

Headway Suffolk and Norfolk LTD

England & Wales · Charity number 1075338

Details

Other names	HEADWAY IPSWICH AND EAST SUFFOLK, HEADWAY SUFFOLK LTD, IPSWICH AND EAST SUFFOLK HEADWAY
Status	Registered
Legal form	Charitable company
Company number	03731392
Registered	1999-05-04
Register	View on the Charity Commission register

Contact

Address	Headway Ground Floor Epsilon House West Road Ransomes Europark IPSWICH
Phone	01473712225
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Website	www.headwaysuffolk.org.uk

Activities

Objects: TO RELIEVE PERSONS WHO ARE RESIDENT IN THE COUNTIES OF SUFFOLK AND NORFOLK AND SURROUNDING AREAS WHO HAVE SUFFERED AN ACQUIRED BRAIN INJURY, NEUROLOGICAL CONDITIONS OR CONDITIONS AFFECTING THE BRAIN AND COGNITION.

Activities: Promoting understanding and education of all aspects of brain injury and all Neuro Conditions and providing information, support and services to acquired brain injury survivors, their families and carers In Suffolk.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Economic/community Development/employment
- **Who:** People With Disabilities

Geography

- **Area of benefit:** COUNTIES OF SUFFOLK, NORFOLK AND SURROUNDING AREAS.
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,772,630	£1,851,889	£934,072	72
2024-03-31	£1,577,409	£1,583,837	£1,013,331	65
2023-03-31	£1,500,739	£1,434,300	£1,019,759	65
2022-03-31	£1,459,012	£1,447,385	£953,300	61
2021-03-31	£1,809,203	£1,533,059	£941,673	62

Trustees

Name	Role	Appointed
Carol Deanna Almond		2020-09-07
Dr Humphry Michael Adair		2020-09-07
Dr OWEN ANTHONY THURTLE		
Dr Sirous Mobini		2026-03-27
Dr Timothy John Lockington		2022-03-22
Gayle Joan Fogg-Elliot		2026-03-26
Marcus Richard Gibbs		2024-09-09
Richard Michael Foyster		2021-04-21
Richard Ernest Day		2025-09-08
Robert Scott Everitt-Barden		2025-09-08
Susan Smith		2020-09-07

Headway Suffolk and Norfolk LTD

England & Wales - Charity number 1075338

Accounts

Charity registration number 1075338 (England and Wales)

Company registration number 03731392

HEADWAY SUFFOLK LTD
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

HEADWAY SUFFOLK LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Owen Thurtle
Timothy Lockington
Humphry Adair
Gayle Fogg-Elliot
Timothy Humpage
Carole Almond
Marcus Gibbs

(Appointed 9 September
2024)

Susan Smith
Richard Foyster
Alec Charnley

Chief Executive Officer

Helen Fairweather

Charity number

1075338

Company number

3731392

Registered office

Epsilon House
West Road
Ipswich
IP3 9FJ

Auditor

SCC Chartered Accountants Ltd
17 College Street
Armagh
BT61 9BT

Bankers

Barclays, Saffron Building Society, COIF, Lloyds Bank, CAF and
Charity Bank

HEADWAY SUFFOLK LTD

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HEADWAY SUFFOLK LTD

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2025

The chairman presents his statement for the year.

Each year, around 350,000 people are admitted to hospital in the UK with a brain injury of some sort, whether traumatic, vascular or degenerative. Most of these people will require some form of short- or long-term support or rehabilitation. Headway Suffolk recognises this and is committed to providing a wide range of support and rehabilitation services throughout Suffolk to ensure that those in our County who are affected by a wide range of Neurological Conditions, have services and facilities available to help and support them.

It is still a major challenge to procure adequate funding to enable us to provide our services. Most of our clients depend on grants from Social Services to fund their attendance with us. The fees have increased but cannot keep pace with the steady rise in the national minimum wage to say nothing of the changes in National Insurance which are coming next year. The continuing reduction in benefits to those most vulnerable is creating great hardship. The rise in the Minimum wage and increase in general costs and the demand for ever higher quality service means that finances are always under strain; and we are more and more dependent on grants which have helped us to continue services this year.

