         |
| Travel                                | 633           | 30            |
| Just giving charges                   | 613           | 216           |
| Charity Ball                          | 8,331         | 8,829         |
| Sundries                              | <u>461</u>    | <u>764</u>    |
|                                       | 50,520        | 36,841        |
| <b>Charitable activities</b>          |               |               |
| Wages                                 | 107,838       | 83,652        |
| Social security                       | 5,103         | 3,588         |
| Pensions                              | 1,975         | 1,637         |
| Purchases                             | 19,253        | 16,492        |
| Gardening                             | 1,697         | -             |
| Travel                                | <u>2,711</u>  | <u>1,007</u>  |
|                                       | 138,577       | 106,376       |

This page does not form part of the statutory financial statements

**Leicestershire Leicester And Rutland**  
**Headway**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2025**

|                                          | 31.3.25<br>£    | 31.3.24<br>£   |
|------------------------------------------|-----------------|----------------|
| <b>Support costs</b>                     |                 |                |
| <b>Finance</b>                           |                 |                |
| Bank charges                             | 429             | 402            |
| <b>Administration</b>                    |                 |                |
| Wages                                    | 58,514          | 55,276         |
| Social security                          | 2,799           | 2,371          |
| Pensions                                 | 1,083           | 1,081          |
| Telephone                                | 3,338           | 6,766          |
| Postage and stationery                   | 1,920           | 1,519          |
| Sundries                                 | 1,259           | 415            |
| IT costs                                 | 5,488           | 8,838          |
| Travel                                   | -               | 25             |
| Subscriptions                            | 309             | 1,274          |
| Training                                 | 3,403           | 794            |
| Health and safety                        | 538             | 419            |
| Recruitment fees                         | 515             | 106            |
| Depreciation of computer equipment       | <u>1,674</u>    | <u>596</u>     |
|                                          | 80,840          | 79,480         |
| <b>Premises</b>                          |                 |                |
| Rates and water                          | 1,261           | 1,208          |
| Light and heat                           | 3,706           | 3,666          |
| Repairs and maintenance                  | 4,824           | 8,671          |
| Depreciation of improvements to property | 4,370           | 2,704          |
| Depreciation of fixtures and fittings    | <u>632</u>      | <u>199</u>     |
|                                          | 14,793          | 16,448         |
| <b>Governance costs</b>                  |                 |                |
| Independent Examiners fee                | 2,917           | 2,772          |
| Insurance                                | 2,824           | 1,865          |
| Legal fees                               | <u>134</u>      | <u>103</u>     |
|                                          | <u>5,875</u>    | <u>4,740</u>   |
| Total resources expended                 | <u>291,034</u>  | <u>244,287</u> |
| <b>Net expenditure</b>                   | <u>(19,667)</u> | <u>(4,845)</u> |

This page does not form part of the statutory financial statements

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## Signature 1

Signed by Richard Alexander Perrins using authentication code b3k4YShib0hQblZC at IP address 2.120.122.147, on 2025/09/12 11:57:07 Z.

Richard Alexander Perrins's e-mail address is: [regperrins1@gmail.com](mailto:regperrins1@gmail.com).

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# Accounts

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**Report of the Trustees and**  
**Financial Statements for the Year Ended 31 March 2024**  
**for**  
**Leicestershire Leicester And Rutland**  
**Headway**

torr waterfield  
Park House  
37 Clarence Street  
Leicester  
Leicestershire  
LE1 3RW

**Leicestershire Leicester And Rutland**  
**Headway**

**Contents of the Financial Statements**  
**for the Year Ended 31 March 2024**

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**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The Charity's objects are;

- to provide services and facilities calculated to rehabilitate and relieve from their disabilities persons who live with brain injuries and who reside in Leicestershire and Rutland.
- to assist the families and carers of persons who live with brain injuries

**Public benefit**

The trustees have had due regard to guidance published by the Charity Commission on public benefit and considers the charity acts in accordance with the guidance.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The Trustees are satisfied with the results for the year 2023-24

The Charity provided a range of services and support to adults with acquired brain injury, their families, carers and supporters and between 01 April 2023 and 31 March 2024 received 80 new referrals into the service. The highest number of referrals were for those involved in Road Traffic Collisions at 24%, followed by Assaults and Strokes which accounted for 18% each, and Falls at 9%. We have successfully improved our digital presence through improvements and updates to our website and increased use of Social Media. In January a counsellor/psychotherapist joined as a volunteer, offering appointments to those accessing our service, family members and Headway staff.

2023/24 was a positive period of change, our Fundraising and Engagement Executive successfully secured funding for the following projects:

- New Headway kitchen, funded predominantly by the Clothworkers Foundation, but also supported by The Gillian Stevenson Foundation, and ASDA. They enabled us to create a clean, accessible space for individuals to practice their cooking skills.
- Day Service - The Lottery Fund, Awards For All Scheme, granted us funding to support our work in the day service, including staffing and activities.
- Day Service Flooring - Blaby District Council supported this with a grant of £500 towards the cost.
- Fatigue Management Course (6 weeks) - John Lewis funded this project to enable attendees to access this vital course free-of-charge.
- Garden and pond project - Reaching People supported this work, providing a tranquil area for wildlife and for service users to enjoy the sound of water and the relaxing benefits of fish.
- Community Outreach benefited from support from Maud Elkington, Florence Turner Trust and Leicestershire County Council.
- The Chesterton House Foundation granted us money for activities, which included animal encounters, giving service users the opportunity to meet some creepy crawlies and exotic animals and reptiles, and a trip to The Curve Theatre.

Core funding is often the most difficult funding to secure but The Gillian Stevenson Foundation provided £5000 to support this.

Acting as delivery partners for the NHS Reablement Project secured further funding and is a partnership we hope to develop and continue in the future.

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2024**

**FINANCIAL REVIEW**

**Financial position**

The net decrease in resources during the year was £4,845 compared with a net decrease of £46,903 in the previous year. Incoming resources show an increase of £56,304 in comparison with 2022/23, which was mainly due to increases in grants and donations received. Resources expended increased by £14,246.

The main funders during the year were the Social Services Departments of Leicester City and Leicestershire County Councils and Leicester Integrated Care Board. Leicestershire County Council continue to purchase our services through the Community Life Choices Framework agreement whilst Leicester City Council buy support through a similar framework agreement called Community Opportunities.

We would also like to extend our sincere thanks to some of our other donors who are not mentioned in the Review of Activities but have made either a one-off contribution or who are long standing supporters of Headways' work:

Thank you to all those who have offered their support either financially, with sponsorship or with the gift of time.

**Investment policy and objectives**

The constitution of the charity authorises it to make and hold investments using general funds not needed for immediate working purposes.

In practice the charity has never had sufficient surplus to invest to provide income for the future and has no plans to do so. The current practice is to deposit surplus funds with UK banks.

**Reserves policy**

The charity's policy on reserves has been designed to protect it from uncertainties in funding from statutory bodies. It aims to ensure that there are sufficient general and designated funds to meet the potential cost of redundancies and the provision of non statutory funded services for at least six months when combined with the commitment from local government to give a three month notice period for any funding changes.

The policy continues to provide as far as possible protection from the variation in funding from voluntary bodies arising from the interruption or non replacement of expiring charitable grants.

The trustees have reviewed the level of reserves required and are satisfied that they are at an appropriate level. They have resolved to work towards maintaining the reserves at a level in line with the charity's policy.

Free reserves, which are unrestricted reserves in excess of designated reserves less the fixed asset element of unrestricted reserves stand at £19,374 as of 31 March 2024 (2023 - £28,600).

**Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**FUTURE PLANS**

- Use our newly awarded (September 2024) Reaching Communities funding to deliver our Community Outreach "Learning to be me again" project
- Maintain fundraising income through online campaigns, corporate sponsorship, events, and public donations.
- Explore the opportunity of Legacy fundraising.
- Continue to improve and maintain our digital presence, increasing online engagement.
- Introduction of a quarterly newsletter for our stakeholders, and supporters.

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2024**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 23rd November 1998 and registered as a charity on 17th February 1999. It began operations on 1st April 1999 when the assets and liabilities of Headway Leicester (charity number 702489) were transferred. The company was established under a Memorandum of Association, dated 23rd November 1998, which sets out the objects and powers of the charitable company, and it is governed by its Articles of Association (company number 03672087). In the event of the company being wound up, its members will be required to contribute an amount, which will not exceed £10 each.

**Recruitment and appointment of new trustees**

The directors of the company are also trustees of the charity for the purposes of charity law and under the company's Articles they are known as members of the Committee of Management. Under the requirements of the Memorandum and Articles of Association, the members of the committee are elected to serve for a period of three years, after which they must be re elected at the next Annual General Meeting.

Sarah Gunn retires by rotation and is eligible to offer herself for re election.

The charity actively encourages service users to take an interest and assist in the running of the charity and encourages these stakeholders to apply for Board positions. James Lewis has himself suffered an acquired brain injury and receives Headway support and services, he provides extremely valuable input and insight into living with an acquired brain injury. James also acts as spokesperson for other Headway users ensuring their views are represented. Similarly, Stephen Nottridge's daughter is in receipt of Headway services, and he represents the interests of families and carers of those with ABI.

It is normal practice to invite potential trustees to visit the service and have the opportunity to meet some of the team and people who use the services before appointing them. New trustees are given a full briefing pack, including access to all policies and procedures. There have been no new trustee appointments during this reporting period.

The management of Leicestershire Leicester and Rutland Headway is the responsibility of the Trustees who are elected and co opted under the terms of the Trust deed.

**Organisational structure and decision making**

Leicestershire Leicester and Rutland Headway has a Committee of Management comprising of up to sixteen members who meet quarterly and who are responsible for the strategic direction and policy of the charity. At present the committee members come from a variety of professional backgrounds. The board has a skills audit procedure to assist in the recruitment of new trustees.

The Services Director attends and reports to the meetings of the committee but does not have voting rights.

Day to day responsibility for the provision of services rests with the Services Director.

The Committee of Management is supported by two subcommittees each with specific remits including governance, finance and human resources, fundraising, marketing and media.

The charity is an affiliated Group of the national organisation Headway, the brain injury association, which provides advice, formulates national policy, sets standards, and represents the brain injured at a national level. However, the national organisation does not have any direct responsibility for the running of the charity, which rests solely with the Committee of Management.

Headway receives a proportion of its funding through Framework agreements and a discretionary grant from the social services departments of Leicestershire County Council and Leicester City Council and the Independent Care Board in Leicester, Leicestershire and Rutland.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03672087 (England and Wales)

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2024**

**Registered Charity number**

1074011

**Registered office**

4 Hospital Close  
Leicester  
Leicestershire  
LE5 4WP

**Trustees**

|                                               |                     |
|-----------------------------------------------|---------------------|
| Richard Perrins                               | - Chairperson       |
| Christopher McKinney                          | - Company Secretary |
| Dr Sarah Gunn                                 |                     |
| Christopher Sworn                             |                     |
| Richard Palmer                                |                     |
| Carol Birch                                   |                     |
| Dedunu De Silva                               |                     |
| Stephen Nottridge                             |                     |
| Tharmananthar Shankaradhas                    |                     |
| James Lewis                                   |                     |
| Jennifer Cotterill (resigned 1 November 2023) |                     |
| Simon Gerrard (appointed 30 April 2024)       |                     |
| Danielle Young (appointed 30 April 2024)      |                     |

**Services Director**

Mary Goulty

**Company Secretary**

C P McKinney

**Independent Examiner**

torr waterfield  
Park House  
37 Clarence Street  
Leicester  
Leicestershire  
LE1 3RW

**Bankers**

The Royal Bank of Scotland  
91 93 Regent Street  
Leamington Spa  
CV32 4NT

Santander UK Plc  
Bridle Road  
Bootle  
Merseyside  
L30 4YD

CCLA Investment Management Ltd  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2024**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

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

.....  
R A Perrins - Trustee

**Independent Examiner's Report to the Trustees of**  
**Leicestershire Leicester And Rutland**  
**Headway**

**Independent examiner's report to the trustees of Leicestershire Leicester And Rutland Headway ('the Company')**

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

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

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

Tommie Simpson FCA

torr waterfield  
Park House  
37 Clarence Street  
Leicester  
Leicestershire  
LE1 3RW

Date: .....

**Leicestershire Leicester And Rutland**  
**Headway**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2024**

|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31.3.24<br>Total<br>funds<br>£ | 31.3.23<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                          |                                |                                |
| Donations and legacies             | 2     | 13,494                     | 72,943                   | 86,437                         | 64,153                         |
| <b>Charitable activities</b>       | 5     |                            |                          |                                |                                |
| Day Centre                         |       | 98,239                     | -                        | 98,239                         | 84,290                         |
| Outreach                           |       | 18,760                     | -                        | 18,760                         | 19,144                         |
| Other trading activities           | 3     | 27,120                     | -                        | 27,120                         | 9,371                          |
| Investment income                  | 4     | 5,732                      | -                        | 5,732                          | 2,640                          |
| Other income                       | 6     | <u>3,154</u>               | <u>-</u>                 | <u>3,154</u>                   | <u>3,540</u>                   |
| <b>Total</b>                       |       | <u>166,499</u>             | <u>72,943</u>            | <u>239,442</u>                 | <u>183,138</u>                 |
| <b>EXPENDITURE ON</b>              |       |                            |                          |                                |                                |
| Raising funds                      | 7     | 43,368                     | 3,576                    | 46,944                         | 22,072                         |
| <b>Charitable activities</b>       | 8     |                            |                          |                                |                                |
| Day Centre                         |       | 106,409                    | 31,328                   | 137,737                        | 143,474                        |
| Outreach                           |       | <u>48,733</u>              | <u>10,873</u>            | <u>59,606</u>                  | <u>64,495</u>                  |
| <b>Total</b>                       |       | <u>198,510</u>             | <u>45,777</u>            | <u>244,287</u>                 | <u>230,041</u>                 |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | (32,011)                   | 27,166                   | (4,845)                        | (46,903)                       |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                          |                                |                                |
| Total funds brought forward        |       | 150,048                    | -                        | 150,048                        | 196,951                        |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u>118,037</u>             | <u>27,166</u>            | <u>145,203</u>                 | <u>150,048</u>                 |

The notes form part of these financial statements

**Leicestershire Leicester And Rutland**  
**Headway**

**Balance Sheet**  
**31 March 2024**

|                                              | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31.3.24<br>Total<br>funds<br>£ | 31.3.23<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                          |       |                            |                          |                                |                                |
| Tangible assets                              | 15    | 3,660                      | 9,600                    | 13,260                         | 1,448                          |
| <b>CURRENT ASSETS</b>                        |       |                            |                          |                                |                                |
| Debtors                                      | 16    | 12,659                     | -                        | 12,659                         | 10,333                         |
| Cash at bank and in hand                     |       | <u>141,387</u>             | <u>17,569</u>            | <u>158,956</u>                 | <u>165,297</u>                 |
|                                              |       | 154,046                    | 17,569                   | 171,615                        | 175,630                        |
| <b>CREDITORS</b>                             |       |                            |                          |                                |                                |
| Amounts falling due within one year          | 17    | (39,672)                   | -                        | (39,672)                       | (27,030)                       |
|                                              |       | <u>114,374</u>             | <u>17,569</u>            | <u>131,943</u>                 | <u>148,600</u>                 |
| <b>NET CURRENT ASSETS</b>                    |       |                            |                          |                                |                                |
|                                              |       | <u>118,034</u>             | <u>27,169</u>            | <u>145,203</u>                 | <u>150,048</u>                 |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       |                            |                          |                                |                                |
|                                              |       | <u>118,034</u>             | <u>27,169</u>            | <u>145,203</u>                 | <u>150,048</u>                 |
| <b>NET ASSETS</b>                            |       |                            |                          |                                |                                |
|                                              |       | <u>118,034</u>             | <u>27,169</u>            | <u>145,203</u>                 | <u>150,048</u>                 |
| <b>FUNDS</b>                                 | 18    |                            |                          |                                |                                |
| Unrestricted funds                           |       |                            |                          | 118,034                        | 150,048                        |
| Restricted funds                             |       |                            |                          | <u>27,169</u>                  | <u>-</u>                       |
| <b>TOTAL FUNDS</b>                           |       |                            |                          | <u>145,203</u>                 | <u>150,048</u>                 |

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

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

The trustees acknowledge their responsibilities for

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

The notes form part of these financial statements

**Leicestershire Leicester And Rutland**  
**Headway**

**Balance Sheet - continued**  
**31 March 2024**

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

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

.....  
R A Perrins - Trustee

The notes form part of these financial statements

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements**  
**for the Year Ended 31 March 2024**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

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

**Financial reporting standard 102 - reduced disclosure exemptions**

The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs**

Costs are apportioned between activities based on an estimate of management time spent.

**Tangible fixed assets**

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

|                          |               |
|--------------------------|---------------|
| Improvements to property | - 20% on cost |
| Fixtures and fittings    | - 15% on cost |
| Computer equipment       | - 33% on cost |

**Taxation**

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

**Fund accounting**

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

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

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

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

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Leicestershire Leicester And Rutland**  
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**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**1. ACCOUNTING POLICIES - continued**

**Debtors**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective rate of interest method, less any impairment.

**Creditors**

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

**Going concern**

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing the financial statements.

**2. DONATIONS AND LEGACIES**

|           | 31.3.24       | 31.3.23       |
|-----------|---------------|---------------|
|           | £             | £             |
| Donations | 15,155        | 13,634        |
| Grants    | <u>71,282</u> | <u>50,519</u> |
|           | <u>86,437</u> | <u>64,153</u> |

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

|                                               | 31.3.24       | 31.3.23       |
|-----------------------------------------------|---------------|---------------|
|                                               | £             | £             |
| The Henry Smith Charity                       | -             | 15,150        |
| Leicestershire County Council                 | 5,000         | 3,600         |
| Community Foundation Leicestershire & Rutland | 5,000         | 4,059         |
| Paget Trust                                   | 1,000         | -             |
| Maud Elkington Charitable Trust               | 3,000         | 3,000         |
| Garfield Weston                               | 20,000        | 20,000        |
| Helen Cope                                    | -             | 1,500         |
| Douglas Arter Foundation                      | -             | 500           |
| Arnold Clarke Community Fund                  | -             | 1,500         |
| Co-Op Community Fund                          | -             | 1,010         |
| The Hanley Trust                              | -             | 100           |
| The Blakemore Foundation                      | -             | 100           |
| North West Leicestershire District Council    | 100           | -             |
| Asda Foundation                               | 400           | -             |
| Local Giving Limited                          | 500           | -             |
| Chesterton House Foundation                   | 1,000         | -             |
| Blaby District Council                        | 500           | -             |
| Clothworkers' Foundation                      | 9,600         | -             |
| The National Lottery Community Fund           | 16,569        | -             |
| Florence Trust                                | 1,000         | -             |
| The Gillian Stevenson Trust                   | <u>7,613</u>  | <u>-</u>      |
|                                               | <u>71,282</u> | <u>50,519</u> |

**Leicestershire Leicester And Rutland**  
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**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

|                                             |                |                |
|---------------------------------------------|----------------|----------------|
| <b>3. OTHER TRADING ACTIVITIES</b>          |                |                |
|                                             | 31.3.24        | 31.3.23        |
|                                             | £              | £              |
| Fundraising events                          | <u>27,120</u>  | <u>9,371</u>   |
| <b>4. INVESTMENT INCOME</b>                 |                |                |
|                                             | 31.3.24        | 31.3.23        |
|                                             | £              | £              |
| Deposit account interest                    | <u>5,732</u>   | <u>2,640</u>   |
| <b>5. INCOME FROM CHARITABLE ACTIVITIES</b> |                |                |
|                                             | 31.3.24        | 31.3.23        |
|                                             | £              | £              |
| Fees charged                      Activity  |                |                |
| Day Centre                                  | 25,185         | 25,533         |
| Council Funding              Day Centre     | 72,815         | 58,253         |
| Craft sales                      Day Centre | 239            | 504            |
| Fees charged                      Outreach  | 5,498          | 5,882          |
| NHS Funding                      Outreach   | <u>13,262</u>  | <u>13,262</u>  |
|                                             | <u>116,999</u> | <u>103,434</u> |
| <b>6. OTHER INCOME</b>                      |                |                |
|                                             | 31.3.24        | 31.3.23        |
|                                             | £              | £              |
| Subscriptions                               | <u>3,154</u>   | <u>3,540</u>   |
| <b>7. RAISING FUNDS</b>                     |                |                |
| <b>Raising donations and legacies</b>       |                |                |
|                                             | 31.3.24        | 31.3.23        |
|                                             | £              | £              |
| Staff costs                                 | 25,420         | 12,233         |
| Printing and advertising                    | 1,582          | 486            |
| Travel                                      | 30             | 277            |
| Just giving charges                         | 216            | 216            |
| Charity Ball                                | 8,829          | -              |
| Sundries                                    | 764            | 310            |
| Support costs                               | <u>10,103</u>  | <u>8,550</u>   |
|                                             | <u>46,944</u>  | <u>22,072</u>  |

