

**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**

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**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 funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
<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		<u>150,048</u>	<u>-</u>	<u>150,048</u>	<u>196,951</u>
<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 funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
<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**  
**Headway**

**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**  
**Headway**

**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
	Activity	£	£
Fees charged	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**  
**Headway**

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

**8. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 9) £	Support costs (see note 10) £	Totals £
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 £	31.3.23 £
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 £	Administration £	Premises £	Governance costs £	Totals £
Raising donations and 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 donations and legacies £	Day Centre £	Outreach £	31.3.24 Total activities £	31.3.23 Total activities £
Bank charges	<u>40</u>	<u>241</u>	<u>121</u>	<u>402</u>	<u>402</u>

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

**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 donations and legacies £	Day Centre £	Outreach £	Total activities £	Total activities £
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 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 donations and legacies £	Day Centre £	Outreach £	Total activities £	Total activities £
Rates and water	120	725	363	1,208	1,054
Light and heat	366	2,200	1,100	3,666	3,104
Repairs and maintenance	867	5,203	2,601	8,671	3,233
Depreciation of tangible 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 donations and legacies £	Day Centre £	Outreach £	Total activities £	Total activities £
Independent Examiners 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 funds £	Restricted funds £	Total funds £
<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 funds £	Restricted funds £	Total funds £
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 to property £	Fixtures and fittings £	Computer equipment £	Totals £
<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**

<b>16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>				
		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>12,659</u>	<u>10,333</u>	
<b>17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>				
		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>39,672</u>	<u>27,030</u>	
<b>18. MOVEMENT IN FUNDS</b>				
	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>150,048</u>	<u>(4,845)</u>	<u>-</u>	<u>145,203</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**

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

	Incoming resources £	Resources expended £	Movement in funds £
<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 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>

**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 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<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	25,000	-	-	25,000
	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	293	-	(293)	-
	3,623	(2,000)	(1,623)	-
<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 resources £	Resources expended £	Movement in funds £
<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	1,010	(1,010)	-
	47,319	(49,319)	(2,000)
<b>TOTAL FUNDS</b>	<u>183,138</u>	<u>(230,041)</u>	<u>(46,903)</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**

**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**  
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**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