Numbers at both of our main hubs are growing but the hub in Bury St Edmunds is still only open 3 days a week due to lack of demand. During the year hubs have been opened in Newmarket, Hadleigh, Sudbury, Leiston and Aldeburgh; we were not able to continue all the hubs but those at Leiston and Aldeburgh remain open 1 day a week. The charity has continued to recruit new staff, some from the UK and overseas who provide a high quality of service; however, this remains a big challenge as we are required to ensure continuing higher standards of commitment and qualifications for staff while being limited in our ability to pay realistic wages when compared with commercial employers. The Charity continues to provide regular training to its staff, including a face-to-face training day on 2 Saturdays for all staff. Staff are continually monitored through supervisions, appraisals and spot checks.

The Home Care department of the Charity was inspected in August 2022. This was a robust inspection. Although the inspector was just looking at our regulated clients, she did take the time to look at the rest of the Charity acknowledging that this had an effect on all the clients. The inspector noted that she was frequently told by clients that without Headway Suffolk they would not be alive today. We were very pleased when we were awarded outstanding overall and in caring and well lead.

The Charity was pleased to hold events during the year such as an award ceremony at our AGM and Christmas events with Ipswich Salvation Army, and our annual Neuro Conference.

We returned to the Nancy Oldfield trust near Wroxham for 2 residential weeks of canoeing, sailing and activities. This helped the clients with their rehabilitation. The progress some clients made in that week was outstanding. It also gave family carers much needed respite.

Other clients were supported on individual holidays, helping with respite and rehabilitation.

Headway Suffolk was able to hold a face-to-face conference in May 2024. This featured Jenni Gow the F1 commentator as the lead speaker and included a family carer's story, work on Headway Suffolk, Stroke during pregnancy and many other topics.

I am very proud of the standard of service that our dedicated and hardworking staff team continue to provide ensuring our clients are safe and well during these very challenging times.

The future remains challenging, but I remain confident that Headway Suffolk will continue to address the needs of those who require our services and that the Charity is well served by staff and trustees to ensure a continuing exciting and progressive future.

O Thurtle
Chairman



Date: 27 August 2025

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report together with the audited financial statements of Headway Suffolk for the year ended 31 March 2025.

The Directors, who are also referred to as Trustees, are pleased to present their Annual Report together with the financial statements for Headway Suffolk Ltd (the "Charity" or the "Charitable Company") for the year ended 31 March 2025 which are also prepared to meet the requirements for a Directors' Report and financial statements for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Since the Charitable Company qualifies as small under section 383 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

The Objectives of the Charity are:

- To promote understanding of all aspects of brain injury and other neurological conditions; and
- To provide information, support, bespoke appropriate care and rehabilitation services to people with an acquired brain injury or other acquired neurological condition, their families and carers.

The vision that shapes our annual activities remains the promotion of a comprehensive understanding of the devastating effects of brain injury along with the provision of the most advantageous care and support to those affected and is guided by the following Values Statement:-

Headway Suffolk

- Values the individual and believes in the equal right of all to realise their potential;
- Believes in countering the disadvantage and social exclusion experienced by people with brain injury and other neurological conditions, their families and carers, by encouraging voluntary action in its diverse forms;
- Values and respects diversity and disability, race, culture, religion and sexual orientation;
- Believes that people with brain injuries, neurological conditions their families and carers and concerned professionals should work together in pursuit of shared goals;
- Believes that the Headway Suffolk movement has a vital role to play in lobbying for improvements in statutory services and is proud to provide services to Suffolk County Council and the Suffolk and North East Essex Integrated Care Board (ICB);
- Values the commitment to improving the lives of people with brain injury, neurological conditions, their families and carers, shown by its Trustees, Employees, Volunteers, Members and Supporters;
- Recognises and values the work which Headway Suffolk Group's carry out with people who have survived all types of acquired brain injury and neurological conditions, their families and carers; and
- Believes that carers and people with brain injuries and neurological conditions who use services should be consulted by service providers and involved in service delivery wherever possible.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Activities

Headway Suffolk offers a wide range of activities in the hubs, including music, art and craft, cooking, life skills, basic skills, communication groups, cognitive games, drama, men's and ladies' groups, and IT experience; the activities offered depend on the individual client, it is a bespoke service delivered at a time and place to suit the client.