**Leicestershire Leicester And Rutland**  
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**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**8. CHARITABLE ACTIVITIES COSTS**

|            | Direct<br>Costs (see<br>note 9)<br>£ | Support<br>costs (see<br>note 10)<br>£ | Totals<br>£    |
|------------|--------------------------------------|----------------------------------------|----------------|
| Day Centre | 77,093                               | 60,644                                 | 137,737        |
| Outreach   | <u>29,283</u>                        | <u>30,323</u>                          | <u>59,606</u>  |
|            | <u>106,376</u>                       | <u>90,967</u>                          | <u>197,343</u> |

**9. DIRECT COSTS OF CHARITABLE ACTIVITIES**

|             | 31.3.24<br>£   | 31.3.23<br>£   |
|-------------|----------------|----------------|
| Staff costs | 88,877         | 115,134        |
| Purchases   | 16,492         | 14,531         |
| Travel      | <u>1,007</u>   | <u>1,355</u>   |
|             | <u>106,376</u> | <u>131,020</u> |

**10. SUPPORT COSTS**

|                                   | Finance<br>£ | Administration<br>£ | Premises<br>£ | Governance<br>costs<br>£ | Totals<br>£    |
|-----------------------------------|--------------|---------------------|---------------|--------------------------|----------------|
| Raising donations and<br>legacies | 40           | 7,948               | 1,642         | 473                      | 10,103         |
| Day Centre                        | 241          | 47,688              | 9,871         | 2,844                    | 60,644         |
| Outreach                          | <u>121</u>   | <u>23,844</u>       | <u>4,935</u>  | <u>1,423</u>             | <u>30,323</u>  |
|                                   | <u>402</u>   | <u>79,480</u>       | <u>16,448</u> | <u>4,740</u>             | <u>101,070</u> |

|                  |                                     |
|------------------|-------------------------------------|
| Activity         | Basis of allocation                 |
| Finance          | Management time spent on activities |
| Administration   | Management time spent on activities |
| Premises         | Management time spent on activities |
| Governance costs | Management time spent on activities |

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

**Finance**

|              | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£ | Outreach<br>£ | 31.3.24<br>Total<br>activities<br>£ | 31.3.23<br>Total<br>activities<br>£ |
|--------------|----------------------------------------------|--------------------|---------------|-------------------------------------|-------------------------------------|
| Bank charges | <u>40</u>                                    | <u>241</u>         | <u>121</u>    | <u>402</u>                          | <u>402</u>                          |

**Leicestershire Leicester And Rutland**  
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**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**10. SUPPORT COSTS - continued**  
**Administration**

|                                          |                                              |                      |                      | 31.3.24                  | 31.3.23                  |
|------------------------------------------|----------------------------------------------|----------------------|----------------------|--------------------------|--------------------------|
|                                          | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£   | Outreach<br>£        | Total<br>activities<br>£ | Total<br>activities<br>£ |
| Wages                                    | 5,527                                        | 33,166               | 16,583               | 55,276                   | 56,484                   |
| Social security                          | 237                                          | 1,423                | 711                  | 2,371                    | 2,367                    |
| Pensions                                 | 108                                          | 649                  | 324                  | 1,081                    | 1,067                    |
| Telephone                                | 677                                          | 4,059                | 2,030                | 6,766                    | 4,186                    |
| Postage and stationery                   | 151                                          | 912                  | 456                  | 1,519                    | 726                      |
| Sundries                                 | 41                                           | 249                  | 125                  | 415                      | 232                      |
| IT costs                                 | 884                                          | 5,303                | 2,651                | 8,838                    | 4,636                    |
| Travel                                   | 3                                            | 15                   | 7                    | 25                       | 108                      |
| Subscriptions                            | 128                                          | 764                  | 382                  | 1,274                    | 251                      |
| Training                                 | 80                                           | 476                  | 238                  | 794                      | 1,073                    |
| Health and safety                        | 42                                           | 251                  | 126                  | 419                      | 118                      |
| Recruitment fees                         | 11                                           | 63                   | 32                   | 106                      | 1,244                    |
| Depreciation of tangible<br>fixed assets | <u>59</u>                                    | <u>358</u>           | <u>179</u>           | <u>596</u>               | <u>2,261</u>             |
|                                          | <u><u>7,948</u></u>                          | <u><u>47,688</u></u> | <u><u>23,844</u></u> | <u><u>79,480</u></u>     | <u><u>74,753</u></u>     |

**Premises**

|                                          |                                              |                     |                     | 31.3.24                  | 31.3.23                  |
|------------------------------------------|----------------------------------------------|---------------------|---------------------|--------------------------|--------------------------|
|                                          | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£  | Outreach<br>£       | Total<br>activities<br>£ | Total<br>activities<br>£ |
| Rates and water                          | 120                                          | 725                 | 363                 | 1,208                    | 1,054                    |
| Light and heat                           | 366                                          | 2,200               | 1,100               | 3,666                    | 3,104                    |
| Repairs and<br>maintenance               | 867                                          | 5,203               | 2,601               | 8,671                    | 3,233                    |
| Depreciation of tangible<br>fixed assets | <u>289</u>                                   | <u>1,743</u>        | <u>871</u>          | <u>2,903</u>             | <u>330</u>               |
|                                          | <u><u>1,642</u></u>                          | <u><u>9,871</u></u> | <u><u>4,935</u></u> | <u><u>16,448</u></u>     | <u><u>7,721</u></u>      |

**Governance costs**

|                              |                                              |                     |                     | 31.3.24                  | 31.3.23                  |
|------------------------------|----------------------------------------------|---------------------|---------------------|--------------------------|--------------------------|
|                              | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£  | Outreach<br>£       | Total<br>activities<br>£ | Total<br>activities<br>£ |
| Independent Examiners<br>fee | 277                                          | 1,663               | 832                 | 2,772                    | 2,520                    |
| Insurance                    | 186                                          | 1,119               | 560                 | 1,865                    | -                        |
| Legal fees                   | <u>10</u>                                    | <u>62</u>           | <u>31</u>           | <u>103</u>               | <u>103</u>               |
|                              | <u><u>473</u></u>                            | <u><u>2,844</u></u> | <u><u>1,423</u></u> | <u><u>4,740</u></u>      | <u><u>2,623</u></u>      |

**Leicestershire Leicester And Rutland**  
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**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

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

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

|                             | 31.3.24      | 31.3.23      |
|-----------------------------|--------------|--------------|
|                             | £            | £            |
| Independent Examiners fee   | 2,772        | 2,520        |
| Depreciation - owned assets | <u>3,500</u> | <u>2,591</u> |

**12. TRUSTEES' REMUNERATION AND BENEFITS**

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

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**13. STAFF COSTS**

|                       | 31.3.24        | 31.3.23        |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 162,854        | 176,553        |
| Social security costs | 6,985          | 7,398          |
| Other pension costs   | <u>3,186</u>   | <u>3,334</u>   |
|                       | <u>173,025</u> | <u>187,285</u> |

The remuneration of key management personnel amounted to £70,138 (2023 - £68,700).

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

|                              | 31.3.24  | 31.3.23   |
|------------------------------|----------|-----------|
|                              | 9        | 10        |
| Direct charitable activities | <u>9</u> | <u>10</u> |

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

**14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|                                   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|-----------------------------------|----------------------------|--------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                            |                          |                     |
| Donations and legacies            | 16,834                     | 47,319                   | 64,153              |
| <b>Charitable activities</b>      |                            |                          |                     |
| Day Centre                        | 84,290                     | -                        | 84,290              |
| Outreach                          | 19,144                     | -                        | 19,144              |
| Other trading activities          | 9,371                      | -                        | 9,371               |
| Investment income                 | 2,640                      | -                        | 2,640               |
| Other income                      | <u>3,540</u>               | <u>-</u>                 | <u>3,540</u>        |
| <b>Total</b>                      | <u>135,819</u>             | <u>47,319</u>            | <u>183,138</u>      |

**Leicestershire Leicester And Rutland**  
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**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

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

**EXPENDITURE ON**

|                                    | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|------------------------------------|----------------------------|--------------------------|---------------------|
| Raising funds                      | 21,429                     | 643                      | 22,072              |
| <b>Charitable activities</b>       |                            |                          |                     |
| Day Centre                         | 97,354                     | 46,120                   | 143,474             |
| Outreach                           | <u>61,938</u>              | <u>2,557</u>             | <u>64,495</u>       |
| <b>Total</b>                       | <u>180,721</u>             | <u>49,320</u>            | <u>230,041</u>      |
| <b>NET INCOME/(EXPENDITURE)</b>    | (44,903)                   | (2,000)                  | (46,903)            |
| <b>Transfers between funds</b>     | <u>1,623</u>               | <u>(1,623)</u>           | <u>-</u>            |
| <b>Net movement in funds</b>       | (43,280)                   | (3,623)                  | (46,903)            |
| <b>RECONCILIATION OF FUNDS</b>     |                            |                          |                     |
| Total funds brought forward        | 193,328                    | 3,623                    | 196,951             |
|                                    | <u>          </u>          | <u>          </u>        | <u>          </u>   |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u>150,048</u>             | <u>-</u>                 | <u>150,048</u>      |

**15. TANGIBLE FIXED ASSETS**

|                       | Improvements<br>to<br>property<br>£ | Fixtures<br>and<br>fittings<br>£ | Computer<br>equipment<br>£ | Totals<br>£    |
|-----------------------|-------------------------------------|----------------------------------|----------------------------|----------------|
| <b>COST</b>           |                                     |                                  |                            |                |
| At 1 April 2023       | 160,203                             | 24,580                           | 48,366                     | 233,149        |
| Additions             | <u>13,522</u>                       | <u>-</u>                         | <u>1,790</u>               | <u>15,312</u>  |
| At 31 March 2024      | <u>173,725</u>                      | <u>24,580</u>                    | <u>50,156</u>              | <u>248,461</u> |
| <b>DEPRECIATION</b>   |                                     |                                  |                            |                |
| At 1 April 2023       | 160,203                             | 23,673                           | 47,825                     | 231,701        |
| Charge for year       | <u>2,704</u>                        | <u>200</u>                       | <u>596</u>                 | <u>3,500</u>   |
| At 31 March 2024      | <u>162,907</u>                      | <u>23,873</u>                    | <u>48,421</u>              | <u>235,201</u> |
| <b>NET BOOK VALUE</b> |                                     |                                  |                            |                |
| At 31 March 2024      | <u>10,818</u>                       | <u>707</u>                       | <u>1,735</u>               | <u>13,260</u>  |
| At 31 March 2023      | <u>-</u>                            | <u>907</u>                       | <u>541</u>                 | <u>1,448</u>   |

**Leicestershire Leicester And Rutland**  
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**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

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

|                                | 31.3.24              | 31.3.23              |
|--------------------------------|----------------------|----------------------|
|                                | £                    | £                    |
| Trade debtors                  | 7,159                | 4,833                |
| Other debtors                  | 100                  | 100                  |
| Prepayments and accrued income | <u>5,400</u>         | <u>5,400</u>         |
|                                | <u><u>12,659</u></u> | <u><u>10,333</u></u> |

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

|                                 | 31.3.24              | 31.3.23              |
|---------------------------------|----------------------|----------------------|
|                                 | £                    | £                    |
| Trade creditors                 | 14,433               | 3,932                |
| Social security and other taxes | 4,134                | 4,503                |
| Other creditors                 | 12,067               | 12,775               |
| Accruals and deferred income    | <u>9,038</u>         | <u>5,820</u>         |
|                                 | <u><u>39,672</u></u> | <u><u>27,030</u></u> |

**18. MOVEMENT IN FUNDS**

|                                     | At 1.4.23             | Net movement          | Transfers       | At                    |
|-------------------------------------|-----------------------|-----------------------|-----------------|-----------------------|
|                                     | £                     | in funds              | between         | 31.3.24               |
|                                     |                       | £                     | funds           | £                     |
| <b>Unrestricted funds</b>           |                       |                       |                 |                       |
| General fund                        | 30,048                | (32,014)              | 25,000          | 23,034                |
| Expenses contingency                | 10,000                | -                     | -               | 10,000                |
| Staffing contingency                | 50,000                | -                     | -               | 50,000                |
| Voluntary grant equalisation        | 5,000                 | -                     | -               | 5,000                 |
| Property contingency                | 30,000                | -                     | -               | 30,000                |
| Fundraising contingency             | <u>25,000</u>         | <u>-</u>              | <u>(25,000)</u> | <u>-</u>              |
|                                     | 150,048               | (32,014)              | -               | 118,034               |
| <b>Restricted funds</b>             |                       |                       |                 |                       |
| Paget Trust                         | -                     | 1,000                 | -               | 1,000                 |
| Clothworkers' Foundation            | -                     | 9,600                 | -               | 9,600                 |
| The National Lottery Community Fund | <u>-</u>              | <u>16,569</u>         | <u>-</u>        | <u>16,569</u>         |
|                                     | <u>-</u>              | <u>27,169</u>         | <u>-</u>        | <u>27,169</u>         |
| <b>TOTAL FUNDS</b>                  | <u><u>150,048</u></u> | <u><u>(4,845)</u></u> | <u><u>-</u></u> | <u><u>145,203</u></u> |

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**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**18. MOVEMENT IN FUNDS - continued**

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

|                                               | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-----------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                     |                            |                            |                           |
| General fund                                  | 166,499                    | (198,513)                  | (32,014)                  |
| <b>Restricted funds</b>                       |                            |                            |                           |
| The Day Centre Grants                         | 5,000                      | (5,000)                    | -                         |
| Leicestershire County Council                 | 5,000                      | (5,000)                    | -                         |
| Garfield Weston                               | 20,000                     | (20,000)                   | -                         |
| Maud Elkington Charitable Trust               | 3,000                      | (3,000)                    | -                         |
| Florence Turner Trust (FL001)                 | 1,000                      | (1,000)                    | -                         |
| The Gillian Stevenson Charitable Trust        | 2,613                      | (2,613)                    | -                         |
| Paget Trust                                   | 1,000                      | -                          | 1,000                     |
| John Lewis Plc                                | 1,416                      | (1,416)                    | -                         |
| Nelsons Solicitors                            | 245                        | (245)                      | -                         |
| North West Leicestershire District<br>Council | 100                        | (100)                      | -                         |
| Community Foundation Leics &<br>Rutland       | 5,000                      | (5,000)                    | -                         |
| Asda Foundation                               | 400                        | (400)                      | -                         |
| Local Giving Ltd                              | 500                        | (500)                      | -                         |
| Chesterton House Foundation                   | 1,000                      | (1,000)                    | -                         |
| Blaby District Council                        | 500                        | (500)                      | -                         |
| Clothworkers' Foundation                      | 9,600                      | -                          | 9,600                     |
| The National Lottery Community Fund           | 16,569                     | -                          | 16,569                    |
|                                               | <u>72,943</u>              | <u>(45,774)</u>            | <u>27,169</u>             |
| <b>TOTAL FUNDS</b>                            | <u>239,442</u>             | <u>(244,287)</u>           | <u>(4,845)</u>            |

**Leicestershire Leicester And Rutland**  
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**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**18. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

|                                    | At 1.4.22<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.23<br>£ |
|------------------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b>          |                |                                  |                                    |                    |
| General fund                       | 33,328         | (44,903)                         | 41,623                             | 30,048             |
| Expenses contingency               | 10,000         | -                                | -                                  | 10,000             |
| Staffing contingency               | 70,000         | -                                | (20,000)                           | 50,000             |
| Voluntary grant equalisation       | 5,000          | -                                | -                                  | 5,000              |
| Property contingency               | 50,000         | -                                | (20,000)                           | 30,000             |
| Fundraising contingency            | <u>25,000</u>  | <u>-</u>                         | <u>-</u>                           | <u>25,000</u>      |
|                                    | 193,328        | (44,903)                         | 1,623                              | 150,048            |
| <b>Restricted funds</b>            |                |                                  |                                    |                    |
| Leicester Lions Club               | 387            | -                                | (387)                              | -                  |
| The Leeds Building Society Charity |                |                                  |                                    |                    |
| Fund                               | 943            | -                                | (943)                              | -                  |
| Freemasons Leicester               | 2,000          | (2,000)                          | -                                  | -                  |
| Leicestershire County Council      |                |                                  |                                    |                    |
| Communities Fund                   | <u>293</u>     | <u>-</u>                         | <u>(293)</u>                       | <u>-</u>           |
|                                    | <u>3,623</u>   | <u>(2,000)</u>                   | <u>(1,623)</u>                     | <u>-</u>           |
| <b>TOTAL FUNDS</b>                 | <u>196,951</u> | <u>(46,903)</u>                  | <u>-</u>                           | <u>150,048</u>     |

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

|                                      | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>            |                            |                            |                           |
| General fund                         | 135,819                    | (180,722)                  | (44,903)                  |
| <b>Restricted funds</b>              |                            |                            |                           |
| The Henry Smith Charity              | 15,150                     | (15,150)                   | -                         |
| Leicestershire Leicester and Rutland |                            |                            |                           |
| Community Foundation                 | 4,059                      | (4,059)                    | -                         |
| Freemasons Leicester                 | -                          | (2,000)                    | (2,000)                   |
| Leicestershire County Council        | 3,600                      | (3,600)                    | -                         |
| Garfield Weston                      | 20,000                     | (20,000)                   | -                         |
| Helen Cope                           | 1,500                      | (1,500)                    | -                         |
| Douglas Arter Foundation             | 500                        | (500)                      | -                         |
| Arnold Clarke Community Fund         | 1,500                      | (1,500)                    | -                         |
| Co-Op Community Fund                 | <u>1,010</u>               | <u>(1,010)</u>             | <u>-</u>                  |
|                                      | <u>47,319</u>              | <u>(49,319)</u>            | <u>(2,000)</u>            |
| <b>TOTAL FUNDS</b>                   | <u>183,138</u>             | <u>(230,041)</u>           | <u>(46,903)</u>           |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**18. MOVEMENT IN FUNDS - continued**

**Designated Funds**

The income funds of the charity include designated funds which have been set aside out of the unrestricted funds by the Trustees for a specific purpose.

Expenses contingency - To cover overhead, contract costs and other closure costs in the event of reduced/cessation of funding.

Staffing contingency - To cover the staffing costs of the house, for three months, in the event of reduced/cessation of funding.

Voluntary grant equalisation - To cover the variation in voluntary income arising from interruption or non-replacement of expiring charitable grants.

Property contingency - To cover costs in the event that the University Hospital of Leicester NHS trust determines to dispose of Headway House.

Fundraising contingency - To cover the costs of the fundraising exercise in the event that the income therefrom falls below the outgoing thereon over a two-year period.

**Restricted Funds**

ASDA Foundation - Funds relating to a course promoting healthy eating.

Blaby District Council - Funds relating to supporting the new kitchen project in the Day centre.

Chesterton House Foundation - Funds relating to the Day Centre Activity sessions including Animal Magic sessions.

Clothworkers Foundation - Funds relating to supporting the new kitchen project in the Day centre.

Community Foundation Leicestershire & Rutland - Funds relating to the wildlife environmental garden project.

Florence Turner Trust - Funding relating to supporting the costs of Neuro Occupational Therapy Day Centre sessions.

Garfield Weston - Funding relating to the Day Centre core costs.

Day Centre Grant - Funds relating to supporting core costs of the Day Centre.

Gillian Stevenson Trust - Funds relating to supporting the repair of the floor in the Day centre.

John Lewis Plc. - Funding relating to the support of the Fatigue Management Course.

Leicestershire County Council (Shires) - Funding supporting the Community Outreach team.

Local Giving Ltd (Post Code Lottery) - Funding the Day Centre to reduce isolation in the Community.

