

**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**

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**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 funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
<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>
 <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>
 <b>NET INCOME/(EXPENDITURE)</b>					
Transfers between funds	18	(44,902) <u>1,623</u>	(2,000) <u>(1,623)</u>	(46,902) <u>-</u>	(3,680) <u>-</u>
<b>Net movement in funds</b>		(43,279)	(3,623)	(46,902)	(3,680)
 <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>
 <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 funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
<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 LIABILITIES</b>		<u>150,049</u>	<u>-</u>	<u>150,049</u>	<u>196,951</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

**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><u>64,153</u></u>	<u><u>103,769</u></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><u>50,519</u></u>	<u><u>92,464</u></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 Costs (see note 9) £	Support costs (see note 10) £	Totals £
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 £	31.3.22 £
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 £	Administration £	Premises £	Governance costs £	Totals £
Raising donations and 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 donations and legacies £	Day Centre £	Outreach £	31.3.23 Total activities £	31.3.22 Total activities £
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 donations and legacies £	Day Centre £	Outreach £	Total activities £	Total activities £
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 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 donations and legacies £	Day Centre £	Outreach £	Total activities £	Total activities £
Rates and water	106	632	316	1,054	985
Light and heat	310	1,863	931	3,104	1,831
Repairs and maintenance	323	1,940	970	3,233	2,985
Depreciation of tangible 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 donations and legacies £	Day Centre £	Outreach £	Total activities £	Total activities £
Independent Examiners 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
	10	10
Direct charitable activities	<u>10</u>	<u>10</u>

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

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

	Unrestricted funds £	Restricted funds £	Total funds £
<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 funds £	Restricted funds £	Total funds £
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>
 <b>NET INCOME/(EXPENDITURE)</b>	 (5,658)	 1,978	 (3,680)
 <b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	198,986	1,645	200,631
	<u>          </u>	<u>          </u>	<u>          </u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>	 <u><u>193,328</u></u>	 <u><u>3,623</u></u>	 <u><u>196,951</u></u>

**15. TANGIBLE FIXED ASSETS**

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
<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>
 <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>
 <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**

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

	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>

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

	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>

**18. MOVEMENT IN FUNDS**

	At 1.4.22	Net	Transfers	At
	£	movement	between	31.3.23
		in funds	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 resources £	Resources expended £	Movement in funds £
<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 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 £	Net movement in funds £	At 31.3.22 £
<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 Fund	1,263	(320)	943
Freemasons Leicester	-	2,000	2,000
Leicestershire County Council 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 resources £	Resources expended £	Movement in funds £
<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 Fund	-	(320)	(320)
The Henry Smith Charity	30,200	(30,200)	-
Leicestershire Leicester and Rutland 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 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)	-
Leicestershire County Council 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.