Social Rehabilitation

Headway Suffolk is able to offer social day rehabilitation to clients with a wide range of neurological conditions at our main hubs in Ipswich, Bury St Edmunds and satellite hubs. After assessment clients are able to engage in a wide range of activities to suit their needs. This may include art and craft, basic skills, living skills, IT, music and drama in addition to physical activities provided by regular visits to the local outside gym together with working on our own allotment to produce some of the food used in our teaching kitchen at Ipswich. In the course of the year, with financial support from a local business, we offered courses in the use of Air-Fryers and produced a book of recipes. All of these activities are instrumental in assisting clients to achieve their short- and long-term goals.

Free shop

Food parcels continue to be given to our clients who are struggling due to the cost-of-living crisis. Headway Suffolk is registered as a food bank.

Home Care - Community Support

The Charity continues to support people in their own home, helping them with personal care, taking medication and daily living tasks. In addition, they have supported them to take part in leisure activities, to attend health care appointments and to follow hobbies. For some clients we give 24-7 care. Headway Suffolk Home Care team are inspected by the Care Quality Commission ('CQC') and were given a rating of OUTSTANDING at the 2022 inspection.

Transport

The charity continues to lease 19 pool cars for use predominantly by the home care team. We still have 1 van and one mini bus. We hope to replace the minibus very soon into the new financial year. We now have 6 wheelchair accessible vehicles (WAV's), which means that the clients can be taken out in their wheelchair saving them having to transfer and saving staff having to lift heavy wheelchairs into boots of cars. The WAVs are used in home care but also to bring clients into the hubs.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Brainy Dogs

We continue to run our companion dog scheme but on a much smaller scale as it is not funded. The dogs have paid monthly visits to people with a brain injury who are in local prisons. This has helped the prisoners to prepare for life outside prison.

Clinical Therapies

The service has been unfunded during the last 12 months. Trustees have used general fund raising and reserves to fund the therapists, but this cannot continue into 2025. The CEO is researching alternative ways of delivering clinical therapy to our service users. As well as providing one to one support, the therapists deliver dementia groups, understanding brain injury courses, and carers support groups. We continue to employ occupational therapist and mental health nurse. We are accessing physiotherapy, clinical psychology speech and language therapy with support from a local university.

Campaigning

During the last year Headway Suffolk has continued to provide education in all aspects of brain injury to local schools, local authority, and healthcare. Our CEO meets regularly with Suffolk County Councillors from all parties, writes to all District Borough and Parish Councillors on a regular basis and is in contact with all Suffolk's MPs so that they understand the needs of our clients and the work that Headway Suffolk carries out. Useful contacts have also been formed with the Suffolk High Sheriff and the County Lord Lieutenant.

The financial review and statement of financial affairs shown later in this document provides a detailed picture of the financial performance of the charity. 2024/25 was another busy year for Headway Suffolk with many challenges but with good progress on many fronts. During the last year the Charity maintained its compliance with CQC and Headway UK Governance Standards which assists in bringing continuing confidence and recognition from funders and other professional bodies.

GDPR

We maintain a data register and ensure we are compliant with legislation.

Volunteers Value

The value of volunteers is difficult to quantify but volunteers contribute in many ways to the running of the charity both in the centres as volunteer support to permanent staff, together with various other external activities. We continue to value our volunteers as an essential part of our operations.

Training

Headway Suffolk now has a respected internal training department which ensures all staff reach their full potential. All care staff hold the care certificate and carry out a large range of training. All staff receive training in first aid, medication training and manual handling by our qualified in-house trainers. We have developed a partnership with a local commercial company to deliver e-learning to our staff on a range of topics. This training is also available and attended by some Trustees. The Trustees attended their own training day ensuring that the Charity has good Governance and is compliant with employment and charitable law.