Maud Elkington Charitable Trust - Funding relating to supporting the costs of Neuro Occupational Therapy Digital Day sessions.

Nelson Solicitors - Funding supporting the Travelling Gallery.

North West Leicester District Council - Funding relating to the Coronation Tea Event and the launch of the travelling gallery.

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**18. MOVEMENT IN FUNDS - continued**

Paget Trust - Funding relating to the costs of day centre activities.

The National Lottery Community Fund - Funding relating to the expansion of the Day Centre Provision.

The Henry Smith Charity - Funding awarded for improving the lives as part of the charity's early intervention and project, enabling the charity to offer valuable support to individuals following brain injury.

Freemasons Leicester - Funding relates to providing support for the carers group.

Helen Cope - Funding relates to supporting day centre activities.

Douglas Arter Foundation - Funding relates to supporting day centre activities.

Arnold Clarke Community Fund - Funding relates to supporting day centre activities.

Co-Op Community Fund - Funding relates to supporting one to one counselling by neurological occupational therapist.

**19. RELATED PARTY DISCLOSURES**

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

This page does not form part of the statutory financial statements

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# Accounts

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**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2023**  
**for**  
**Leicestershire Leicester And Rutland**  
**Headway**

torr waterfield  
Park House  
37 Clarence Street  
Leicester  
Leicestershire  
LE1 3RW

**Leicestershire Leicester And Rutland**  
**Headway**

**Contents of the Financial Statements**  
**for the Year Ended 31 March 2023**

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**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2023**

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

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The Charity's objects are;

- to provide services and facilities calculated to rehabilitate and relieve from their disabilities persons who live with brain injuries and who reside in Leicestershire and Rutland.
- to assist the families and carers of persons who live with brain injuries

**Public benefit**

The trustees have had due regard to guidance published by the Charity Commission on public benefit and considers the charity acts in accordance with the guidance.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The Charity provided a range of services and support to adults with acquired brain injury, their families, carers and supporters and between 01 April 2022 and 31 March 2023 received 95 new referrals into the service. The highest number of referrals were for those having suffered a Stroke (22), followed by road traffic collisions (14), and a surprising number of Falls (13). We were delighted when we secured a 2-year grant of £20K per year from Garfield Weston. In January a neuro physiotherapist joined our team as a volunteer, offering appointments for assessment and individualised programs to those accessing our service.

In December, volunteer Michael Condon, was recognised for his continued commitment and contribution to LLR Headway when he was awarded Volunteer of the Year at the Headway UK annual awards ceremony in London.

2022/23 was a period of change, The 3- year grant from Henry Smith came to an end and we were unsuccessful in securing continuation funding for the Early Intervention and Prevention project delivered through Outreach. The impact of the loss of funding from Henry Smith, and 6 months without a fundraiser in post, led to a need for restructuring within the team. In December the management team was reduced by way of redundancy, and further efficiencies were made when an outreach post became vacant and was not recruited to.

The successful recruitment of a Fundraising and Engagement Executive in January has seen an improvement in the level of gifts and donations, with exciting plans for the future.

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2023**

**FINANCIAL REVIEW**

**Financial position**

The net decrease in resources during the year was £46,902 compared with a net decrease of £3,680 in the previous year. Incoming resources show a decrease of £48,940 in comparison with 2021/22, which was mainly due to decreases in grants and donations received. Resources expended reduced by £5,718 mainly due to savings in personnel and premises costs.

The main funders during the year were the Social Services Departments of Leicester City and Leicestershire County Councils and Leicester City Clinical Commissioning Group. Leicestershire County Council continue to purchase our services through the Community Life Choices Framework agreement whilst Leicester City Council buy support through a similar framework agreement called Community Opportunities.

The Henry Smith Charity grant for Early intervention and prevention is worth £30,000 per year and we are in year 3 of 3 years. The foundation has been flexible in our use of the grant during this year and we thank them for their support.

We would also like to extend our sincere thanks to some of our other donors who have made either a one off contribution or who are long standing supporters of Headway' work:

Thank you to all those who have offered their support either financially, with sponsor or with the gift of time.

**Investment policy and objectives**

The constitution of the charity authorises it to make and hold investments using general funds not needed for immediate working purposes.

In practice the charity has never had sufficient surplus to invest to provide income for the future and has no plans to do so. The current practice is to deposit surplus funds with UK banks.

**Reserves policy**

The charity's policy on reserves has been designed to protect it from uncertainties in funding from statutory bodies. It aims to ensure that there are sufficient general and designated funds to meet the potential cost of redundancies and the provision of non statutory funded services for at least six months when combined with the commitment from local government to give a three month notice period for any funding changes.

The policy continues to provide as far as possible protection from the variation in funding from voluntary bodies arising from the interruption or non replacement of expiring charitable grants.

The trustees have reviewed the level of reserves required and are satisfied that they are at an appropriate level. They have resolved to work towards maintaining the reserves at a level in line with the charity's policy.

Free reserves, which are unrestricted reserves in excess of designated reserves less the fixed asset element of unrestricted reserves stand at £28,601 as of 31 March 2023 (2022 - £30,355).

**Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**FUTURE PLANS**

- Apply for 5-year Lottery funding for our "Learning to be me again" project for Community Outreach
- Increase fundraising income through online campaigns, corporate sponsorship, events, and public donations, and explore the opportunity of Legacy fundraising
- Improve our digital presence, increasing online engagement
- Showcase our "Travelling Gallery" throughout City and County libraries. This will be an exhibition of art created by our members

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 23rd November 1998 and registered as a charity on 17th February 1999. It began operations on 1st April 1999 when the assets and liabilities of Headway Leicester (charity number 702489) were transferred. The company was established under a Memorandum of Association, dated 23rd November 1998, which sets out the objects and powers of the charitable company, and it is governed by its Articles of Association (company number 03672087). In the event of the company being wound up, its members will be required to contribute an amount, which will not exceed £10 each.

**Recruitment and appointment of new trustees**

The directors of the company are also trustees of the charity for the purposes of charity law and under the company's Articles they are known as members of the Committee of Management. Under the requirements of the Memorandum and Articles of Association, the members of the committee are elected to serve for a period of three years, after which they must be re elected at the next Annual General Meeting.

Jennifer Cotterill, Dedunu de Silva, Richard Palmer and Christopher Sworn, retire by rotation and being eligible, offer themselves for re election.

The charity actively encourages service users to take an interest and assist in the running of the charity and encourages these stakeholders to apply for Board positions. James Lewis has himself suffered an acquired brain injury and receives Headway support and services, he provides extremely valuable input and insight into living with an acquired brain injury. James also acts as spokesperson for other Headway users ensuring their views are represented. Similarly, Stephen Nottridge's daughter is in receipt of Headway services, and he represents the interests of families and carers of those with ABI.

It is normal practice to invite potential trustees to visit the service and have the opportunity to meet some of the team and people who use the services before appointing them. New trustees are given a full briefing pack, including access to all policies and procedures. There has been one new trustee appointment during this reporting period.

**Organisational structure and decision making**

Leicestershire Leicester and Rutland Headway has a Committee of Management comprising of up to sixteen members who meet quarterly and who are responsible for the strategic direction and policy of the charity. At present the committee members come from a variety of professional backgrounds. The board has a skills audit procedure to assist in the recruitment of new trustees.

The Services Director attends and reports to the meetings of the committee but does not have voting rights.

Day to day responsibility for the provision of services rests with the Services Director.

The Committee of Management is supported by two subcommittees each with specific remits including governance, finance and human resources, fundraising, marketing and media.

The charity is an affiliated Group of the national organisation Headway, the brain injury association, which provides advice, formulates national policy, sets standards, and represents the brain injured at a national level. However, the national organisation does not have any direct responsibility for the running of the charity, which rests solely with the Committee of Management.

Headway receives a proportion of its funding through Framework agreements and a discretionary grant from the social services departments of Leicestershire County Council and Leicester City Council and the Independent Care Board in Leicester, Leicestershire and Rutland.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03672087 (England and Wales)

**Registered Charity number**

1074011

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2023**

**Registered office**

4 Hospital Close  
Leicester  
Leicestershire  
LE5 4WP

**Trustees**

|                                   |                     |
|-----------------------------------|---------------------|
| Richard Perrins                   | - Chairperson       |
| Christopher McKinney              | - Company Secretary |
| Dr Sarah Gunn (appointed 26.4.22) |                     |
| Christopher Sworn                 |                     |
| Richard Palmer                    |                     |
| Carol Birch                       |                     |
| Dedunu De Silva                   |                     |
| Stephen Nottridge                 |                     |
| Tharmananthar Shankaradhas        |                     |
| James Lewis                       |                     |
| Jennifer Cotterill                |                     |

**Services Director**

Mary Goulty

**Company Secretary**

C P McKinney

**Independent Examiner**

torr waterfield  
Park House  
37 Clarence Street  
Leicester  
Leicestershire  
LE1 3RW

**Bankers**

The Royal Bank of Scotland  
91 93 Regent Street  
Leamington Spa  
CV32 4NT

Santander UK Plc  
Bridle Road  
Bootle  
Merseyside  
L30 4YD

CCLA Investment Management Ltd  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**Leicestershire Leicester And Rutland**  
**Headway**

**Report of the Trustees**  
**for the Year Ended 31 March 2023**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

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

.....  
R A Perrins - Trustee

**Independent Examiner's Report to the Trustees of**  
**Leicestershire Leicester And Rutland**  
**Headway**

**Independent examiner's report to the trustees of Leicestershire Leicester And Rutland Headway ('the Company')**

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

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

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

Tommie Simpson FCA

torr waterfield  
Park House  
37 Clarence Street  
Leicester  
Leicestershire  
LE1 3RW

Date: .....

**Leicestershire Leicester And Rutland**  
**Headway**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2023**

|                                        | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£  | 31.3.23<br>Total<br>funds<br>£ | 31.3.22<br>Total<br>funds<br>£ |
|----------------------------------------|-------|----------------------------|---------------------------|--------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>      |       |                            |                           |                                |                                |
| Donations and legacies                 | 2     | 16,834                     | 47,319                    | 64,153                         | 103,769                        |
| <b>Charitable activities</b>           | 5     |                            |                           |                                |                                |
| Day Centre                             |       | 84,290                     | -                         | 84,290                         | 80,589                         |
| Outreach                               |       | 19,144                     | -                         | 19,144                         | 17,125                         |
| Other trading activities               | 3     | 9,371                      | -                         | 9,371                          | 25,247                         |
| Investment income                      | 4     | 2,640                      | -                         | 2,640                          | 80                             |
| Other income                           | 6     | <u>3,540</u>               | <u>-</u>                  | <u>3,540</u>                   | <u>5,268</u>                   |
| <b>Total</b>                           |       | <u>135,819</u>             | <u>47,319</u>             | <u>183,138</u>                 | <u>232,078</u>                 |
| <br><b>EXPENDITURE ON</b>              |       |                            |                           |                                |                                |
| Raising funds                          | 7     | 21,429                     | 643                       | 22,072                         | 34,729                         |
| <b>Charitable activities</b>           | 8     |                            |                           |                                |                                |
| Day Centre                             |       | 108,168                    | 35,305                    | 143,473                        | 139,281                        |
| Outreach                               |       | <u>51,124</u>              | <u>13,371</u>             | <u>64,495</u>                  | <u>61,748</u>                  |
| <b>Total</b>                           |       | <u>180,721</u>             | <u>49,319</u>             | <u>230,040</u>                 | <u>235,758</u>                 |
| <br><b>NET INCOME/(EXPENDITURE)</b>    |       |                            |                           |                                |                                |
| Transfers between funds                | 18    | (44,902)<br><u>1,623</u>   | (2,000)<br><u>(1,623)</u> | (46,902)<br><u>-</u>           | (3,680)<br><u>-</u>            |
| <b>Net movement in funds</b>           |       | (43,279)                   | (3,623)                   | (46,902)                       | (3,680)                        |
| <br><b>RECONCILIATION OF FUNDS</b>     |       |                            |                           |                                |                                |
| Total funds brought forward            |       | <u>193,328</u>             | <u>3,623</u>              | <u>196,951</u>                 | <u>200,631</u>                 |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u>150,049</u>             | <u>-</u>                  | <u>150,049</u>                 | <u>196,951</u>                 |

The notes form part of these financial statements

**Leicestershire Leicester And Rutland**  
**Headway**

**Balance Sheet**  
**31 March 2023**

|                                                  | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31.3.23<br>Total<br>funds<br>£ | 31.3.22<br>Total<br>funds<br>£ |
|--------------------------------------------------|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                              |       |                            |                          |                                |                                |
| Tangible assets                                  | 15    | 1,448                      | -                        | 1,448                          | 2,973                          |
| <b>CURRENT ASSETS</b>                            |       |                            |                          |                                |                                |
| Debtors                                          | 16    | 10,334                     | -                        | 10,334                         | 8,497                          |
| Cash at bank and in hand                         |       | <u>165,297</u>             | <u>-</u>                 | <u>165,297</u>                 | <u>216,695</u>                 |
|                                                  |       | 175,631                    | -                        | 175,631                        | 225,192                        |
| <b>CREDITORS</b>                                 |       |                            |                          |                                |                                |
| Amounts falling due within one year              | 17    | (27,030)                   | -                        | (27,030)                       | (31,214)                       |
|                                                  |       | <u>          </u>          | <u>          </u>        | <u>          </u>              | <u>          </u>              |
| <b>NET CURRENT ASSETS</b>                        |       | <u>148,601</u>             | <u>-</u>                 | <u>148,601</u>                 | <u>193,978</u>                 |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | 150,049                    | -                        | 150,049                        | 196,951                        |
|                                                  |       | <u>          </u>          | <u>          </u>        | <u>          </u>              | <u>          </u>              |
| <b>NET ASSETS</b>                                |       | <u>150,049</u>             | <u>-</u>                 | <u>150,049</u>                 | <u>196,951</u>                 |
| <b>FUNDS</b>                                     | 18    |                            |                          |                                |                                |
| Unrestricted funds                               |       |                            |                          | 150,049                        | 193,328                        |
| Restricted funds                                 |       |                            |                          | <u>-</u>                       | <u>3,623</u>                   |
| <b>TOTAL FUNDS</b>                               |       |                            |                          | <u>150,049</u>                 | <u>196,951</u>                 |

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

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

The trustees acknowledge their responsibilities for

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

**Leicestershire Leicester And Rutland**  
**Headway**

**Balance Sheet - continued**  
**31 March 2023**

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

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

.....  
R A Perrins - Trustee

The notes form part of these financial statements

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements**  
**for the Year Ended 31 March 2023**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

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

**Financial reporting standard 102 - reduced disclosure exemptions**

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs**

Costs are apportioned between activities based on an estimate of management time spent.

**Tangible fixed assets**

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

|                          |               |
|--------------------------|---------------|
| Improvements to property | - 20% on cost |
| Fixtures and fittings    | - 15% on cost |
| Computer equipment       | - 33% on cost |

**Taxation**

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

**Fund accounting**

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

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

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

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

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**1. ACCOUNTING POLICIES - continued**

**Debtors**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective rate of interest method, less any impairment.

**Creditors**

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

**Going concern**

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing the financial statements.

**2. DONATIONS AND LEGACIES**

|           | 31.3.23       | 31.3.22        |
|-----------|---------------|----------------|
|           | £             | £              |
| Donations | 13,634        | 11,305         |
| Grants    | <u>50,519</u> | <u>92,464</u>  |
|           | <u>64,153</u> | <u>103,769</u> |

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

|                                               | 31.3.23       | 31.3.22       |
|-----------------------------------------------|---------------|---------------|
|                                               | £             | £             |
| The Henry Smith Charity                       | 15,150        | 30,200        |
| Leicestershire County Council                 | 3,600         | 5,000         |
| LCFC Vichai Foundation                        | -             | 16,720        |
| Community Foundation Leicestershire & Rutland | 4,059         | 12,850        |
| Scott Bader                                   | -             | 2,820         |
| T S Shipman Trust                             | -             | 1,000         |
| HISL Office - HD                              | -             | 2,000         |
| Tesco                                         | -             | 2,000         |
| Freemasons Leicester                          | -             | 2,000         |
| Everards Community Excellence Fund            | -             | 3,445         |
| Shire Community Grant                         | -             | 7,500         |
| Costco & United Way UK                        | -             | 1,500         |
| Paget Trust                                   | -             | 1,000         |
| Maud Elkington Charitable Trust               | 3,000         | 4,000         |
| Garfield Weston                               | 20,000        | -             |
| Helen Cope                                    | 1,500         | -             |
| Douglas Arter Foundation                      | 500           | -             |
| Arnold Clarke Community Fund                  | 1,500         | -             |
| Co-Op Community Fund                          | 1,010         | -             |
| The Hanley Trust                              | 100           | 100           |
| The Blakemore Foundation                      | 100           | -             |
| Leicester Lions Club                          | -             | 329           |
|                                               | <u>50,519</u> | <u>92,464</u> |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

|                                             |                |               |
|---------------------------------------------|----------------|---------------|
| <b>3. OTHER TRADING ACTIVITIES</b>          |                |               |
|                                             | 31.3.23        | 31.3.22       |
|                                             | £              | £             |
| Fundraising events                          | <u>9,371</u>   | <u>25,247</u> |
| <b>4. INVESTMENT INCOME</b>                 |                |               |
|                                             | 31.3.23        | 31.3.22       |
|                                             | £              | £             |
| Deposit account interest                    | <u>2,640</u>   | <u>80</u>     |
| <b>5. INCOME FROM CHARITABLE ACTIVITIES</b> |                |               |
|                                             | 31.3.23        | 31.3.22       |
|                                             | £              | £             |
| Fees charged Activity                       |                |               |
| Day Centre                                  | 25,533         | 26,353        |
| Council Funding Day Centre                  | 58,253         | 53,938        |
| Craft sales Day Centre                      | 504            | 298           |
| Fees charged Outreach                       | 5,882          | 3,989         |
| NHS Funding Outreach                        | <u>13,262</u>  | <u>13,136</u> |
|                                             | <u>103,434</u> | <u>97,714</u> |
| <b>6. OTHER INCOME</b>                      |                |               |
|                                             | 31.3.23        | 31.3.22       |
|                                             | £              | £             |
| JRS Grant                                   | -              | 2,126         |
| Subscriptions                               | <u>3,540</u>   | <u>3,142</u>  |
|                                             | <u>3,540</u>   | <u>5,268</u>  |
| <b>7. RAISING FUNDS</b>                     |                |               |
| <b>Raising donations and legacies</b>       |                |               |
|                                             | 31.3.23        | 31.3.22       |
|                                             | £              | £             |
| Staff costs                                 | 12,233         | 18,823        |
| Printing and advertising                    | 486            | 1,190         |
| Travel                                      | 277            | 22            |
| Just giving charges                         | 216            | 216           |
| 30th Anniversary                            | -              | 6,292         |
| Sundries                                    | 310            | 69            |
| Support costs                               | <u>8,550</u>   | <u>8,117</u>  |
|                                             | <u>22,072</u>  | <u>34,729</u> |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**8. CHARITABLE ACTIVITIES COSTS**

|            | Direct<br>Costs (see<br>note 9)<br>£ | Support<br>costs (see<br>note 10)<br>£ | Totals<br>£    |
|------------|--------------------------------------|----------------------------------------|----------------|
| Day Centre | 92,172                               | 51,301                                 | 143,473        |
| Outreach   | <u>38,847</u>                        | <u>25,648</u>                          | <u>64,495</u>  |
|            | <u>131,019</u>                       | <u>76,949</u>                          | <u>207,968</u> |

**9. DIRECT COSTS OF CHARITABLE ACTIVITIES**

|             | 31.3.23<br>£   | 31.3.22<br>£   |
|-------------|----------------|----------------|
| Staff costs | 115,134        | 104,509        |
| Purchases   | 14,530         | 17,238         |
| Gardening   | -              | 5,209          |
| Travel      | <u>1,355</u>   | <u>1,017</u>   |
|             | <u>131,019</u> | <u>127,973</u> |