Public Benefit

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. They are of the opinion that the provision of a range of services, free at the point of delivery, enables Headway Suffolk to meet its obligation to provide public benefit. These services include the provision of information to local organisations, raising the awareness of brain injury in the County. The provision of Drop-in Advice and Support Groups for service users and their families. Provision of work experience to college and university students, apprenticeships and placements have taken place.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Financial review

Overview

The services that the Charity provide have continued to improve and expand slowly and it continues to provide a high level of training to its staff. The Charity's transport fleet generates a significant expenditure therefore it has been downsized with transport being delivered in a different way. At the same time the Charity is offered care rates by social services which do not fully cover the costs and the shortfall must be funded from other sources to keep a healthy balance and ensure that it does not drive people away due to funding difficulties.

Income

The Charity's total income has seen an increase during the year to £1,772,630 from £1,577,409 in the prior year. One main stream of income, not directly within the Charity's control, is Grants and Donations. This year Grants and Donations amounted to £206,576 a decrease from last year (2024: £261,098). The majority of this income £141,489 is Restricted Income, i.e. tied to specific expenditure not normally available for general revenue purposes and in some instances the expenditure is expected to be incurred in future accounting periods.

Expenditure

Charitable activities expenditure has seen an increase of £268,052 compared to the prior year.

The Board and Management Team review the Charity's finances on a monthly basis. In November 2024, it became apparent that the organisation was heading towards a significant deficit in the year ending 31 March 2025 for the first time in its history. Immediate action was taken to address the situation; however, due to contractual notice periods and redundancy obligations, some cost savings took time to be realised.

As a result of these measures, the Charity has achieved annual savings of £130,313 going forward. These funds will be returned to reserves during 2025–26 to safeguard the long-term viability of the organisation.

Balance Sheet

Debtors & Creditors - The Charity's finance group monitors all income and expenditure on a monthly basis and particularly focuses on trade debtors and trade creditors to ensure this does not become a problem. The mortgage on the Charity's Epsilon House property is its only long-term creditor and the sum outstanding on it has reduced from £257,345 to £241,910 at the year end. In addition, the finance agreement obligations on the fleet cars has an outstanding balance of £85,280 as at 31 March 2025 (2024: £125,545).

The Charity's net assets amounted to £934,072 as at 31 March 2025 or 50% of our Annual Expenditure.

Balances are held at six different banks so that the guarantee for such funds is not exceeded. The payroll is therefore sourced from more than one bank as it averages £118,659 a month, which is above the guaranteed limit. £129,461 worth of Restricted Funds have been expended during the year leaving £80,518 on 31 March 2025, in comparison with the £68,490 remaining unspent from previous year.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Risk Assessment, Reserves and Investment Strategy

The Trustees and the CEO are conscious that revenue is difficult to predict, but reserves need to be kept at a realistic level to enable the Charity to function effectively and they consider that at least 3 months operational reserves should be held and available at all times for this purpose and have a risk management strategy which comprises:

- An annual review of the risks the Charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the annual review; and
- The implementation of procedures designed to minimise any potential impact on the Charity should the identified risks materialise.

Through the risk management processes established for the Charity, the Trustees are satisfied that any major risks identified have been adequately mitigated where necessary. It is recognised that the systems in place can only provide reasonable but not absolute assurance that all major risks have been adequately managed. The overall financial situation continues to be at a sustainable level to enable the Charity to continue with present projects and services, even though external funding is increasingly difficult to guarantee long-term. The Trustees continue to believe the strategy of building and maintaining reserves for the future to a realistic level is the correct one to enable the charity to continue with its work into the foreseeable future, and this is reflected in the overall value of reserves shown on the balance sheet. However, it should be noted that the majority of this has been accumulated over the years from grants, donations and legacies and is not accrued from revenue income which continues to be very difficult to obtain at a realistic level.

In common with many other Charities, Headway Suffolk continues to face continuing long-term uncertainty and difficulty in sourcing and competing for external funds. The Trustees continue to consider it prudent to maintain sufficient liquid assets to enable the charity to function correctly. Consequently, the Charity's funds, both restricted and unrestricted, are still held in accessible cash form as any rewards from short term investment still currently produce meagre returns. The funds are not considered excessive in the context of total expenditure.

The Finance team regularly monitors the amounts held in current and investment accounts and authorises regular transfers to maximise interest with security. The reserves and investments are reviewed annually and require the Charity to maintain sufficient assets to cover operating costs. The Trustees actively monitor and review on a regular basis the major operational and business risks which the charity faces and put into operation policies and actions to reduce known risks where appropriate.

During 2025/26 the Trustees will continue to review the free reserves policy.

Future Plans

Day Centre Attendance

Efforts continue to seek to increase day centre attendance both at Ipswich and Bury St Edmunds to maximise on the resources and facilities available, to provide additional services and facilities and to continue in the establishment of Satellite Centres to enable us to provide a true county wide service to people with an acquired neurological condition.

Home Care

This is an area that continues to have ongoing potential and that Headway Suffolk is ideally placed to take over the specialist care required to ensure our service users are able to lead sociably acceptable lives. This service will be gradually expanded in the future as demand and resources permit. It is recognised that this is a much needed specialist service for clients with a wide range of neurological conditions.

Structure, governance and management

Constitution

Headway Suffolk is constituted under the Companies Act 2006 (Registered No 03731392) and is limited by guarantee. It is governed according to the provisions contained in the Memorandum and Articles of Association, dated 22 February 1999.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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

Owen Thurtle
Timothy Lockington
Humphry Adair
Gayle Fogg-Elliott
Timothy Humpage
Carole Almond
Marcus Gibbs
Susan Smith
Richard Foyster
Alec Charnley
G Watling

(Appointed 9 September 2024)

(Resigned 7 March 2025)

Appointment of Trustees

Voting members are entitled to nominate individuals to stand for election to the Board of Trustees. Nominees are elected by ballot at the Annual General Meeting for a period of three years. All retiring members are eligible to stand for re-election at the end of the three-year appointment.

The Articles of Association allow a minimum number of 3 and a maximum number of 15 on the Board of Trustees.

The Board of Trustees may Co-opt additional members to the Board within minimum & maximum numbers, any such Co-opted members are eligible to stand for election by members at the next AGM.

Trustee Induction and Training

New Trustees undergo a comprehensive induction to make them aware of their legal obligations under charity law, the content of the Memorandum and Articles of Association, the structure and governance of the Charity as well as policies and procedures, their obligations under the Trustees Code of Conduct, the current business plan and budget together with details of recent financial performance. Trustees are also regularly updated by the Chair and CEO with relevant information from the Charity Commission and the Rules of Affiliation with Headway Suffolk UK.

Tax Status

The Charitable Company is a Registered Charity No. 1075338 and is potentially exempt from Corporation Tax & Income Tax.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Organisation

Regular Management meetings with the Chairman, Board Members & The Chief Executive are held to ensure application of policies and procedures and to promote the smooth running of the Charity.

Main Board Meetings

The Board of Trustees meet 12 times per year to discuss all aspects of the Charity's business and to carry out its legal obligations.

Capacity of Trustees

All members of the Board of Trustees exercise their authority in the capacity as directors under the relevant companies' legislation and as trustees of the Charity. Given the Company's charitable status, the term "Trustee" rather than "Director" is used throughout.

Trustees' liability insurance

Headway Suffolk has maintained insurance during the year for Trustees against liabilities in relation to their duties as Trustees.

Statement of responsibilities

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

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

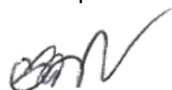
Auditor

The auditor SCC Chartered Accountants is deemed to be reappointed under section 487(2) of the Companies Act 2006.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2025*

The report was approved by the Board of Trustees.



Owen Thurtle

27 August 2025

HEADWAY SUFFOLK LTD

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF HEADWAY SUFFOLK LTD

Opinion

We have audited the financial statements of Headway Suffolk Ltd (the 'charitable company') for the year ended 31 March 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

HEADWAY SUFFOLK LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF HEADWAY SUFFOLK LTD

Responsibilities of trustees

As explained more fully in the statement of responsibilities, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We designed procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company, we identified the principal risks of non-compliance with laws and regulations related to general data protection regulations, employment law and health and safety regulations. We also considered those laws that have a direct impact on the preparation of the financial statements.