**10. SUPPORT COSTS**

|                                   | Finance<br>£ | Administration<br>£ | Premises<br>£ | Governance<br>costs<br>£ | Totals<br>£   |
|-----------------------------------|--------------|---------------------|---------------|--------------------------|---------------|
| Raising donations and<br>legacies | 40           | 7,476               | 772           | 262                      | 8,550         |
| Day Centre                        | 241          | 44,853              | 4,633         | 1,574                    | 51,301        |
| Outreach                          | <u>121</u>   | <u>22,424</u>       | <u>2,316</u>  | <u>787</u>               | <u>25,648</u> |
|                                   | <u>402</u>   | <u>74,753</u>       | <u>7,721</u>  | <u>2,623</u>             | <u>85,499</u> |

|                  |                                     |
|------------------|-------------------------------------|
| Activity         | Basis of allocation                 |
| Finance          | Management time spent on activities |
| Administration   | Management time spent on activities |
| Premises         | Management time spent on activities |
| Governance costs | Management time spent on activities |

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

**Finance**

|              | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£ | Outreach<br>£ | 31.3.23<br>Total<br>activities<br>£ | 31.3.22<br>Total<br>activities<br>£ |
|--------------|----------------------------------------------|--------------------|---------------|-------------------------------------|-------------------------------------|
| Bank charges | <u>40</u>                                    | <u>241</u>         | <u>121</u>    | <u>402</u>                          | <u>412</u>                          |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**10. SUPPORT COSTS - continued**  
**Administration**

|                                          |                                              |                      |                      | 31.3.23                  | 31.3.22                  |
|------------------------------------------|----------------------------------------------|----------------------|----------------------|--------------------------|--------------------------|
|                                          | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£   | Outreach<br>£        | Total<br>activities<br>£ | Total<br>activities<br>£ |
| Wages                                    | 5,649                                        | 33,890               | 16,945               | 56,484                   | 47,986                   |
| Social security                          | 237                                          | 1,420                | 710                  | 2,367                    | 1,896                    |
| Pensions                                 | 107                                          | 640                  | 320                  | 1,067                    | 875                      |
| Telephone                                | 419                                          | 2,511                | 1,256                | 4,186                    | 4,246                    |
| Postage and stationery                   | 72                                           | 436                  | 218                  | 726                      | 939                      |
| Sundries                                 | 24                                           | 139                  | 69                   | 232                      | 1,106                    |
| IT costs                                 | 463                                          | 2,782                | 1,391                | 4,636                    | 7,463                    |
| Travel                                   | 11                                           | 65                   | 32                   | 108                      | 34                       |
| Subscriptions                            | 25                                           | 151                  | 75                   | 251                      | 830                      |
| Training                                 | 107                                          | 644                  | 322                  | 1,073                    | 746                      |
| Health and safety                        | 12                                           | 71                   | 35                   | 118                      | 163                      |
| Recruitment fees                         | 124                                          | 747                  | 373                  | 1,244                    | -                        |
| Depreciation of tangible<br>fixed assets | <u>226</u>                                   | <u>1,357</u>         | <u>678</u>           | <u>2,261</u>             | <u>2,396</u>             |
|                                          | <u><u>7,476</u></u>                          | <u><u>44,853</u></u> | <u><u>22,424</u></u> | <u><u>74,753</u></u>     | <u><u>68,680</u></u>     |

**Premises**

|                                          |                                              |                     |                     | 31.3.23                  | 31.3.22                  |
|------------------------------------------|----------------------------------------------|---------------------|---------------------|--------------------------|--------------------------|
|                                          | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£  | Outreach<br>£       | Total<br>activities<br>£ | Total<br>activities<br>£ |
| Rates and water                          | 106                                          | 632                 | 316                 | 1,054                    | 985                      |
| Light and heat                           | 310                                          | 1,863               | 931                 | 3,104                    | 1,831                    |
| Repairs and<br>maintenance               | 323                                          | 1,940               | 970                 | 3,233                    | 2,985                    |
| Depreciation of tangible<br>fixed assets | <u>33</u>                                    | <u>198</u>          | <u>99</u>           | <u>330</u>               | <u>505</u>               |
|                                          | <u><u>772</u></u>                            | <u><u>4,633</u></u> | <u><u>2,316</u></u> | <u><u>7,721</u></u>      | <u><u>6,306</u></u>      |

**Governance costs**

|                              |                                              |                     |                   | 31.3.23                  | 31.3.22                  |
|------------------------------|----------------------------------------------|---------------------|-------------------|--------------------------|--------------------------|
|                              | Raising<br>donations<br>and<br>legacies<br>£ | Day<br>Centre<br>£  | Outreach<br>£     | Total<br>activities<br>£ | Total<br>activities<br>£ |
| Independent Examiners<br>fee | 252                                          | 1,512               | 756               | 2,520                    | 3,053                    |
| Insurance                    | -                                            | -                   | -                 | -                        | 2,619                    |
| Legal fees                   | <u>10</u>                                    | <u>62</u>           | <u>31</u>         | <u>103</u>               | <u>103</u>               |
|                              | <u><u>262</u></u>                            | <u><u>1,574</u></u> | <u><u>787</u></u> | <u><u>2,623</u></u>      | <u><u>5,775</u></u>      |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

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

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

|                             | 31.3.23      | 31.3.22      |
|-----------------------------|--------------|--------------|
|                             | £            | £            |
| Independent Examiners fee   | 2,520        | 3,053        |
| Depreciation - owned assets | <u>2,591</u> | <u>2,900</u> |

**12. TRUSTEES' REMUNERATION AND BENEFITS**

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

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**13. STAFF COSTS**

|                       | 31.3.23        | 31.3.22        |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 176,553        | 164,586        |
| Social security costs | 7,398          | 6,502          |
| Other pension costs   | <u>3,334</u>   | <u>3,001</u>   |
|                       | <u>187,285</u> | <u>174,089</u> |

The remuneration of key management personnel amounted to £68,700 (2022 - £60,089).

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

|                              | 31.3.23   | 31.3.22   |
|------------------------------|-----------|-----------|
|                              | <u>10</u> | <u>10</u> |
| Direct charitable activities |           |           |

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

**14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|                                   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|-----------------------------------|----------------------------|--------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                            |                          |                     |
| Donations and legacies            | 16,405                     | 87,364                   | 103,769             |
| <b>Charitable activities</b>      |                            |                          |                     |
| Day Centre                        | 80,589                     | -                        | 80,589              |
| Outreach                          | 17,125                     | -                        | 17,125              |
| Other trading activities          | 25,247                     | -                        | 25,247              |
| Investment income                 | 80                         | -                        | 80                  |
| Other income                      | <u>5,268</u>               | <u>-</u>                 | <u>5,268</u>        |
| <b>Total</b>                      | <u>144,714</u>             | <u>87,364</u>            | <u>232,078</u>      |

**EXPENDITURE ON**

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

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

|                                        | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£       |
|----------------------------------------|----------------------------|--------------------------|---------------------------|
| Raising funds                          | 34,729                     | -                        | 34,729                    |
| <b>Charitable activities</b>           |                            |                          |                           |
| Day Centre                             | 53,895                     | 85,386                   | 139,281                   |
| Outreach                               | <u>61,748</u>              | <u>-</u>                 | <u>61,748</u>             |
| <b>Total</b>                           | <u>150,372</u>             | <u>85,386</u>            | <u>235,758</u>            |
| <br><b>NET INCOME/(EXPENDITURE)</b>    | <br>(5,658)                | <br>1,978                | <br>(3,680)               |
| <br><b>RECONCILIATION OF FUNDS</b>     |                            |                          |                           |
| Total funds brought forward            | 198,986                    | 1,645                    | 200,631                   |
|                                        | <u>          </u>          | <u>          </u>        | <u>          </u>         |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b> | <br><u><u>193,328</u></u>  | <br><u><u>3,623</u></u>  | <br><u><u>196,951</u></u> |

**15. TANGIBLE FIXED ASSETS**

|                           | Improvements<br>to<br>property<br>£ | Fixtures<br>and<br>fittings<br>£ | Computer<br>equipment<br>£ | Totals<br>£         |
|---------------------------|-------------------------------------|----------------------------------|----------------------------|---------------------|
| <b>COST</b>               |                                     |                                  |                            |                     |
| At 1 April 2022           | 160,203                             | 23,514                           | 48,366                     | 232,083             |
| Additions                 | <u>-</u>                            | <u>1,066</u>                     | <u>-</u>                   | <u>1,066</u>        |
| At 31 March 2023          | <u>160,203</u>                      | <u>24,580</u>                    | <u>48,366</u>              | <u>233,149</u>      |
| <br><b>DEPRECIATION</b>   |                                     |                                  |                            |                     |
| At 1 April 2022           | 160,203                             | 23,343                           | 45,564                     | 229,110             |
| Charge for year           | <u>-</u>                            | <u>330</u>                       | <u>2,261</u>               | <u>2,591</u>        |
| At 31 March 2023          | <u>160,203</u>                      | <u>23,673</u>                    | <u>47,825</u>              | <u>231,701</u>      |
| <br><b>NET BOOK VALUE</b> |                                     |                                  |                            |                     |
| At 31 March 2023          | <u><u>-</u></u>                     | <u><u>907</u></u>                | <u><u>541</u></u>          | <u><u>1,448</u></u> |
| At 31 March 2022          | <u><u>-</u></u>                     | <u><u>171</u></u>                | <u><u>2,802</u></u>        | <u><u>2,973</u></u> |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

|                                                           |                |                 |                |                |
|-----------------------------------------------------------|----------------|-----------------|----------------|----------------|
| <b>16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>   |                |                 |                |                |
|                                                           |                | 31.3.23         | 31.3.22        |                |
|                                                           |                | £               | £              |                |
| Trade debtors                                             |                | 4,834           | 7,821          |                |
| Other debtors                                             |                | 100             | 100            |                |
| Prepayments and accrued income                            |                | <u>5,400</u>    | <u>576</u>     |                |
|                                                           |                | <u>10,334</u>   | <u>8,497</u>   |                |
| <b>17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b> |                |                 |                |                |
|                                                           |                | 31.3.23         | 31.3.22        |                |
|                                                           |                | £               | £              |                |
| Trade creditors                                           |                | 3,932           | 4,865          |                |
| Social security and other taxes                           |                | 4,503           | 5,225          |                |
| Other creditors                                           |                | 12,775          | 16,175         |                |
| Accruals and deferred income                              |                | <u>5,820</u>    | <u>4,949</u>   |                |
|                                                           |                | <u>27,030</u>   | <u>31,214</u>  |                |
| <b>18. MOVEMENT IN FUNDS</b>                              |                |                 |                |                |
|                                                           | At 1.4.22      | Net movement    | Transfers      | At             |
|                                                           | £              | in funds        | between        | 31.3.23        |
|                                                           |                | £               | funds          | £              |
| <b>Unrestricted funds</b>                                 |                |                 |                |                |
| General fund                                              | 33,328         | (44,902)        | 41,623         | 30,049         |
| <b>Designated funds</b>                                   |                |                 |                |                |
| Expenses contingency                                      | 10,000         | -               | -              | 10,000         |
| Staffing contingency                                      | 70,000         | -               | (20,000)       | 50,000         |
| Voluntary grant equalisation                              | 5,000          | -               | -              | 5,000          |
| Property contingency                                      | 50,000         | -               | (20,000)       | 30,000         |
| Fundraising contingency                                   | <u>25,000</u>  | <u>-</u>        | <u>-</u>       | <u>25,000</u>  |
|                                                           | 193,328        | (44,902)        | 1,623          | 150,049        |
| <b>Restricted funds</b>                                   |                |                 |                |                |
| Leicester Lions Club                                      | 387            | -               | (387)          | -              |
| The Leeds Building Society Charity                        |                |                 |                |                |
| Fund                                                      | 943            | -               | (943)          | -              |
| Freemasons Leicester                                      | 2,000          | (2,000)         | -              | -              |
| Leicestershire County Council                             |                |                 |                |                |
| Communities Fund                                          | <u>293</u>     | <u>-</u>        | <u>(293)</u>   | <u>-</u>       |
|                                                           | <u>3,623</u>   | <u>(2,000)</u>  | <u>(1,623)</u> | <u>-</u>       |
| <b>TOTAL FUNDS</b>                                        | <u>196,951</u> | <u>(46,902)</u> | <u>-</u>       | <u>150,049</u> |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**18. MOVEMENT IN FUNDS - continued**

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

|                                                              | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                                    |                            |                            |                           |
| General fund                                                 | 135,819                    | (180,721)                  | (44,902)                  |
| <b>Restricted funds</b>                                      |                            |                            |                           |
| The Henry Smith Charity                                      | 15,150                     | (15,150)                   | -                         |
| Leicestershire Leicester and Rutland<br>Community Foundation | 4,059                      | (4,059)                    | -                         |
| Freemasons Leicester                                         | -                          | (2,000)                    | (2,000)                   |
| Leicestershire County Council                                | 3,600                      | (3,600)                    | -                         |
| Garfield Weston                                              | 20,000                     | (20,000)                   | -                         |
| Helen Cope                                                   | 1,500                      | (1,500)                    | -                         |
| Douglas Arter Foundation                                     | 500                        | (500)                      | -                         |
| Arnold Clarke Community Fund                                 | 1,500                      | (1,500)                    | -                         |
| Co-Op Community Fund                                         | 1,010                      | (1,010)                    | -                         |
|                                                              | <u>47,319</u>              | <u>(49,319)</u>            | <u>(2,000)</u>            |
| <b>TOTAL FUNDS</b>                                           | <u>183,138</u>             | <u>(230,040)</u>           | <u>(46,902)</u>           |

**Comparatives for movement in funds**

|                                                   | At 1.4.21<br>£ | Net<br>movement<br>in funds<br>£ | At<br>31.3.22<br>£ |
|---------------------------------------------------|----------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b>                         |                |                                  |                    |
| General fund                                      | 38,986         | (5,658)                          | 33,328             |
| Expenses contingency                              | 10,000         | -                                | 10,000             |
| Staffing contingency                              | 70,000         | -                                | 70,000             |
| Voluntary grant equalisation                      | 5,000          | -                                | 5,000              |
| Property contingency                              | 50,000         | -                                | 50,000             |
| Fundraising contingency                           | 25,000         | -                                | 25,000             |
|                                                   | 198,986        | (5,658)                          | 193,328            |
| <b>Restricted funds</b>                           |                |                                  |                    |
| British Heart Foundation                          | 83             | (83)                             | -                  |
| Leicester Lions Club                              | 299            | 88                               | 387                |
| The Leeds Building Society Charity<br>Fund        | 1,263          | (320)                            | 943                |
| Freemasons Leicester                              | -              | 2,000                            | 2,000              |
| Leicestershire County Council<br>Communities Fund | -              | 293                              | 293                |
|                                                   | <u>1,645</u>   | <u>1,978</u>                     | <u>3,623</u>       |
| <b>TOTAL FUNDS</b>                                | <u>200,631</u> | <u>(3,680)</u>                   | <u>196,951</u>     |

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**18. MOVEMENT IN FUNDS - continued**

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

|                                                              | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                                    |                            |                            |                           |
| General fund                                                 | 144,714                    | (150,372)                  | (5,658)                   |
| <b>Restricted funds</b>                                      |                            |                            |                           |
| British Heart Foundation                                     | -                          | (83)                       | (83)                      |
| Leicester Lions Club                                         | 329                        | (241)                      | 88                        |
| The Leeds Building Society Charity<br>Fund                   | -                          | (320)                      | (320)                     |
| The Henry Smith Charity                                      | 30,200                     | (30,200)                   | -                         |
| Leicestershire Leicester and Rutland<br>Community Foundation | 12,850                     | (12,850)                   | -                         |
| LCFC Vichai Foundation                                       | 16,720                     | (16,720)                   | -                         |
| Scott Bader                                                  | 2,820                      | (2,820)                    | -                         |
| T S Shipman Trust                                            | 1,000                      | (1,000)                    | -                         |
| Hastings Direct                                              | 2,000                      | (2,000)                    | -                         |
| Tesco Groundword - Mindfulness                               | 1,000                      | (1,000)                    | -                         |
| Tesco Groundwork - Creative Art                              | 1,000                      | (1,000)                    | -                         |
| Freemasons Leicester                                         | 2,000                      | -                          | 2,000                     |
| Everards Community Excellence Fund                           | 3,445                      | (3,445)                    | -                         |
| Leicestershire County Council                                | 7,500                      | (7,500)                    | -                         |
| Costco & United Way UK                                       | 1,500                      | (1,500)                    | -                         |
| Leicestershire County Council<br>Communities Fund            | 5,000                      | (4,707)                    | 293                       |
|                                                              | <u>87,364</u>              | <u>(85,386)</u>            | <u>1,978</u>              |
| <b>TOTAL FUNDS</b>                                           | <u>232,078</u>             | <u>(235,758)</u>           | <u>(3,680)</u>            |

**Designated Funds**

The income funds of the charity include designated funds which have been set aside out of the unrestricted funds by the Trustees for a specific purpose.

Expenses contingency – To cover overhead, contract costs and other closure costs in the event of reduced/cessation of funding.

Staffing contingency – To cover the staffing costs of the house, for three months, in the event of reduced/cessation of funding.

Voluntary grant equalisation – To cover the variation in voluntary income arising from interruption or non-replacement of expiring charitable grants.

Property contingency – To cover costs in the event that the University Hospital of Leicester NHS trust determines to dispose of Headway House.

Fundraising contingency – To cover the costs of the fundraising exercise in the event that the income therefrom falls below the outgoing thereon over a two-year period.

**Leicestershire Leicester And Rutland**  
**Headway**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**18. MOVEMENT IN FUNDS - continued**

**Restricted Funds**

Leicester Lions Club – Funds relate to the net book value of a dishwasher and computer tablet purchased.

The Leeds Building Society Charity Fund — Funds relate to the net book value of tables and computer laptops purchased.

Freemasons Leicester – Funding relates to providing support for the carers group.

Leicestershire County Council Communities Fund – Funding relates to supporting costs of the jubilee art project, including an exhibition.

The Henry Smith Charity – Funding awarded for improving the lives as part of the charity's early intervention and project, enabling the charity to offer valuable support to individuals following brain injury.

Leicestershire Leicester and Rutland Community Foundation – Funding relates to support sessions organised by the neurological occupational therapist.

Garfield Weston – Funding relates to contribution to the core costs.

Helen Cope – Funding relates to supporting day centre activities.

Douglas Arter Foundation – Funding relates to supporting day centre activities.

Arnold Clarke Community Fund – Funding relates to supporting day centre activities.

Co-Op Community Fund – Funding relates to supporting one to one counselling by neurological occupational therapist.

**19. RELATED PARTY DISCLOSURES**

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

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# Accounts

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Registered number: 03672087  
Charity number: 1074011

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**UNAUDITED**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**



**HEADWAY**

LEICESTERSHIRE, LEICESTER & RUTLAND

**SUPPORT • ACHIEVE • PROGRESS**

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

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**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                  | Reg Perrins, (appointed as Chair 1 March 2022)<br>Carol Birch, (resigned as Chair 28 February 2022)<br>Christopher McKinney<br>Christopher Sworn<br>James McCallum (resigned 12 October 2021)<br>Tim Hull (resigned 12 October 2021)<br>Stephen Nottridge<br>Tharmananthar Shankaradhas<br>Emma Bush (resigned 12 October 2021)<br>Jennifer Cotterill<br>James Lewis<br>Dedunu Samudrika De Silva<br>Richard Palmer<br>Sarah Gunn (appointed 26 April 2022) |
| <b>Company registered number</b> | 03672087                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Charity registered number</b> | 1074011                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Registered office</b>         | Headway House<br>4 Hospital Close<br>Leicester<br>LE5 4WP                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Company secretary</b>         | Christopher McKinney                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Website</b>                   | <a href="http://www.headwayleicester.org.uk">www.headwayleicester.org.uk</a>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Independent examiner</b>      | Magma Audit LLP<br>Chartered Accountants<br>Unit 2<br>Charnwood Edge Business Park<br>Syston Road<br>Leicester<br>LE7 4UZ                                                                                                                                                                                                                                                                                                                                   |

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND  
ADVISERS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

|                           |                                                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------------|
| <b>Bankers</b>            | The Royal Bank of Scotland<br>91-93 Regent Street<br>Leamington Spa<br>CV32 4NT                   |
|                           | Santander UK Plc<br>Bridle Road<br>Bootle<br>Merseyside<br>L30 4YD                                |
|                           | CCLA Investment Management Ltd<br>Senator House<br>85 Queen Victoria Street<br>London<br>EC4V 4ET |
| <b>Services director</b>  | Mary Goulty                                                                                       |
| <b>Day centre manager</b> | Karen Harland                                                                                     |

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees present their annual report together with the financial statements of the charitable company for the year 1 April 2021 to 31 March 2022. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since LLR Headway qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**Objectives and activities**

● **Activities for achieving objectives**

The Trustees are aware of the Charity Commission's general guidance on public benefit and take it into account when they review the aims and objectives of LLR Headway and plan its future activities.