We evaluated the trustees incentives and opportunities for fraudulent manipulation of the financial statements. We communicated the identified laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit. Audit procedures performed by the auditors included, but were not limited to:

- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulations and fraud;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reading minutes of meetings of those charged with governance;
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments and assessing whether the judgements made in making accounting estimates are indicative of management bias.

Owing to the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

HEADWAY SUFFOLK LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF HEADWAY SUFFOLK LTD

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Sean G. Cavanagh (Senior Statutory Auditor)
for and on behalf of
SCC Chartered Accountants
17 College Street
Armagh
BT61 9BT

27 August 2025

HEADWAY SUFFOLK LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
Income and endowments from:							
Donations and legacies	2	65,087	141,489	206,576	68,983	192,115	261,098
Charitable activities	3	1,452,900	-	1,452,900	1,211,110	-	1,211,110
Other trading activities	4	16,389	-	16,389	11,847	-	11,847
Investments	5	9,892	-	9,892	9,841	-	9,841
Other income	6	86,873	-	86,873	83,513	-	83,513
Total income		1,631,141	141,489	1,772,630	1,385,294	192,115	1,577,409
Expenditure on:							
Charitable activities	7	1,722,428	129,461	1,851,889	1,392,216	191,621	1,583,837
Total expenditure		1,722,428	129,461	1,851,889	1,392,216	191,621	1,583,837
Net income/(expenditure)		(91,287)	12,028	(79,259)	(6,922)	494	(6,428)
Transfers between funds		-	-	-	27,236	(27,236)	-
Net movement in funds	8	(91,287)	12,028	(79,259)	20,314	(26,742)	(6,428)
Reconciliation of funds:							
Fund balances at 1 April 2024		944,841	68,490	1,013,331	924,527	95,232	1,019,759
Fund balances at 31 March 2025		853,554	80,518	934,072	944,841	68,490	1,013,331

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

HEADWAY SUFFOLK LTD

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	12		791,149		828,097
Current assets					
Debtors	13	221,696		203,215	
Cash at bank and in hand		379,967		474,432	
		601,663		677,647	
Creditors: amounts falling due within one year	15	(195,566)		(158,593)	
Net current assets			406,097		519,054
Total assets less current liabilities			1,197,246		1,347,151
Creditors: amounts falling due after more than one year	16		(263,174)		(333,820)
Net assets			934,072		1,013,331
The funds of the charitable company					
Restricted income funds	18		80,518		68,490
Unrestricted funds	17		853,554		944,841
			934,072		1,013,331

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025, although an audit has been carried out under section 144 of the Charities Act 2011.

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

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

The financial statements were approved by the trustees on 27 August 2025



Owen Thurtle

Company registration number 03731392 (England and Wales)

HEADWAY SUFFOLK LTD

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	21		(1,409)		66,407
Investing activities					
Purchase of tangible fixed assets		(49,885)		(27,236)	
Proceeds from disposal of tangible fixed assets		16,161		-	
Investment income received		9,892		9,841	
Net cash used in investing activities			(23,832)		(17,395)
Financing activities					
Repayment of bank loans		(15,435)		(14,756)	
Interest paid		(13,524)		(13,524)	
Repayment of finance leases obligations		(40,265)		(31,517)	
Net cash used in financing activities			(69,224)		(59,797)
Net decrease in cash and cash equivalents			(94,465)		(10,785)
Cash and cash equivalents at beginning of year			474,432		485,217
Cash and cash equivalents at end of year			379,967		474,432

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

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

1.1 Accounting convention

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), the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

Headway Suffolk Ltd 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.

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

The principal accounting policies adopted are set out below.

1.2 Going concern

The financial statements have been prepared on a going concern basis.