Leicestershire, Leicester and Rutland Headway provides support and services for adults with acquired and traumatic brain injuries, their families and carers who reside in our geographic area.

**Achievements and performance**

● **Review of activities**

The Trustees are pleased with the results for the year 2021-22.

The Charity provided a range of services and support to adults with acquired brain injury, their families, carers and supporters and between 1 April 2021 and 31 March 2022 received 100 new referrals into the service.

During the reporting period we saw a gradual return to normal services following the upheaval and adjustment caused by COVID-19. Although we have returned to face-to-face services we have retained some online provision offering Digital Day Centre groups and 1:1 support sessions.

Successful funding applications and support from local businesses saw our garden completely renovated through our 'Bloom into Brain Injury' project with a garden party celebration to open the space in September 2021. Special thanks for this project go to Everards Brewery, Cadent, Prestige Pipeline, Network Plus and Brooksby Melton College.

We also launched our new men's group "Sheadway" enabling us (through training, activities and literature) to focus on men's health and wellbeing, opening up discussions about issues such as testicular cancer and sexual health.

**Financial review**

● **Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

● **Reserves policy**

The charity's policy on reserves has been designed to protect it from uncertainties in funding from statutory bodies. It aims to ensure that there are sufficient general and designated funds to meet the potential cost of redundancies and the provision of non statutory funded services for at least six months when combined with the commitment from local government to give a three month notice period for any funding changes.

The policy continues to provide as far as possible protection from the variation in funding from voluntary bodies arising from the interruption or non replacement of expiring charitable grants.

The trustees have reviewed the level of reserves required and are satisfied that they are at an appropriate level. They have resolved to work towards maintaining the reserves at a level in line with the charity's policy.

Free reserves, which are unrestricted reserves in excess of designated reserves (note 15) less the fixed asset element of unrestricted reserves stand at £30,357 as at 31 March 2022 (2021 - £34,717).

● **Financial review**

The net decrease in resources during the year was £3,678 compared with an increase in the previous year of £16,930. This was mainly due to decreases in income from donations and legacies from £145,589 to £129,016.

The main funders during the year were the Social Services Departments of Leicester City and Leicestershire County Councils and Leicester City Clinical Commissioning Group. Leicestershire County Council continue to purchase our services through the Community Life Choices Framework agreement whilst Leicester City Council buy support through a similar framework agreement called Community Opportunities.

The Henry Smith Foundation support for Early intervention and prevention continues. The grant is worth £30,000 per year and we are in year 3 of 3 years. The foundation have been flexible in our use of the grant during this year and we thank them for their continued support.

We would also like to extend our sincere thanks to our other donors who have made either a one off contribution or who are long standing supporters of Headway's work

Thank you to all those who have offered their support either financially with sponsor or with the gift of time.

● **Investments policy**

The constitution of the charity authorises it to make and hold investments using general funds not needed for immediate working purposes.

In practice the charity has never had sufficient surplus to invest to provide income for the future and has no plans to do so. The current practice is to deposit surplus funds with UK banks.

● **Financial risk management objectives and policies**

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to them.

A review of risks facing the charity is conducted annually. This review is carried out in detail by the Finance, Governance and Human Resources Sub Committee who then present their findings to the full Board. Risks are weighted according to probability and impact. Detailed procedures exist to minimise operational and financial risks including an organisational risk assessment and Business Continuity Plan. Procedures are in place to ensure the health and safety of staff, clients, volunteers and visitors. Risk assessments are carried out for all activities including trips and visits to external locations and community facilities. Where appropriate each client will have an individual risk assessment. A member of staff is trained to conduct regular health and safety inspections of the Day Centre.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**Structure, governance and management**

• **Constitution**

The organisation is a charitable company limited by guarantee, incorporated on 23 November 1998 and registered as a charity on 17 February 1999. It began operations on 1 April 1999 when the assets and liabilities of Headway Leicester (charity number 702489) were transferred. The company was established under a Memorandum of Association, dated 23 November 1998, which sets out the objects and powers of the charitable company, and it is governed by its Articles of Association (company number 03672087). In the event of the company being wound up, its members will be required to contribute an amount, which will not exceed £10 each. The principal and registered office of the charity is Headway House, 4 Hospital Close, Leicester, LE5 4WP

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Carol Birch (resigned as chairperson 28 February 2022)  
Christopher McKinney (also company Secretary)  
Reg Perrins (Chairperson appointed 1 March 2022)  
Christopher Sworn  
James McCallum (resigned 12 October 2021)  
Tim Hull (resigned 12 October 2021)  
Stephen Nottridge  
Tharmananthar Shankaradhas  
Emma Bush (resigned 12 October 2021)  
James Lewis  
Jennifer Cotterill  
Dedunu Samudrika De Silva  
Richard Palmer

The directors of the company are also trustees of the charity for the purposes of charity law and under the company's Articles they are known as members of the Committee of Management. Under the requirements of the Articles of Association, the members of the committee are elected to serve and are subject to a one third retirement by rotation, after which must be re-elected at the next Annual General Meeting. Reg Perrins, Carol Birch, Christopher McKinney, Tharmananthar Shankaradhas, James Lewis and Stephen Nottridge retire by rotation and being eligible, offer themselves for re-election.

The charity actively encourages service users to take an interest and assist in the running of the charity and encourages these stakeholders to apply for Board positions. James Lewis has himself suffered an acquired brain injury and receives Headway support and services, he provides extremely valuable input and insight into living with an acquired brain injury. James also acts as spokesperson for other Headway users ensuring their views are represented.

It is normal practice to invite potential trustees to visit the service and have the opportunity to meet some of the team and people who use the services before appointing them. New trustees are given a full briefing pack, including access to all policies and procedures. There has been one new Trustee appointment after this reporting period.

• **Methods of appointment or election of Trustees**

The management of the charitable company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**Structure, governance and management (continued)**

• **Organisational structure and decision-making policies**

Leicestershire, Leicester and Rutland Headway has a Committee of Management comprising of up to sixteen members who meet quarterly and who are responsible for the strategic direction and policy of the charity. At present the committee members come from a variety of professional backgrounds. The board has a skills audit procedure to assist in the recruitment of new trustees.

The Services Director attends the meetings of the committee but does not have voting rights.

Day to day responsibility for the provision of services rests with the Services Director and one manager who is responsible for overseeing the running of the Day Centre and Outreach services.

The Committee of Management is supported by two subcommittees each with specific remits including governance, finance and human resources fundraising, marketing and media.

The charity is an affiliated Group of the national organisation Headway, the brain injury association, which provides advice, formulates national policy, sets standards and represents the brain injured at a national level. However, the national organisation does not have any direct responsibility for the running of the charity, which rests solely with the Committee of Management.

The social services departments of Leicestershire County Council and Leicester City Council and the Clinical Commissioning Group in Leicester, are the principal funders. A member of the Outreach team liaises weekly with the Brain Injury Unit at Leicester General Hospital.

**Plans for future periods**

- We will seek to continue to offer a hybrid service of face to face and virtual support, pursue plans to offer inreach/outreach support at Leicester Prison to offenders with an ABI who are due to release from prison.
- Secure a new contract with Leicester City on their Community Opportunities Framework.
- Increase fundraising income through online campaigns, corporate sponsorship, events and public donations.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' 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. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

Approved by order of the members of the board of Trustees and signed on their behalf by:

**Reg Perrins**  
Chair of Trustees

Date:

12. P   
8/11/2022

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

**Independent examiner's report to the Trustees of Leicestershire, Leicester and Rutland Headway ('the charitable company')**

I report to the Trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Leicestershire, Leicester and Rutland Headway ('the charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

**Responsibilities and basis of report**

As the Trustees of the charitable company (and 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 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 accounts 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

**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:

1. accounting records were not kept in respect of the charitable 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)].

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY  
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022

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.

Signed:



Dated:

14/11/22.

Luke Turner

ACA FCCA

**Magma Audit LLP**  
Chartered Accountants  
Unit 2  
Charnwood Edge Business Park  
Syston Road  
Leicester  
LE7 4UZ

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2022**

|                                    | Note | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|------------------------------------|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                |      |                                    |                                  |                             |                             |
| Donations and legacies             | 3    | 41,652                             | 87,364                           | 129,016                     | 145,589                     |
| Charitable activities              | 4    | 42,857                             | 53,937                           | 96,794                      | 94,642                      |
| Investments                        | 5    | 80                                 | -                                | 80                          | 75                          |
| Other income                       | 6    | 6,187                              | -                                | 6,187                       | 18,025                      |
| <b>Total income</b>                |      | <b>90,776</b>                      | <b>141,301</b>                   | <b>232,077</b>              | <b>258,331</b>              |
| <b>Expenditure on:</b>             |      |                                    |                                  |                             |                             |
| Raising funds                      | 7    | 32,837                             | -                                | 32,837                      | 26,747                      |
| Charitable activities              | 8    | 63,595                             | 139,323                          | 202,918                     | 214,654                     |
| <b>Total expenditure</b>           |      | <b>96,432</b>                      | <b>139,323</b>                   | <b>235,755</b>              | <b>241,401</b>              |
| <b>Net movement in funds</b>       |      | <b>(5,656)</b>                     | <b>1,978</b>                     | <b>(3,678)</b>              | <b>16,930</b>               |
| <b>Reconciliation of funds:</b>    |      |                                    |                                  |                             |                             |
| Total funds brought forward        |      | 198,986                            | 1,645                            | 200,631                     | 183,701                     |
| Net movement in funds              |      | (5,656)                            | 1,978                            | (3,678)                     | 16,930                      |
| <b>Total funds carried forward</b> |      | <b>193,330</b>                     | <b>3,623</b>                     | <b>196,953</b>              | <b>200,631</b>              |

The notes on pages 13 to 30 form part of these financial statements.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 03672087**

**BALANCE SHEET**  
**AS AT 31 MARCH 2022**

|                                                | Note | 2022<br>£             | 2021<br>£             |
|------------------------------------------------|------|-----------------------|-----------------------|
| <b>Fixed assets</b>                            |      |                       |                       |
| Tangible assets                                | 12   | 2,973                 | 4,269                 |
|                                                |      | <u>2,973</u>          | <u>4,269</u>          |
| <b>Current assets</b>                          |      |                       |                       |
| Debtors                                        | 13   | 8,497                 | 11,543                |
| Cash at bank and in hand                       |      | 216,696               | 253,139               |
|                                                |      | <u>225,193</u>        | <u>264,682</u>        |
| Creditors: amounts falling due within one year | 14   | (31,213)              | (68,320)              |
| <b>Net current assets</b>                      |      | <u>193,980</u>        | <u>196,362</u>        |
| <b>Total net assets</b>                        |      | <u><u>196,953</u></u> | <u><u>200,631</u></u> |
| <b>Charity funds</b>                           |      |                       |                       |
| Restricted funds                               | 15   | 3,623                 | 1,645                 |
| Unrestricted funds                             | 15   | 193,330               | 198,986               |
| <b>Total funds</b>                             |      | <u><u>196,953</u></u> | <u><u>200,631</u></u> |

The charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

**Reg Perrins**  
Trustee

Date:

12. P  
8/11/2022

The notes on pages 13 to 30 form part of these financial statements.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

|                                                         | 2022<br>£      | 2021<br>£      |
|---------------------------------------------------------|----------------|----------------|
| <b>Cash flows from operating activities</b>             |                |                |
| Net cash used in operating activities                   | (34,919)       | 52,247         |
| <b>Cash flows from investing activities</b>             |                |                |
| Dividends, interests and rents from investments         | 80             | 75             |
| Purchase of tangible fixed assets                       | (1,604)        | (5,185)        |
| <b>Net cash used in investing activities</b>            | (1,524)        | (5,110)        |
| <b>Cash flows from financing activities</b>             |                |                |
| <b>Net cash provided by financing activities</b>        | -              | -              |
| <b>Change in cash and cash equivalents in the year</b>  | (36,443)       | 47,137         |
| Cash and cash equivalents at the beginning of the year  | 253,139        | 206,002        |
| <b>Cash and cash equivalents at the end of the year</b> | <b>216,696</b> | <b>253,139</b> |

The notes on pages 13 to 30 form part of these financial statements

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**1. General information**

Leicestershire, Leicester and Rutland Headway is an incorporated charity registered with the Charity Commission. Its registered office is Headway House, 4 Hospital Close, Leicester, LE5 4WP. The Company registration number is 03672087 and the registered Charity number is 1074011.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Leicestershire, Leicester and Rutland Headway 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.

**2.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

**2.3 Income**

All income is recognised once the charitable company has entitlement to the income providing it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier 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 executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executor's 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.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charitable company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donations are accounted for as received by the charitable company.

Intangible income, which comprise of donated services and included in income at a valuation which is an estimate of financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised when there is no financial cost borne by a third party.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**2. Accounting policies (continued)**

**2.3 Income (continued)**

The company uses volunteers, whose assistance is appreciated and which cannot be valued on commercial terms.

Subject to the following, grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of the related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met. Grants receivable in respect of tangible fixed assets are credited as income within restricted funds in the year that they are received and all depreciation and future depreciation of the related assets are charged against that fund.

No permanent endowments have been received in the year.

Other income resources from charitable activities are accounted for when receivable.

**2.4 Expenditure**

Resources expended are included on an accruals basis inclusive of VAT which cannot be recovered.

Day to day management costs, support costs, fundraising costs and grant management costs are included in 'Costs of Charitable Activities', allocated either directly or in relation to hours worked.

Governance costs are those costs relating to strategic management of the charitable company as opposed to those costs associated with fundraising, charitable activity or day to day management. These relate to professional fees.

Support costs are those costs relating to general management and administration of the charitable company as opposed to those costs incurred directly. These costs are allocated on a fair basis related to the levels of activity or as agreed with founders.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets costing more than £200 are capitalised at cost less depreciation.

A review of impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of that particular fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

|                                           |                 |
|-------------------------------------------|-----------------|
| Long-term leasehold property              | - 20% on cost   |
| Fixtures and fittings                     | - 15% on cost   |
| Computer, small tools and other equipment | - 33.3% on cost |

**2.6 Pensions**

The charitable company operates a defined contribution pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

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**2. Accounting policies (continued)**

**2.7 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charitable company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**2.8 Going concern**

The Trustees assess whether the use of going concern is appropriate, ie whether there are any material uncertainties related to events or conditions that may cast significant doubt over the ability of the charitable company to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the charitable company has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the charitable company's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

**2.9 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charitable company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.10 Debtors**

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

**2.11 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 from the date of acquisition or opening of the deposit or similar account.

**2.12 Liabilities and provisions**

Liabilities and provisions are recognised when the charitable company 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 due to settle the obligation can be measured reliably. Liabilities and provisions are normally recognised at their settlement amount after allowing for any trade discount.

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**3. Income from donations and legacies**

|                                               | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|-----------------------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Non service level grants, donations and gifts | 41,652                             | 87,364                           | 129,016                     | 145,589                     |
|                                               | <u>38,800</u>                      | <u>106,789</u>                   | <u>145,589</u>              |                             |
| Total 2021                                    |                                    |                                  |                             |                             |

**4. Income from charitable activities**

|                               | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Social Services Day Centre    | -                                  | 53,937                           | 53,937                      | 50,450                      |
| Outreach and education        | 1,419                              | -                                | 1,419                       | 1,071                       |
| Clinical Commissioning Groups | 13,136                             | -                                | 13,136                      | 13,075                      |
| Individual budgets            | 28,302                             | -                                | 28,302                      | 30,046                      |
|                               | <u>42,857</u>                      | <u>53,937</u>                    | <u>96,794</u>               | <u>94,642</u>               |
| Total 2022                    |                                    |                                  |                             |                             |
|                               | <u>44,192</u>                      | <u>50,450</u>                    | <u>94,642</u>               |                             |
| Total 2021                    |                                    |                                  |                             |                             |

Included within income relating to Social Services Day Care are the following grants:

|                               | 2022<br>£     | 2021<br>£     |
|-------------------------------|---------------|---------------|
| Leicester City Council        | 27,806        | 28,373        |
| Leicestershire County Council | 26,131        | 22,077        |
|                               | <u>53,937</u> | <u>50,450</u> |

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Included within income relating to Outreach and education are the following grants:

|                             | 2022<br>£    | 2021<br>£    |
|-----------------------------|--------------|--------------|
| Individual budgets - County | -            | 180          |
| Individual budgets - City   | 1,419        | 891          |
|                             | <u>1,419</u> | <u>1,071</u> |

Included within income relating to Clinical Commissioning Groups is the following grant:

|                                        | 2022<br>£     | 2021<br>£     |
|----------------------------------------|---------------|---------------|
| Leicester Clinical Commissioning Group | 13,136        | 13,075        |
|                                        | <u>13,136</u> | <u>13,075</u> |

The breakdown of the figures for individual budgets is as follows:

|                             | 2022<br>£     | 2021<br>£     |
|-----------------------------|---------------|---------------|
| Individual budgets - County | 5,882         | 10,268        |
| Individual budgets - City   | 16,271        | 15,482        |
| Individual budgets - Other  | 6,149         | 4,296         |
|                             | <u>28,302</u> | <u>30,046</u> |

**5. Investment income**

|                     | Unrestricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|---------------------|------------------------------------|-----------------------------|-----------------------------|
| Interest receivable | 80                                 | 80                          | 75                          |
|                     | <u>80</u>                          | <u>80</u>                   | <u>75</u>                   |
| Total 2021          | 75                                 | 75                          |                             |
|                     | <u>75</u>                          | <u>75</u>                   |                             |

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**6. Other incoming resources**

|                                          | Unrestricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|------------------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Subscriptions and other income           | 4,061                              | 4,061                       | 3,353                       |
| Coronavirus Job Retention Scheme funding | 2,126                              | 2,126                       | 14,672                      |
| <b>Total 2022</b>                        | <u>6,187</u>                       | <u>6,187</u>                | <u>18,025</u>               |
| Total 2021                               | <u>18,025</u>                      | <u>18,025</u>               |                             |

**7. Expenditure on raising funds**

**Fundraising expenses**

|                       | Unrestricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|-----------------------|------------------------------------|-----------------------------|-----------------------------|
| Fundraising expenses  | 8,793                              | 8,793                       | 7,237                       |
| Wages and salaries    | 22,594                             | 22,594                      | 18,328                      |
| Social security costs | 893                                | 893                         | 714                         |
| Pension costs         | 412                                | 412                         | 338                         |
| Depreciation          | 145                                | 145                         | 130                         |
| <b>Total 2022</b>     | <u>32,837</u>                      | <u>32,837</u>               | <u>26,747</u>               |
| Total 2021            | <u>26,747</u>                      | <u>26,747</u>               |                             |

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**8. Direct and support costs**

|                     | Direct<br>costs<br>2022<br>£ | Support<br>costs<br>2022<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|---------------------|------------------------------|-------------------------------|-----------------------------|-----------------------------|
| Day Centre/Outreach | 150,498                      | 52,420                        | <b>202,918</b>              | 214,654                     |
|                     | <u>150,498</u>               | <u>52,420</u>                 | <u>202,918</u>              |                             |
| Total 2021          | 161,511                      | 53,143                        | 214,654                     |                             |
|                     | <u>161,511</u>               | <u>53,143</u>                 | <u>214,654</u>              |                             |

**Analysis of support costs**

|                             | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|-----------------------------|-----------------------------|-----------------------------|
| Staff costs                 | 29,543                      | 31,778                      |
| Depreciation                | 2,755                       | 2,464                       |
| Premises costs              | 5,566                       | 7,015                       |
| General office              | 11,656                      | 9,437                       |
| Independent examiner's fees | 2,900                       | 2,449                       |
|                             | <u>52,420</u>               | <u>53,143</u>               |

**9. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £2,877 (2021 - £2,676).

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**10. Staff costs**

|                                                      | <b>2022</b>           | 2021           |
|------------------------------------------------------|-----------------------|----------------|
|                                                      | <b>£</b>              | <b>£</b>       |
| Wages and salaries                                   | <b>164,585</b>        | 168,186        |
| Social security costs                                | <b>6,503</b>          | 6,553          |
| Contribution to defined contribution pension schemes | <b>3,001</b>          | 3,107          |
|                                                      | <u><b>174,089</b></u> | <u>177,846</u> |

The average number of persons employed by the charitable company during the year was as follows:

|                        | <b>2022</b>      | 2021       |
|------------------------|------------------|------------|
|                        | <b>No.</b>       | <b>No.</b> |
| Direct charitable work | <u><b>10</b></u> | <u>11</u>  |

No employee received remuneration amounting to more than £60,000 in either year.