The Charity has prepared budgets and forecasts which indicate that the Charity will be able to continue to meet its liabilities as they fall due and continue to trade for the foreseeable future, being at least twelve months from the date of approval of these financial statements.

1.3 Income

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

Income for attendance fees and associated income and income for home care fees are recognised based on the dates of attendance.

Grants and donations are accounted for at the date of receipt, unless they are subject to conditions being met. Grants and donations given for a specific purpose are shown as restricted income in the Statement of Financial Activities.

Income from other sources is accounted for in the year in which it is receivable.

Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

Interest receivable

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

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.4 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Charitable activities and governance costs are costs incurred on the Charity's educational operations, including support costs and costs relating to the governance of the Charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

1.5 Tangible fixed assets

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Assets in the course of construction are included at costs incurred to date. Depreciation on these assets is not charged until they are brought into use.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Long-term Leasehold land and buildings	not depreciated
Fixtures and fittings	25% SL
Motor vehicles	25% SL

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

Donated assets provided for use by the Charity are capitalised in the financial statements at their estimated market value.

1.6 Cash and cash equivalents

Cash at bank and in hand is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Charity's cash management.

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.7 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.8 Pensions

The Charity operates a defined contribution pension scheme for its employees. A defined contribution pension scheme is a pension plan under which the Charity pays fixed contributions into a separate entity. Once the contributions have been paid the Charity has no further payment obligations.

The contributions are recognised as an expense in the statement of financial activities when they fall due. Amounts not paid are shown in other creditors as a liability in the Balance Sheet. The assets of the plan are held separately from the Charity in independently administered funds.

1.9 Finance leases and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the Charity. Obligations under such agreements are included in creditors, net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

1.10 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.11 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 discounts due.

1.12 Creditors

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

1.13 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 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 Charity 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.

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

2 Income from donations and grants

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations	65,087	-	65,087	68,983	-	68,983
Grants	-	141,489	141,489	-	192,115	192,115
	<u>65,087</u>	<u>141,489</u>	<u>206,576</u>	<u>68,983</u>	<u>192,115</u>	<u>261,098</u>

3 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Attendance and support fees	<u>1,452,900</u>	<u>1,211,110</u>

4 Income from fundraising activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising events	<u>16,389</u>	<u>11,847</u>

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Bank interest receivable	<u>9,892</u>	<u>9,841</u>

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

6 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Net gain on disposal of tangible fixed assets	9,661	-
Transport income	43,797	49,250
Lunch income	13,288	17,638
Miscellaneous income	20,127	16,625
	<u>86,873</u>	<u>83,513</u>

7 Expenditure on charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Total 2024 £
Direct costs				
Staff costs	1,417,606	59,669	1,477,275	1,225,226
Depreciation and impairment	33,786	46,547	80,333	66,896
Property and office	143,127	17,420	160,547	170,768
Services	111,680	5,751	117,431	100,544
Staff training and recruitment	9,609	74	9,683	7,073
	<u>1,715,808</u>	<u>129,461</u>	<u>1,845,269</u>	<u>1,570,507</u>
Governance costs				
Wages and salaries	-	-	-	5,627
Auditor's remuneration and management fees	6,620	-	6,620	7,703
	<u>6,620</u>	<u>-</u>	<u>6,620</u>	<u>13,330</u>
	<u>1,722,428</u>	<u>129,461</u>	<u>1,851,889</u>	<u>1,583,837</u>

8 Net movement in funds

	2025 £	2024 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	80,333	66,896
Profit on disposal of tangible fixed assets	(9,661)	-
Auditor's remuneration - audit services to the Charity	7,000	7,200
Operating lease rentals - land and buildings	21,500	21,500
Operating lease rentals - other	23,219	23,219
	<u>80,333</u>	<u>66,896</u>

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

9 Trustees

None of the trustees received any remuneration or benefits from the charitable company during the year.
(2023: NIL)

10 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	72	65

Employment costs

	2025 £	2024 £
Wages and salaries	1,358,542	1,136,886
Social security costs	88,641	70,275
Other pension costs	30,092	23,692
	1,477,275	1,230,853

Redundancy and termination costs totalling £12,780 were incurred in the reporting period.