The remuneration of key personnel amounted to £60,089 (2021: £65,670).

**11. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

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**12. Tangible fixed assets**

|                          | Long-term<br>leasehold<br>property<br>£ | Fixtures and<br>fittings<br>£ | Office<br>equipment<br>£ | Total<br>£ |
|--------------------------|-----------------------------------------|-------------------------------|--------------------------|------------|
| <b>Cost or valuation</b> |                                         |                               |                          |            |
| At 1 April 2021          | 160,203                                 | 23,514                        | 46,762                   | 230,479    |
| Additions                | -                                       | -                             | 1,604                    | 1,604      |
| At 31 March 2022         | 160,203                                 | 23,514                        | 48,366                   | 232,083    |
| <b>Depreciation</b>      |                                         |                               |                          |            |
| At 1 April 2021          | 160,203                                 | 22,839                        | 43,168                   | 226,210    |
| Charge for the year      | -                                       | 504                           | 2,396                    | 2,900      |
| At 31 March 2022         | 160,203                                 | 23,343                        | 45,564                   | 229,110    |
| <b>Net book value</b>    |                                         |                               |                          |            |
| At 31 March 2022         | -                                       | 171                           | 2,802                    | 2,973      |
| At 31 March 2021         | -                                       | 675                           | 3,594                    | 4,269      |

**13. Debtors**

|                                | 2022<br>£ | 2021<br>£ |
|--------------------------------|-----------|-----------|
| Trade debtors                  | 7,821     | 6,437     |
| Other debtors                  | 100       | 262       |
| Prepayments and accrued income | 576       | 4,844     |
|                                | 8,497     | 11,543    |

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**14. Creditors: Amounts falling due within one year**

|                                                                   | 2022<br>£     | 2021<br>£     |
|-------------------------------------------------------------------|---------------|---------------|
| Trade creditors                                                   | 4,864         | 7,038         |
| Other taxation and social security                                | 5,225         | 6,543         |
| Other creditors                                                   | 16,175        | 16,669        |
| Accruals and deferred income                                      | 4,949         | 38,070        |
|                                                                   | <u>31,213</u> | <u>68,320</u> |
|                                                                   | 2022<br>£     | 2021<br>£     |
| Deferred income at 1 April 2021                                   | 35,570        | -             |
| Grants received during the year deferred until the following year | -             | 35,570        |
| Amounts released from previous periods                            | (35,570)      | -             |
|                                                                   | <u>-</u>      | <u>35,570</u> |

Due to a delay in projects commencing income received from LCFC Vichai Foundation, Leicestershire Leicester and Rutland Community Foundation and Leicestershire County Council were deferred at the 31 March 2021.

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**15. Statement of funds**

**Statement of funds - current year**

|                                 | Balance at 1<br>April 2021<br>£ | Income<br>£        | Expenditure<br>£     | Balance at<br>31 March<br>2022<br>£ |
|---------------------------------|---------------------------------|--------------------|----------------------|-------------------------------------|
| <b>Unrestricted funds</b>       |                                 |                    |                      |                                     |
| <b>Designated funds</b>         |                                 |                    |                      |                                     |
| Expenses contingency            | 10,000                          | -                  | -                    | 10,000                              |
| Staffing contingency            | 70,000                          | -                  | -                    | 70,000                              |
| Voluntary grant equalisation    | 5,000                           | -                  | -                    | 5,000                               |
| Property contingency            | 50,000                          | -                  | -                    | 50,000                              |
| Fundraising contingency         | 25,000                          | -                  | -                    | 25,000                              |
|                                 | <hr/> 160,000 <hr/>             | <hr/> - <hr/>      | <hr/> - <hr/>        | <hr/> 160,000 <hr/>                 |
| <b>General funds</b>            |                                 |                    |                      |                                     |
| General funds                   | <hr/> 38,986 <hr/>              | <hr/> 90,776 <hr/> | <hr/> (96,432) <hr/> | <hr/> 33,330 <hr/>                  |
| <b>Total Unrestricted funds</b> | <hr/> 198,986 <hr/>             | <hr/> 90,776 <hr/> | <hr/> (96,432) <hr/> | <hr/> 193,330 <hr/>                 |

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**NOTES TO THE FINANCIAL STATEMENTS  
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**15. Statement of funds (continued)**

|                                                              | Balance at 1<br>April 2021<br>£ | Income<br>£           | Expenditure<br>£        | Balance at<br>31 March<br>2022<br>£ |
|--------------------------------------------------------------|---------------------------------|-----------------------|-------------------------|-------------------------------------|
| <b>Restricted funds</b>                                      |                                 |                       |                         |                                     |
| The Day Centre Grants                                        | -                               | 53,937                | (53,937)                | -                                   |
| British Heart Foundation                                     | 83                              | -                     | (83)                    | -                                   |
| Leicester Lions Club                                         | 299                             | 329                   | (241)                   | 387                                 |
| The Leeds Building Society Charity Funds                     | 1,263                           | -                     | (320)                   | 943                                 |
| The Henry Smith Charity                                      | -                               | 30,200                | (30,200)                | -                                   |
| Leicestershire Leicester and Rutland<br>Community Foundation | -                               | 12,850                | (12,850)                | -                                   |
| LCFC Vichai Foundation                                       | -                               | 16,720                | (16,720)                | -                                   |
| Leicestershire County Council Communities<br>Fund            | -                               | 5,000                 | (4,707)                 | 293                                 |
| Scott Bader                                                  | -                               | 2,820                 | (2,820)                 | -                                   |
| T S Shipman Trust                                            | -                               | 1,000                 | (1,000)                 | -                                   |
| Hastings Direct                                              | -                               | 2,000                 | (2,000)                 | -                                   |
| Tesco Groundwork - Mindfulness                               | -                               | 1,000                 | (1,000)                 | -                                   |
| Tesco Groundwork - Creative Art                              | -                               | 1,000                 | (1,000)                 | -                                   |
| Freemasons Leicester                                         | -                               | 2,000                 | -                       | 2,000                               |
| Everards Community Excellence Fund                           | -                               | 3,445                 | (3,445)                 | -                                   |
| Leicestershire County Council                                | -                               | 7,500                 | (7,500)                 | -                                   |
| Costco & United Way UK                                       | -                               | 1,500                 | (1,500)                 | -                                   |
|                                                              | <u>1,645</u>                    | <u>141,301</u>        | <u>(139,323)</u>        | <u>3,623</u>                        |
| <b>Total of funds</b>                                        | <u><u>200,631</u></u>           | <u><u>232,077</u></u> | <u><u>(235,755)</u></u> | <u><u>196,953</u></u>               |

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**15. Statement of funds (continued)**

**Statement of funds - prior year**

|                                 | Balance at<br>1 April 2020<br>£ | Income<br>£    | Expenditure<br>£ | Balance at<br>31 March<br>2021<br>£ |
|---------------------------------|---------------------------------|----------------|------------------|-------------------------------------|
| <b>Unrestricted funds</b>       |                                 |                |                  |                                     |
| <b>Designated funds</b>         |                                 |                |                  |                                     |
| Expenses contingency            | 10,000                          | -              | -                | 10,000                              |
| Staffing contingency            | 70,000                          | -              | -                | 70,000                              |
| Voluntary grant equalisation    | 5,000                           | -              | -                | 5,000                               |
| Property contingency            | 50,000                          | -              | -                | 50,000                              |
| Fundraising contingency         | 25,000                          | -              | -                | 25,000                              |
|                                 | <u>160,000</u>                  | <u>-</u>       | <u>-</u>         | <u>160,000</u>                      |
| <b>General funds</b>            |                                 |                |                  |                                     |
| General Funds                   | <u>19,978</u>                   | <u>101,092</u> | <u>(82,084)</u>  | <u>38,986</u>                       |
| <b>Total Unrestricted funds</b> | <u>179,978</u>                  | <u>101,092</u> | <u>(82,084)</u>  | <u>198,986</u>                      |

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**15. Statement of funds (continued)**

|                                                            | Balance at<br>1 April 2020<br>£ | Income<br>£        | Expenditure<br>£     | Balance at<br>31 March<br>2021<br>£ |
|------------------------------------------------------------|---------------------------------|--------------------|----------------------|-------------------------------------|
| <b>Restricted funds</b>                                    |                                 |                    |                      |                                     |
| The Day Centre Grants                                      | -                               | 50,450             | (50,450)             | -                                   |
| British Heart Foundation                                   | 173                             | -                  | (90)                 | 83                                  |
| Leicester Lions Club                                       | 430                             | 864                | (995)                | 299                                 |
| The Leeds Building Society Charity Funds                   | 620                             | 960                | (317)                | 1,263                               |
| The Henry Smith Charity                                    | 2,500                           | 30,050             | (32,550)             | -                                   |
| Leicestershire County Council COVID-19<br>Communities Fund | -                               | 2,500              | (2,500)              | -                                   |
| Western Power Distribution                                 | -                               | 2,000              | (2,000)              | -                                   |
| The National Lottery - COVID 19 Community<br>Support       | -                               | 31,738             | (31,738)             | -                                   |
| Julia and Hand Raising Trust                               | -                               | 20,085             | (20,085)             | -                                   |
| The Edward Gosling Foundation                              | -                               | 5,000              | (5,000)              | -                                   |
| Leicestershire, Leicester and Rutland<br>Community Fund    | -                               | 13,592             | (13,592)             | -                                   |
|                                                            | <u>3,723</u>                    | <u>157,239</u>     | <u>(159,317)</u>     | <u>1,645</u>                        |
| <br><b>Total of funds</b>                                  | <br><u>183,701</u>              | <br><u>258,331</u> | <br><u>(241,401)</u> | <br><u>200,631</u>                  |

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**15. Statement of funds (continued)**

**Designated Funds**

The income funds of the charity include designated funds which have been set aside out of the unrestricted funds by the Trustees for a specific purposes.

Expenses contingency - To cover overhead, contract costs and other closure costs in the event of reduced/cessation of funding.

Staffing contingency - To cover the staffing costs of the house, for three months, in the event of reduced/cessation of funding.

Voluntary grant equalisation - This fund was set up to cover the variation in voluntary income arising from interruption or non-replacement of expiring charitable grants.

Property contingency - To set aside funds to cover costs in the event that the University Hospital of Leicester NHS trust determines to dispose of Headway House.

Fundraising contingency - To cover the costs of the fundraising exercise in the event that the income therefrom falls below the outgoing thereon over a two year period.

**Restricted Funds**

The Day Centre Grants are the agreed funding from Leicester City Council and Leicestershire County Council for day centre activities. Places are also spot purchased by both of the aforementioned councils as required. All funds were spent during the period.

British Heart Foundation funds relate to a donated element of a defibrillator for which LLR Headway contributed £400. The closing balance represents the net book value of the asset.

Leicester Lions Club funds relate to a donation received to be spent towards the cost of a new dishwasher, talking microwave, shelving and storage units. During the year the charity also received a further donation of £329 to fund the purchase of one Samsung Galaxy S6 Tablet. The funds carried forward relate to the net book value of the assets acquired.

The Leeds Building Society Charity Fund, are grants awarded to fund the cost of two new laptops and a height adjustable table. The height adjustable table has not been purchased and £620 of unspent funds have been carried forward. The remaining balance of the funds relate to the net book value of the laptops.

The Henry Smith Charity was a grant awarded for improving lives as part of the charity's early intervention and prevention project enabling the charity to offer valuable support to individuals following brain injury. All funds were spent in the year.

Leicestershire, Leicester and Rutland Community Foundation donated £12,850 towards the new Digital Day Centre. All funds were spent in the year.

LCFC Vichai Foundation donated £16,720 towards "Gift a wish 2022". All funds were spent in the year.

The Leicestershire County Council Communities Fund was received towards the costs of wages/salary along with the cost of IT equipment and any associated set up costs. The remaining funds were carried forward to next year.

Scott Bader donated £2,820 for the "here with you project", the full amount of the donation has been spent in the year.

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**15. Statement of funds (continued)**

The T S Shipman Trust donated £1,000 to support the delivery of 26 sessions for residents of the City and County of Leicester, Leicestershire and Rutland. All funds were spent during the year.

Hastings Direct offered a COVID-19 Community Grant Scheme, this funded 52 specialist sessions at the day centre. All funds were spent in the year.

Tesco Groundwork Mindfulness donated £1,000 from a successful application Headway made to the Bags of Help program. All funds were spent during the year.

Tesco Groundwork Creative Art also donated £1,000 from a successful application Headway made to the Bags of Help program. All funds were spent during the year.

Freemasons Leicester is funding received to provide carers with a supportive network for an additional 52 weeks of the year. The unspent funds have been carried forward to the next year.

Everards Community Excellence Fund donated £3,445, to renovate and bring the garden back into use. The total amount of the grant has been spent in the year.

Leicestershire County Council contributed £7,500 towards the staffing costs for a county outreach support worker along with travel costs and expenses. All funds were spent during the year.

Costco United Way UK donated £1,500 from United Way UK's Give a Local grant. All funds were spent during the year.

**16. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

|                               | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets         | 1,970                              | 1,003                            | 2,973                       |
| Current assets                | 222,573                            | 2,620                            | 225,193                     |
| Creditors due within one year | (31,213)                           | -                                | (31,213)                    |
| <b>Total</b>                  | <b>193,330</b>                     | <b>3,623</b>                     | <b>196,953</b>              |

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**16. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

|                               | Unrestricted<br>funds<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>funds<br>2021<br>£ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets         | 3,244                              | 1,025                            | 4,269                       |
| Current assets                | 264,062                            | 620                              | 264,682                     |
| Creditors due within one year | (68,320)                           | -                                | (68,320)                    |
| <b>Total</b>                  | <b>198,986</b>                     | <b>1,645</b>                     | <b>200,631</b>              |

**17. Reconciliation of net movement in funds to net cash flow from operating activities**

|                                                                                | 2022<br>£       | 2021<br>£     |
|--------------------------------------------------------------------------------|-----------------|---------------|
| Net income/expenditure for the year (as per Statement of Financial Activities) | (3,678)         | 16,930        |
| <b>Adjustments for:</b>                                                        |                 |               |
| Depreciation charges                                                           | 2,900           | 2,594         |
| Dividends, interests and rents from investments                                | (80)            | (75)          |
| Decrease/(increase) in debtors                                                 | 3,046           | (8,923)       |
| Increase/(decrease) in creditors                                               | (37,107)        | 41,721        |
| <b>Net cash provided by/(used in) operating activities</b>                     | <b>(34,919)</b> | <b>52,247</b> |

**18. Analysis of cash and cash equivalents**

|                                        | 2022<br>£      | 2021<br>£      |
|----------------------------------------|----------------|----------------|
| Cash in hand                           | 216,696        | 253,139        |
| <b>Total cash and cash equivalents</b> | <b>216,696</b> | <b>253,139</b> |

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**19. Analysis of changes in net debt**

|                          | At 1 April<br>2021 | Cash flows      | At 31 March<br>2022 |
|--------------------------|--------------------|-----------------|---------------------|
|                          | £                  | £               | £                   |
| Cash at bank and in hand | 253,139            | (36,443)        | 216,696             |
|                          | <u>253,139</u>     | <u>(36,443)</u> | <u>216,696</u>      |

**20. Pension commitments**

The charitable company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension costs charge represents contributions payable by the company to the fund and amounted to £3,001 (2021: £3,107). Contributions totaling £687 (2021: £729) were payable to the fund at the balance sheet date and are included in creditors.

**21. Related party transactions**

Christopher McKinney, a Trustee, is also a partner of Shoosmiths Solicitors. During the year Shoosmiths Solicitors paid £500 for the Headway spring ball. In the prior year they paid £150 to the charity to appear on a legal advice link page on the charity's website and £450 for corporate membership.

No other related party transactions took place in the year.

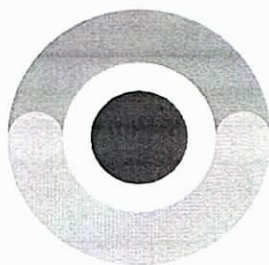
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# Accounts

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**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**UNAUDITED**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**



**HEADWAY**  
LEICESTERSHIRE, LEICESTER & RUTLAND  
SUPPORT • ACHIEVE • PROGRESS

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

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**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND  
ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2021**

|                                  |                                                                                                                                                                                                                                                                                                                          |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                  | Carol Birch, Chairperson<br>Christopher McKinney<br>Reg Perrins<br>Christopher Sworn<br>James McCallum<br>Tim Hull<br>Stephen Nottridge<br>Tharmananthar Shankaradhas<br>Emma Bush<br>Jennifer Cotterill<br>James Lewis<br>Dedunu Samudrika De Silva (appointed 28 April 2020)<br>Richard Palmer (appointed 2 June 2020) |
| <b>Company registered number</b> | 03672087                                                                                                                                                                                                                                                                                                                 |
| <b>Charity registered number</b> | 1074011                                                                                                                                                                                                                                                                                                                  |
| <b>Registered office</b>         | Headway House<br>4 Hospital Close<br>Leicester<br>LE5 4WP                                                                                                                                                                                                                                                                |
| <b>Company secretary</b>         | Christopher McKinney                                                                                                                                                                                                                                                                                                     |
| <b>Website</b>                   | <a href="http://www.headwayleicester.org.uk">www.headwayleicester.org.uk</a>                                                                                                                                                                                                                                             |
| <b>Independent examiner</b>      | Magma Audit LLP<br>Chartered Accountants<br>Unit 2<br>Charnwood Edge Business Park<br>Syston Road<br>Leicester<br>LE7 4UZ                                                                                                                                                                                                |

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND  
ADVISERS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

|                           |                                                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------------|
| <b>Bankers</b>            | The Royal Bank of Scotland<br>91-93 Regent Street<br>Leamington Spa<br>CV32 4NT                   |
|                           | Santander UK Plc<br>Bridle Road<br>Bootle<br>Merseyside<br>L30 4YD                                |
|                           | CCLA Investment Management Ltd<br>Senator House<br>85 Queen Victoria Street<br>London<br>EC4V 4ET |
| <b>Services director</b>  | Mary Goulty                                                                                       |
| <b>Day centre manager</b> | Karen Harland                                                                                     |

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees present their annual report together with the financial statements of the charitable company for the year 1 April 2020 to 31 March 2021. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charitable company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**Objectives and activities**

• **Activities for achieving objectives**

The Trustees are aware of the Charity Commission's general guidance on public benefit and take it into account when they review the aims and objectives of LLR Headway and plan its future activities.

Leicestershire Leicester and Rutland Headway provides support and services for adults with acquired and traumatic brain injuries, their families and carers who reside in our geographic area.

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY  
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities (continued)

HEADWAY: THE CHALLENGE OF COVID IN 2020  
AT A GLANCE

Working from home

FACE TO FACE SERVICES REPLACED WITH WELLBEING CALLS AND ACTIVITY PACKS. THERE WAS UNCERTAINTY REGARDING OUR CONTRACTS AND HOW THE PANDEMIC WOULD AFFECT OUR FUNDING. FIVE OF THE TEAM WERE FURLOUGHED.

New Technology

WE INVESTED IN LAPTOPS AND TABLETS ENABLED WITH OFFICE 365 TO PERMIT THE TEAM TO WORK TOGETHER EVEN THOUGH THEY WERE WORKING AT HOME. OUR DIGITAL DAY CENTRE WAS LAUNCHED IN MAY AND WAS AN INSTANT SUCCESS WITH OUR MEMBERS. THE TIMETABLE HAS GROWN OFFERING 11 DIFFERENT SESSIONS PER WEEK.

New Opportunities

WE WERE ABLE TO CREATE NEW OPPORTUNITIES NOT ONLY FOR THOSE ACCESSING OUR SUPPORT BUT THEIR CARERS AND FAMILIES TOO. WE HAVE DEVELOPED TWO NEW GROUPS, ONE CALLED "CARERS CONNECT" AND "CHAI PANI" FOR OUR BAME MEMBERS, FAMILIES AND CARERS. BOTH GROUPS MEET WEEKLY VIA ZOOM

Therapeutic Sessions

IN ADDITION TO THE SESSIONS DELIVERED BY THE HEADWAY TEAM WE HAVE EXTERNAL TUTORS OFFERING ART AND CRAFT, NEURO OCCUPATIONAL HEALTH, MINDFULNESS AND SINGING. OUR IN HOUSE PROVISION HAS BEEN ABLE TO OFFER 1:1 COUNSELLING SUPPORT TOO.

Covid Safe Day Service

FOLLOWING A DECLUTTER AND REDECORATION WE HAD A RESTRICTED REOPENING OF OUR COVID SAFE DAY SERVICE IN OCTOBER. UNFORTUNATELY A NEW LOCKDOWN MEANT WE HAD TO CLOSE THE DOORS AGAIN IN JANUARY.

Fundraising

WHILST THE PANDEMIC HAD A NEGATIVE IMPACT ON SOME OF OUR USUAL FUNDRAISING ACTIVITIES IT ALSO CREATED MANY NEW AND EXCITING OPPORTUNITIES LEADING TO OUR MOST SUCCESSFUL FUNDRAISING RESULT EVER WITH £111,000 OF NEW FUNDING.

Extra, extra .....

THE NEW FUNDING OPPORTUNITIES ENABLED US TO PROVIDE AMAZON ECHO DEVICES FOR ALL OUR MEMBERS TO KEEP THEM 'IN TOUCH', CHRISTMAS GIFTS FOR OUR MEMBERS AND CARERS AND OVER 100 CHRISTMAS AFTERNOON TEAS DELIVERED TO PEOPLES HOMES.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Achievements and performance**

● **Review of activities**

This has been a very different and challenging year with COVID-19 and the national lockdown completely changing the day to day running and operation of the organisation. For the first time our staff team were asked to stay at home, working remotely to provide support to adults with acquired brain injury through activity packs sent to their homes and regular wellbeing calls. We provided the team necessary IT equipment enabled with Office 365 so that they could share and store relevant information on an accessible but secure platform.

During the year we developed an online provision called the Digital Day Centre using Zoom to facilitate virtual groups. This programme has been so successful that it has grown to 11 sessions per week with a diverse range of subjects and activities which includes a carer group (Carers Connect) and a BAME specific group (Chai Pani). The virtual timetable has meant that distance is no barrier and reduced the risk of social isolation experienced by many who have had to stay at home or 'shield'.

In the early stages of the lockdown it was unclear whether we would still receive payments through our local authority contracts as the services being provided were not the services we had been contracted to deliver. The lockdown also impacted on our schedule of fundraising events with them being postponed or cancelled making it a very uncertain period. Replacing face to face support with wellbeing calls and fortnightly activity packs required fewer staff hours and permitted us to take advantage of the Coronavirus Job Retention Scheme, safeguarding employment by furloughing 5 out of 11 members of the team. We would like to acknowledge the continued support of our local authorities who honoured our contracts throughout the year with less of a negative impact than expected. We were also delighted to receive confirmation from University Hospitals of Leicester that we were able to remain at 4-6 Hospital Close after months of uncertainty caused by redevelopment of the Hospital Close site.

COVID specific pots of funding made it possible for us to deliver a wide range of exciting activities, tutors and wellbeing treats for both adults with acquired brain injury and their carers. We were fortunate to secure children's author and illustrator Pippa Pixley who led virtual art sessions, using natural materials to produce beautiful results. We were able to provide each of our members an Amazon Echo device to keep them connected through part of a grant from the Big Lottery. Leicester Lions provided funding for over 100 Christmas Afternoon Teas for ABI survivors and their families and carers when we all came together via Zoom meetings to eat together and celebrate – for some this would be the closest to a traditional Christmas they would get. To add to the Christmas spirit we were able to distribute gifts to all our members and carers and this was in addition to funding to provide craft and activity kits, books, games and puzzles to keep people stimulated.

The Pandemic had an impact across all services and brain injury survivors faced long waiting lists for support with speech and language therapy, occupational health and counselling. In response we secured funding for counselling for both survivors and their carers, started a neuro occupational health led weekly session and enabled individuals to implement support plans set out by supporting professionals prior to COVID.

Referral rates were lower than we have come to expect at 65 and we think this is due to a probable reduction in acquired brain injuries through lockdown (less cars on the road, less accidents at work, less alcohol related incidents, less assaults) and an assumption by some that we would not be operational or accepting new referrals during the Pandemic.

The day centre was painted and deep cleaned throughout and made COVID safe for a restricted reopening in October. The need for social distancing meant we could only accommodate small numbers and the measures required to minimise the risk, affected the quality of the support as individuals had to sit alone and were not able to freely move around the building as they were used to. A further lockdown announced in early January resulted in the closure of the day centre until March.

COVID has forced us to rethink our support and services and provided us new opportunities to embed into our future plans. We were not able to celebrate our 30th birthday year in 2020 but hope to move those celebrations into 2021/22.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Achievements and performance (continued)**

Special thanks must go to the fantastic team at Headway, without their unwavering dedication to our members we could not have succeeded, also recognition to Michael Condon and Nigel Bodycote, volunteers, who have given a vast amount of their time, experience and expertise to help us to achieve so much.

**Financial review**

● **Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

● **Reserves policy**

The charity's policy on reserves has been designed to protect it from uncertainties in funding from statutory bodies. It aims to ensure that there are sufficient general and designated funds to meet the potential cost of redundancies and the provision of non statutory funded services for at least six months when combined with the commitment from local government to give a three month notice period for any funding changes.

The policy continues to provide as far as possible protection from the variation in funding from voluntary bodies arising from the interruption or non replacement of expiring charitable grants.

The trustees have reviewed the level of reserves required and are satisfied that they are at an appropriate level. They have resolved to work towards maintaining the reserves at a level in line with the charity's policy.

Free reserves, which are unrestricted reserves in excess of designated reserves (note 15) less the fixed asset element of unrestricted reserves stand at £34,717 as at 31 March 2021 (2020 - £18,300).

● **Financial review**

The net increase in resources during the year was £16,930 compared with £67,178 in the previous year. Income from donations and legacies increased from £147,961, where we benefited from a grant of £100,000 from ARC Leicester, to £145,589. Our income from the Day Centre and Outreach services declined from £111,953 in 2019/20 to £94,642 in the current year because of reductions due to complications with COVID. Our expenditure increased by £43,456 mainly due to increases in salaries and investment in IT and premises costs.

The main funders during the year were the Social Services Departments of Leicester City and Leicestershire County Councils and Leicester City Clinical Commissioning Group. Leicestershire County Council continue to purchase our services through the Community Life Choices Framework agreement whilst Leicester City Council buy support through a similar framework agreement called Community Opportunities. These were both extended into 2021 in response to other pressures caused by COVID.

The Henry Smith Foundation support for Early intervention and prevention continues. The grant is worth £30,000 per year and we are in year 2 of 3 years. The foundation have been flexible in our use of the grant during this year and we thank them for their continued support.

We would also like to extend our sincere thanks to our other donors who have made either a one off contribution or who are long standing supporters of Headway's work including Maud Elkington, The Paget Trust, The Hanley Trust (whose trustees offer financial support each year), and the COVID related funding from The Big Lottery, Hans and Julia Rausing, Leicester Lions, Edward Gosling, Western Power (2 grants), Leicestershire Communities Foundation, Leicestershire and Rutland Communities Foundation

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

• **Investments policy**

The constitution of the charity authorises it to make and hold investments using general funds not needed for immediate working purposes.

In practice the charity has never had sufficient surplus to invest to provide income for the future and has no plans to do so. The current practice is to deposit surplus funds with UK banks and the CCLA.

• **Financial risk management objectives and policies**

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to them.

A review of risks facing the charity is conducted annually. This review is carried out in detail by the Finance, Governance and Human Resources Sub Committee who then present their findings to the full Board. Risks are weighted according to probability and impact. Detailed procedures exist to minimise operational and financial risks including an organisational risk assessment and Business Continuity Plan. Procedures are in place to ensure the health and safety of staff, clients, volunteers and visitors. Risk assessments are carried out for all activities including trips and visits to external locations and community facilities. Where appropriate each client will have an individual risk assessment. A member of staff is trained to conduct regular health and safety inspections of the Day Centre.

**Structure, governance and management**

• **Constitution**

The organisation is a charitable company limited by guarantee, incorporated on 23rd November 1998 and registered as a charity on 17th February 1999. It began operations on 1st April 1999 when the assets and liabilities of Headway Leicester (charity number 702489) were transferred. The company was established under a Memorandum of Association, dated 23rd November 1998, which sets out the objects and powers of the charitable company, and it is governed by its Articles of Association (company number 03672087). In the event of the company being wound up, its members will be required to contribute an amount, which will not exceed £10 each. The principal and registered office of the charity is Headway House, 4 Hospital Close, Leicester, LE5 4WP.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Carol Birch (Chairperson)  
Christopher McKinney (also Company Secretary)  
Reg Perrins  
Christopher Sworn  
James McCallum  
Tim Hull  
Stephen Nottridge  
Tharmananthar Shankaradhas  
Emma Bush  
James Lewis  
Jennifer Cotterill  
Dedunu Samudrika De Silva (appointed 28 April 2020)  
Richard Palmer (appointed 2 June 2020)

The directors of the company are also trustees of the charity for the purposes of charity law and under the company's Articles they are known as members of the Committee of Management. Under the requirements of the Memorandum and Articles of Association, the members of the committee are elected to serve for a period of two years, after which they must be re elected at the next Annual General Meeting.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Structure, governance and management (continued)**

Christopher Sworn, James McCallum, Tim Hull, Emma Bush, Jennifer Cotterill, Richard Palmer and Dedunu Samundrika De Silva retire by rotation and being eligible, offer themselves for re-election.

The charity actively encourages service users to take an interest and assist in the running of the charity and encourages these stakeholders to apply for Board positions. James Lewis has himself suffered an acquired brain injury and receives Headway support and services, he provides extremely valuable input and insight into living with an acquired brain injury. James also acts as spokesperson for other Headway users ensuring their views are represented.

It is normal practice to invite potential trustees to visit the service and have the opportunity to meet some of the team and people who use the services before appointing them. New trustees are given a full briefing pack, including access to all policies and procedures. There has been two new trustee appointments during this reporting period, namely Dedunu Samudrika De Silva and Richard Palmer.

• **Methods of appointment or election of Trustees**

The management of the charitable company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association.

• **Organisational structure and decision-making policies**

Leicestershire Leicester and Rutland Headway has a Committee of Management comprising of up to sixteen members who meet quarterly and who are responsible for the strategic direction and policy of the charity. At present the committee members come from a variety of professional backgrounds. The board has a skills audit procedure to assist in the recruitment of new trustees.

The Services Director attends the meetings of the committee but does not have voting rights.

Day to day responsibility for the provision of services rests with the Services Director and one manager who is responsible for overseeing the running of the Day Centre and Outreach services.

The Committee of Management is supported by two subcommittees each with specific remits including governance, finance and human resources for one and fundraising, media, communication and politics for the other.

The charity is an affiliated Group of the national organisation Headway, the brain injury association, which provides advice, formulates national policy, sets standards and represents the brain injured at a national level. However, the national organisation does not have any direct responsibility for the running of the charity, which rests solely with the Committee of Management.

The social services departments of Leicestershire County Council and Leicester City Council and the Clinical Commissioning Group in Leicester, are the principal funders. A member of the Outreach team liaises weekly with the Brain Injury Unit at Leicester General Hospital.

**Plans for future periods**

We will seek to continue to offer a hybrid service of face to face and virtual support, pursue plans to offer inreach/outreach support at Leicester Prison to those with an acquired brain injury who are set for release from prison and to secure funding for a Money Advice Worker.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' 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. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

Approved by order of the members of the board of Trustees and signed on their behalf by:

*C Birch*

**Carol Birch**  
Trustee

Date: *12 October 2021*

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Independent examiner's report to the Trustees of Leicestershire, Leicester and Rutland Headway ('the charitable company')**

I report to the Trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Leicestershire, Leicester and Rutland Headway ('the charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

**Responsibilities and basis of report**

As the Trustees of the charitable company (and 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 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 accounts 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**INDEPENDENT EXAMINER'S REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charitable 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.

Signed:



Dated:

03/11/21.

Luke Turner

ACA FCCA

**Magma Audit LLP**

Chartered Accountants

Unit 2

Charnwood Edge Business Park

Syston Road

Leicester

LE7 4UZ

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2021**

|                                    | Note | Unrestricted<br>funds<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>funds<br>2021<br>£ | Total<br>funds<br>2020<br>£ |
|------------------------------------|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                |      |                                    |                                  |                             |                             |
| Donations and legacies             | 3    | 38,800                             | 106,789                          | 145,589                     | 147,961                     |
| Charitable activities              | 4    | 44,192                             | 50,450                           | 94,642                      | 111,953                     |
| Investments                        | 5    | 75                                 | -                                | 75                          | 456                         |
| Other income                       | 6    | 18,025                             | -                                | 18,025                      | 4,753                       |
| <b>Total income</b>                |      | <b>101,092</b>                     | <b>157,239</b>                   | <b>258,331</b>              | <b>265,123</b>              |
| <b>Expenditure on:</b>             |      |                                    |                                  |                             |                             |
| Raising funds                      | 7    | 26,747                             | -                                | 26,747                      | 22,116                      |
| Charitable activities              |      | 55,337                             | 159,317                          | 214,654                     | 175,829                     |
| <b>Total expenditure</b>           |      | <b>82,084</b>                      | <b>159,317</b>                   | <b>241,401</b>              | <b>197,945</b>              |
| <b>Net movement in funds</b>       |      | <b>19,008</b>                      | <b>(2,078)</b>                   | <b>16,930</b>               | <b>67,178</b>               |
| <b>Reconciliation of funds:</b>    |      |                                    |                                  |                             |                             |
| Total funds brought forward        |      | 179,978                            | 3,723                            | 183,701                     | 116,523                     |
| Net movement in funds              |      | 19,008                             | (2,078)                          | 16,930                      | 67,178                      |
| <b>Total funds carried forward</b> |      | <b>198,986</b>                     | <b>1,645</b>                     | <b>200,631</b>              | <b>183,701</b>              |

The notes on pages 15 to 30 form part of these financial statements.

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY

(A company limited by guarantee)  
REGISTERED NUMBER: 03672087

BALANCE SHEET  
AS AT 31 MARCH 2021

|                                                | Note | 2021<br>£      | 2020<br>£      |
|------------------------------------------------|------|----------------|----------------|
| <b>Fixed assets</b>                            |      |                |                |
| Tangible assets                                | 12   | 4,269          | 1,678          |
|                                                |      | <u>4,269</u>   | <u>1,678</u>   |
| <b>Current assets</b>                          |      |                |                |
| Debtors                                        | 13   | 11,543         | 2,620          |
| Cash at bank and in hand                       |      | 253,139        | 206,002        |
|                                                |      | <u>264,682</u> | <u>208,622</u> |
| Creditors: amounts falling due within one year | 14   | (68,320)       | (26,599)       |
| <b>Net current assets</b>                      |      | <u>196,362</u> | <u>182,023</u> |
| <b>Total net assets</b>                        |      | <u>200,631</u> | <u>183,701</u> |
| <b>Charity funds</b>                           |      |                |                |
| Restricted funds                               | 15   | 1,645          | 3,723          |
| Unrestricted funds                             | 15   | 198,986        | 179,978        |
| <b>Total funds</b>                             |      | <u>200,631</u> | <u>183,701</u> |

The charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*C Birch*

Carol Birch  
Trustee

Date:

*12 October 2021*

The notes on pages 15 to 30 form part of these financial statements.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

|                                                            | 2021<br>£      | 2020<br>£     |
|------------------------------------------------------------|----------------|---------------|
| <b>Cash flows from operating activities</b>                |                |               |
| Net cash used in operating activities                      | <b>52,247</b>  | 75,293        |
| <b>Cash flows from investing activities</b>                |                |               |
| Dividends, interests and rents from investments            | <b>75</b>      | 456           |
| Purchase of tangible fixed assets                          | <b>(5,185)</b> | (403)         |
| <b>Net cash (used in)/provided by investing activities</b> | <b>(5,110)</b> | <b>53</b>     |
| <b>Cash flows from financing activities</b>                |                |               |
| <b>Net cash provided by financing activities</b>           | <b>-</b>       | <b>-</b>      |
| <b>Change in cash and cash equivalents in the year</b>     | <b>47,137</b>  | <b>75,346</b> |
| Cash and cash equivalents at the beginning of the year     | <b>206,002</b> | 130,656       |
| <b>Cash and cash equivalents at the end of the year</b>    | <b>253,139</b> | 206,002       |

The notes on pages 15 to 30 form part of these financial statements

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1. General information**

Leicestershire, Leicester and Rutland Headway is an incorporated charity registered with the Charity Commission. Its registered office is Headway House, 4 Hospital Close, Leicester, LE5 4WP. The Company registration number is 03672087 and the registered Charity number is 1074011.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Leicestershire, Leicester and Rutland Headway 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.

**2.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

**2.3 Income**

All income is recognised once the charitable company has entitlement to the income providing it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier 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 executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executor's 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.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charitable company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donations are accounted for as received by the charitable company.

Intangible income, which comprise of donated services and included in income at a valuation which is an estimate of financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised when there is no financial cost borne by a third party.

The company uses volunteers, whose assistance is appreciated and which cannot be valued on commercial terms.

Subject to the following, grants are credited as income in the year in which they are receivable.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**2. Accounting policies (continued)**

**2.3 Income (continued)**

Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of the related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met. Grants receivable in respect of tangible fixed assets are credited as income within restricted funds in the year that they are received and all depreciation and future depreciation of the related assets are charged against that fund.

No permanent endowments have been received in the year.

Other income resources from charitable activities are accounted for when receivable.

**2.4 Expenditure**

Resources expended are included on an accruals basis inclusive of VAT which cannot be recovered.

Day to day management costs, support costs, fundraising costs and grant management costs are included in 'Costs of Charitable Activities', allocated either directly or in relation to hours worked.

Governance costs are those costs relating to strategic management of the charitable company as opposed to those costs associated with fundraising, charitable activity or day to day management. These relate to professional fees.

Support costs are those costs relating to general management and administration of the charitable company as opposed to those costs incurred directly. These costs are allocated on a fair basis related to the levels of activity or as agreed with funders.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets costing more than £200 are capitalised at cost less depreciation.

A review of impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of that particular fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

|                                           |                 |
|-------------------------------------------|-----------------|
| Long-term leasehold property              | - 20% on cost   |
| Fixtures and fittings                     | - 15% on cost   |
| Computer, small tools and other equipment | - 33.3% on cost |

**2.6 Pensions**

The charitable company operates a defined contribution pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**2. Accounting policies (continued)**

**2.7 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charitable company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**2.8 Going concern**

The Trustees assess whether the use of going concern is appropriate, ie whether there are any material uncertainties related to events or conditions that may cast significant doubt over the ability of the charitable company to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the charitable company has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the charitable company's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

**2.9 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charitable company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.10 Debtors**

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

**2.11 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 from the date of acquisition or opening of the deposit or similar account.

**2.12 Liabilities and provisions**

Liabilities and provisions are recognised when the charitable company 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 due to settle the obligation can be measured reliably. Liabilities and provisions are normally recognised at their settlement amount after allowing for any trade discount.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**3. Income from donations and legacies**

|                                               | Unrestricted<br>funds<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>funds<br>2021<br>£ | Total<br>funds<br>2020<br>£ |
|-----------------------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Non service level grants, donations and gifts | 38,800                             | 106,789                          | <b>145,589</b>              | 147,961                     |
|                                               | <u>38,800</u>                      | <u>106,789</u>                   | <u>145,589</u>              |                             |
| Total 2020                                    | 133,117                            | 14,844                           | 147,961                     |                             |
|                                               | <u>133,117</u>                     | <u>14,844</u>                    | <u>147,961</u>              |                             |

**4. Income from charitable activities**

|                               | Unrestricted<br>funds<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>funds<br>2021<br>£ | Total<br>funds<br>2020<br>£ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Social Services Day Centre    | -                                  | 50,450                           | <b>50,450</b>               | 49,644                      |
| Outreach and education        | 1,071                              | -                                | <b>1,071</b>                | 7,670                       |
| Clinical Commissioning Groups | 13,075                             | -                                | <b>13,075</b>               | 20,172                      |
| Individual budgets            | 30,046                             | -                                | <b>30,046</b>               | 34,467                      |
|                               | <u>44,192</u>                      | <u>50,450</u>                    | <u>94,642</u>               | <u>111,953</u>              |
| <b>Total 2021</b>             | 44,192                             | 50,450                           | <b>94,642</b>               | 111,953                     |
|                               | <u>44,192</u>                      | <u>50,450</u>                    | <u>94,642</u>               |                             |
| Total 2020                    | 62,309                             | 49,644                           | 111,953                     |                             |
|                               | <u>62,309</u>                      | <u>49,644</u>                    | <u>111,953</u>              |                             |

Included within income relating to Social Services Day Care are the following grants:

|                               | 2021<br>£     | 2020<br>£     |
|-------------------------------|---------------|---------------|
| Leicester City Council        | <b>28,373</b> | 28,783        |
| Leicestershire County Council | <b>22,077</b> | 20,861        |
|                               | <u>50,450</u> | <u>49,644</u> |
|                               | <u>50,450</u> | <u>49,644</u> |

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

Included within income relating to Outreach and education are the following grants:

|                             | 2021<br>£    | 2020<br>£    |
|-----------------------------|--------------|--------------|
| Individual budgets - County | 180          | 3,900        |
| Individual budgets - City   | 891          | 3,770        |
|                             | <u>1,071</u> | <u>7,670</u> |

Included within income relating to Clinical Commissioning Groups is the following grant:

|                                        | 2021<br>£     | 2020<br>£     |
|----------------------------------------|---------------|---------------|
| Leicester Clinical Commissioning Group | 13,075        | 13,075        |
| Other Clinical Commissioning Groups    | -             | 7,097         |
|                                        | <u>13,075</u> | <u>20,172</u> |

The breakdown of the figures for individual budgets is as follows:

|                             | 2021<br>£     | 2020<br>£     |
|-----------------------------|---------------|---------------|
| Individual budgets - County | 10,268        | 13,459        |
| Individual budgets - City   | 15,482        | 17,158        |
| Individual budgets - Other  | 4,296         | 3,850         |
|                             | <u>30,046</u> | <u>34,467</u> |

**5. Investment income**

|                     | Unrestricted<br>funds<br>2021<br>£ | Total<br>funds<br>2021<br>£ | Total<br>funds<br>2020<br>£ |
|---------------------|------------------------------------|-----------------------------|-----------------------------|
| Interest receivable | 75                                 | 75                          | 456                         |
|                     | <u>75</u>                          | <u>75</u>                   | <u>456</u>                  |
| Total 2020          | 456                                | 456                         |                             |
|                     | <u>456</u>                         | <u>456</u>                  |                             |

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**6. Other incoming resources**

|                                          | Unrestricted<br>funds<br>2021<br>£ | Total<br>funds<br>2021<br>£ | Total<br>funds<br>2020<br>£ |
|------------------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Subscriptions and other income           | 3,353                              | 3,353                       | 4,753                       |
| Coronavirus Job Retention Scheme funding | 14,672                             | 14,672                      | -                           |
|                                          | <u>18,025</u>                      | <u>18,025</u>               | <u>4,753</u>                |
| Total 2020                               | <u>4,753</u>                       | <u>4,753</u>                |                             |

**7. Expenditure on raising funds**

**Fundraising expenses**

|                       | Unrestricted<br>funds<br>2021<br>£ | Total<br>funds<br>2021<br>£ | Total<br>funds<br>2020<br>£ |
|-----------------------|------------------------------------|-----------------------------|-----------------------------|
| Fundraising expenses  | 7,237                              | 7,237                       | 6,256                       |
| Wages and salaries    | 18,328                             | 18,328                      | 14,524                      |
| Social security costs | 714                                | 714                         | 710                         |
| Pension costs         | 338                                | 338                         | 529                         |
| Depreciation          | 130                                | 130                         | 97                          |
|                       | <u>26,747</u>                      | <u>26,747</u>               | <u>22,116</u>               |
| Total 2020            | <u>22,116</u>                      | <u>22,116</u>               |                             |

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**8. Direct and support costs**

|                     | Direct<br>costs<br>2021<br>£ | Support<br>costs<br>2021<br>£ | Total<br>funds<br>2021<br>£ | Total<br>funds<br>2020<br>£ |
|---------------------|------------------------------|-------------------------------|-----------------------------|-----------------------------|
| Day Centre/Outreach | 161,511                      | 53,143                        | 214,654                     | 110,412                     |
| Outreach            | -                            | -                             | -                           | 65,417                      |
| <b>Total 2021</b>   | <u>161,511</u>               | <u>53,143</u>                 | <u>214,654</u>              | <u>175,829</u>              |
| Total 2020          | <u>127,031</u>               | <u>48,798</u>                 | <u>175,829</u>              |                             |

**Analysis of support costs**

|                             | Total<br>funds<br>2021<br>£ | Total<br>funds<br>2020<br>£ |
|-----------------------------|-----------------------------|-----------------------------|
| Staff costs                 | 31,778                      | 29,502                      |
| Depreciation                | 2,464                       | 986                         |
| Premises costs              | 7,015                       | 9,885                       |
| General office              | 9,437                       | 6,132                       |
| Independent examiner's fees | 2,449                       | 2,293                       |
|                             | <u>53,143</u>               | <u>48,798</u>               |

**9. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £2,520 (2020 - £2,520).

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**10. Staff costs**

|                                                      | <b>2021</b>           | 2020           |
|------------------------------------------------------|-----------------------|----------------|
|                                                      | <b>£</b>              | <b>£</b>       |
| Wages and salaries                                   | <b>168,186</b>        | 153,955        |
| Social security costs                                | <b>6,553</b>          | 7,603          |
| Contribution to defined contribution pension schemes | <b>3,107</b>          | 7,262          |
|                                                      | <u><b>177,846</b></u> | <u>168,820</u> |

The average number of persons employed by the charitable company during the year was as follows:

|                        | <b>2021</b>      | 2020       |
|------------------------|------------------|------------|
|                        | <b>No.</b>       | <b>No.</b> |
| Direct charitable work | <u><b>11</b></u> | <u>11</u>  |

No employee received remuneration amounting to more than £60,000 in either year.

The remuneration of key personnel amounted to £65,670 (2020: £61,321).

**11. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**12. Tangible fixed assets**

|                          | Long-term<br>leasehold<br>property<br>£ | Fixtures and<br>fittings<br>£ | Office<br>equipment<br>£ | Total<br>£ |
|--------------------------|-----------------------------------------|-------------------------------|--------------------------|------------|
| <b>Cost or valuation</b> |                                         |                               |                          |            |
| At 1 April 2020          | 160,203                                 | 23,514                        | 41,577                   | 225,294    |
| Additions                | -                                       | -                             | 5,185                    | 5,185      |
| At 31 March 2021         | 160,203                                 | 23,514                        | 46,762                   | 230,479    |
| <b>Depreciation</b>      |                                         |                               |                          |            |
| At 1 April 2020          | 160,203                                 | 22,277                        | 41,136                   | 223,616    |
| Charge for the year      | -                                       | 562                           | 2,032                    | 2,594      |
| At 31 March 2021         | 160,203                                 | 22,839                        | 43,168                   | 226,210    |
| <b>Net book value</b>    |                                         |                               |                          |            |
| At 31 March 2021         | -                                       | 675                           | 3,594                    | 4,269      |
| At 31 March 2020         | -                                       | 1,237                         | 441                      | 1,678      |

**13. Debtors**

|                                | 2021<br>£ | 2020<br>£ |
|--------------------------------|-----------|-----------|
| Trade debtors                  | 6,437     | 1,545     |
| Other debtors                  | 262       | 262       |
| Prepayments and accrued income | 4,844     | 813       |
|                                | 11,543    | 2,620     |

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**14. Creditors: Amounts falling due within one year**

|                                                                   | 2021<br>£     | 2020<br>£     |
|-------------------------------------------------------------------|---------------|---------------|
| Trade creditors                                                   | 7,038         | -             |
| Other taxation and social security                                | 6,543         | 3,725         |
| Other creditors                                                   | 16,669        | 19,418        |
| Accruals and deferred income                                      | 38,070        | 3,456         |
|                                                                   | <u>68,320</u> | <u>26,599</u> |
|                                                                   |               |               |
|                                                                   | 2021<br>£     | 2020<br>£     |
| Grants received during the year deferred until the following year | <u>34,570</u> | <u>-</u>      |

As a result of a delay in projects starting income received from LCFC Vichai Foundation, Leicestershire Leicester and Rutland Community Foundation and Leicestershire County Council have been deferred at the year end.

**LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**15. Statement of funds**

**Statement of funds - current year**

|                                                           | Balance at 1<br>April 2020<br>£ | Income<br>£    | Expenditure<br>£ | Balance at<br>31 March<br>2021<br>£ |
|-----------------------------------------------------------|---------------------------------|----------------|------------------|-------------------------------------|
| <b>Unrestricted funds</b>                                 |                                 |                |                  |                                     |
| <b>Designated funds</b>                                   |                                 |                |                  |                                     |
| Expenses contingency                                      | 10,000                          | -              | -                | 10,000                              |
| Staffing contingency                                      | 70,000                          | -              | -                | 70,000                              |
| Voluntary grant equalisation                              | 5,000                           | -              | -                | 5,000                               |
| Property contingency                                      | 50,000                          | -              | -                | 50,000                              |
| Fundraising contingency                                   | 25,000                          | -              | -                | 25,000                              |
|                                                           | <u>160,000</u>                  | <u>-</u>       | <u>-</u>         | <u>160,000</u>                      |
| <b>General funds</b>                                      |                                 |                |                  |                                     |
| General funds                                             | 19,978                          | 101,092        | (82,084)         | 38,986                              |
|                                                           | <u>179,978</u>                  | <u>101,092</u> | <u>(82,084)</u>  | <u>198,986</u>                      |
| <b>Total Unrestricted funds</b>                           |                                 |                |                  |                                     |
|                                                           | <u>179,978</u>                  | <u>101,092</u> | <u>(82,084)</u>  | <u>198,986</u>                      |
| <b>Restricted funds</b>                                   |                                 |                |                  |                                     |
| The Day Centre Grants                                     | -                               | 50,450         | (50,450)         | -                                   |
| British Heart Foundation                                  | 173                             | -              | (90)             | 83                                  |
| Leicester Lions Club                                      | 430                             | 864            | (995)            | 299                                 |
| The Leeds Building Society Charity Funds                  | 620                             | 960            | (317)            | 1,263                               |
| The Henry Smith Charity                                   | 2,500                           | 30,050         | (32,550)         | -                                   |
| Leicestershire County Council - COVID-19 Communities fund | -                               | 2,500          | (2,500)          | -                                   |
| Western Power Distribution                                | -                               | 2,000          | (2,000)          | -                                   |
| The National Lottery - COVID-19 Community Support         | -                               | 31,738         | (31,738)         | -                                   |
| Julia and Hans Rausing Trust                              | -                               | 20,085         | (20,085)         | -                                   |
| The Edward Gosling Foundation                             | -                               | 5,000          | (5,000)          | -                                   |
| Leicestershire Leicester and Rutland Community Foundation | -                               | 13,592         | (13,592)         | -                                   |
|                                                           | <u>3,723</u>                    | <u>157,239</u> | <u>(159,317)</u> | <u>1,645</u>                        |
| <b>Total of funds</b>                                     | <u>183,701</u>                  | <u>258,331</u> | <u>(241,401)</u> | <u>200,631</u>                      |

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**15. Statement of funds (continued)**

**Statement of funds - prior year**

|                                          | Balance at<br>1 April 2019<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>in/out<br>£ | Balance at<br>31 March<br>2020<br>£ |
|------------------------------------------|---------------------------------|----------------|------------------|--------------------------|-------------------------------------|
| <b>Unrestricted funds</b>                |                                 |                |                  |                          |                                     |
| <b>Designated funds</b>                  |                                 |                |                  |                          |                                     |
| Expenses contingency                     | 10,000                          | -              | -                | -                        | 10,000                              |
| Staffing contingency                     | 60,000                          | -              | -                | 10,000                   | 70,000                              |
| Voluntary grant equalisation             | 5,000                           | -              | -                | -                        | 5,000                               |
| Property contingency                     | -                               | -              | -                | 50,000                   | 50,000                              |
| Fundraising contingency                  | -                               | -              | -                | 25,000                   | 25,000                              |
|                                          | <u>75,000</u>                   | <u>-</u>       | <u>-</u>         | <u>85,000</u>            | <u>160,000</u>                      |
| <b>General funds</b>                     |                                 |                |                  |                          |                                     |
| General funds                            | 39,923                          | 200,635        | (135,580)        | (85,000)                 | 19,978                              |
|                                          | <u>39,923</u>                   | <u>200,635</u> | <u>(135,580)</u> | <u>(85,000)</u>          | <u>19,978</u>                       |
| <b>Total Unrestricted funds</b>          | <u>114,923</u>                  | <u>-</u>       | <u>(135,580)</u> | <u>-</u>                 | <u>179,978</u>                      |
| <b>Restricted funds</b>                  |                                 |                |                  |                          |                                     |
| The Day Centre Grants                    | -                               | 49,644         | (49,644)         | -                        | -                                   |
| British Heart Foundation                 | 263                             | -              | (90)             | -                        | 173                                 |
| Leicester Lions Club                     | 561                             | -              | (131)            | -                        | 430                                 |
| The Carlton Hayes Mental Health Charity  | 776                             | (776)          | -                | -                        | -                                   |
| The Leeds Building Society Charity Funds | -                               | 620            | -                | -                        | 620                                 |
| The Henry Smith Charity                  | -                               | 15,000         | (12,500)         | -                        | 2,500                               |
|                                          | <u>1,600</u>                    | <u>64,488</u>  | <u>(62,365)</u>  | <u>-</u>                 | <u>3,723</u>                        |
| <b>Total of funds</b>                    | <u>116,523</u>                  | <u>64,488</u>  | <u>(197,945)</u> | <u>-</u>                 | <u>183,701</u>                      |

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**15. Statement of funds (continued)**

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

Expenses contingency - To cover non staff redundancy and pay-in-lieu of notice costs in the even cessation of activities.

Staffing contingency - To cover the staffing costs of the house, for three months, in the event of reduced/cessation of funding.

Voluntary grant equalisation - This fund was set up to cover the variation in voluntary income arising from interruption or non-replacement of expiring charitable grants.

Property contingency - To set aside funds to cover costs in the event that the University Hospitals of Leicester NHS Trust determines to dispose of Headway House.

Fundraising contingency - To cover the costs of the fundraising exercise in the event that the Income therefrom falls below the outgoings thereon over a two year period.

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

The Day Centre Grants - Agreed funding from Leicester City Council and Leicestershire County Council for day centre activities. Places are also spot purchased by both of the aforementioned councils as required. All funds were spent during the year.

British Heart Foundation - This relates to the donated element of a defibrillator for which LLR Headway contributed £400. The closing balance represents the net book value of the asset.

Leicester Lions Club - This relates to a donation received to be spent towards the costs of a new dishwasher, talking microwave and shelving and storage units. During the year the charity received a £864 donation towards the cost of Christmas teas and were all spent. The funds carried forward relate to the net book value of the dishwasher, talking microware, shelving and storage units.

The Carlton Hayes Mental Health Charity - During the year ended 31 March 2020 the unspent funds were returned to The Carlton Hayes Mental Health Charity.

The Leeds Building Society Charity Funds - A grant was awarded during the year ended 31 March 2020 to fund the cost of a new height adjustable table, these funds remain unspent at the year end. During the year the charity received £960 towards the cost of two new laptops and these were purchased. The net book value of the asset is included in the carry forward funds.

The Henry Smith Charity - Funding awarded for improving lives as part of the charity's early intervention and prevention project enabling the charity to offer valuable support to individuals following brain injury.

The Leicestershire County Council Communities Fund - During the year £30,050 was received towards the costs associated with the 'Hear for you' and specifically towards equipment and postage costs. All funds were spent during the year.

Western Power Distribution - During the year £1,000 towards emergency funding to be used 'towards the coronavirus response service' to help support the charity through the COVID pandemic. The funding was then used towards the cost of providing activity packs for services users. The charity received a further donation in December 2020 for £1,000 which was to be used towards the cost of gifts of families of the service users. All funds were fully spent in the financial year.

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**15. Statement of funds (continued)**

The National Lottery - COVID-19 Community Support - During the year the charity was awarded the funds to support the charity to help to continue to deliver services through the coronavirus pandemic. All funds were fully spent at the year end.

Julia and Hans Rausing Trust - Funds were received during the year as part of their Charity Survival Fund, the funds were to support the charity to meet the core running costs of the charity. All funds were spent during the year.

The Edward Gosling Foundation - Funds were received during the year towards the charity's carer connect programme. All funds were fully spent during the year.

The Leicestershire Leicester and Rutland Community Foundation - During the year the charity received two amounts £5,000 in respect of the John Salmon fund and £8,592 to enable the charity to reintroduce a face-to-face rehabilitation in a new, safe, and secure way of working. All funds were spent during the financial year.

**16. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

|                               | Unrestricted<br>funds<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>funds<br>2021<br>£ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets         | 3,244                              | 1,025                            | 4,269                       |
| Current assets                | 264,062                            | 620                              | 264,682                     |
| Creditors due within one year | (68,320)                           | -                                | (68,320)                    |
| <b>Total</b>                  | <b>198,986</b>                     | <b>1,645</b>                     | <b>200,631</b>              |

**Analysis of net assets between funds - prior year**

|                               | Unrestricted<br>funds<br>2020<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>funds<br>2020<br>£ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets         | 1,075                              | 603                              | 1,678                       |
| Current assets                | 205,502                            | 3,120                            | 208,622                     |
| Creditors due within one year | (26,599)                           | -                                | (26,599)                    |
| <b>Total</b>                  | <b>179,978</b>                     | <b>3,723</b>                     | <b>183,701</b>              |

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**17. Reconciliation of net movement in funds to net cash flow from operating activities**

|                                                                    | 2021<br>£     | 2020<br>£     |
|--------------------------------------------------------------------|---------------|---------------|
| Net income for the year (as per Statement of Financial Activities) | 16,930        | 67,178        |
| <b>Adjustments for:</b>                                            |               |               |
| Depreciation charges                                               | 2,594         | 1,083         |
| Dividends, interests and rents from investments                    | (75)          | (456)         |
| Decrease/(increase) in debtors                                     | (8,923)       | 2,270         |
| Increase in creditors                                              | 41,721        | 5,218         |
| <b>Net cash provided by operating activities</b>                   | <b>52,247</b> | <b>75,293</b> |

**18. Analysis of cash and cash equivalents**

|                                        | 2021<br>£      | 2020<br>£      |
|----------------------------------------|----------------|----------------|
| Cash in hand                           | 253,139        | 206,002        |
| <b>Total cash and cash equivalents</b> | <b>253,139</b> | <b>206,002</b> |

**19. Analysis of changes in net debt**

|                          | At 1 April<br>2020<br>£ | Cash flows<br>£ | At 31 March<br>2021<br>£ |
|--------------------------|-------------------------|-----------------|--------------------------|
| Cash at bank and in hand | 206,002                 | 47,137          | 253,139                  |
|                          | <b>206,002</b>          | <b>47,137</b>   | <b>253,139</b>           |

**20. Pension commitments**

The charitable company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension costs charge represents contributions payable by the company to the fund and amounted to £3,107 (2020: £7,262). Contributions totalling £729 (2020: £1,446) were payable to the fund at the balance sheet date and are included in creditors.

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**21. Related party transactions**

Christopher McKinney, a Trustee, is also a partner of Shoosmiths Solicitors. During the year Shoosmiths Solicitors paid £150 (2020: £NIL) to the charity to appear on a legal advice link page on the charity's website and £450 (2020: £NIL) for corporate membership.

No other related party transactions took place in the year.