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2025 Number	2024 Number
In the bank £80,001 - £90,000	1	1

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	224,926	225,928

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

12 Tangible fixed assets

	Long-term Leasehold land and buildings	Fixtures and fittings	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 April 2024	654,034	138,045	363,122	1,155,201
Additions	-	-	49,885	49,885
Disposals	-	-	(64,914)	(64,914)
At 31 March 2025	654,034	138,045	348,093	1,140,172
Depreciation and impairment				
At 1 April 2024	41,176	79,997	205,931	327,104
Depreciation charged in the year	-	27,117	53,216	80,333
Eliminated in respect of disposals	-	-	(58,414)	(58,414)
At 31 March 2025	41,176	107,114	200,733	349,023
Carrying amount				
At 31 March 2025	612,858	30,931	147,360	791,149
At 31 March 2024	612,858	58,048	157,191	828,097

Leasehold land and buildings with a carrying amount of £612,858 (2024 - £612,858) have been pledged to secure borrowings of the charitable company.

Motor vehicles with a carrying amount of £87,247 (2024 - £130,707) have been pledged as security under finance lease agreements.

13 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	152,081	147,223
Other debtors	4,545	850
Prepayments and accrued income	65,070	55,142
	221,696	203,215

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

14 Finance lease obligations

Future minimum lease payments due under finance leases:

	2025 £	2024 £
Within one year	47,937	33,625
Within two and five years	37,343	91,920
	<u>85,280</u>	<u>125,545</u>

15 Creditors: amounts falling due within one year

	2025 £	2024 £
Bank loans - See Note 16	16,079	15,445
Obligations under finance leases - See Note 14	47,937	33,625
Other taxation and social security	19,833	18,300
Trade creditors	63,524	50,663
Other creditors	7,211	9,523
Accruals and deferred income	40,982	31,037
	<u>195,566</u>	<u>158,593</u>

16 Creditors: amounts falling due after more than one year

	2025 £	2024 £
Bank loans	225,831	241,900
Obligations under finance leases	37,343	91,920
	<u>263,174</u>	<u>333,820</u>

The bank loan is secured on the long term leasehold property and is repayable by instalments of £2,198 per month (inclusive of interest at 4.37%) with a final payment of £120,055 due in November 2031.

Amounts payable between two and five years amount to £70,619 (2024: £69,169) and the amount payable after five years is £155,201 (2024: £172,731).

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

17 Unrestricted funds

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

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Property (less mortgage)	261,909	-	-	-	261,909
Future Premises	135,452	-	-	-	135,452
Therapists	60,000	-	(44,032)	-	15,968
Vehicles	30,000	-	-	-	30,000
Mental Health Nurse	40,000	-	-	-	40,000
Air-conditioning unit maintenance	50,000	-	(17,701)	-	32,299
General funds	367,480	1,631,141	(1,651,347)	-	347,274
	<u>944,841</u>	<u>1,631,141</u>	<u>(1,722,428)</u>	<u>-</u>	<u>853,554</u>

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Property (less mortgage)	261,909	-	-	-	261,909
Future Premises	135,452	-	-	-	135,452
Therapists	60,000	-	-	-	60,000
Vehicles	30,000	-	-	-	30,000
Mental Health Nurse	40,000	-	-	-	40,000
Air-conditioning unit maintenance	50,000	-	-	-	50,000
General funds	347,166	1,385,294	(1,392,216)	27,236	367,480
	<u>924,527</u>	<u>1,385,294</u>	<u>(1,392,216)</u>	<u>27,236</u>	<u>944,841</u>

All unrestricted funds apart from general funds are designated funds. During the year to 31 March 2025 an amount of £44,032 of therapists payroll costs were covered by the Therapists designated fund and an amount of £17,701 of depreciation relating to the air conditioning asset was covered by the Air Conditioning designated fund. Both uses of designated funds were agreed by the board of trustees.

18 Restricted funds

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

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Suffolk Community Foundation, 186815	4,496	-	-	-	4,496

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

18 Restricted funds					(Continued)
Big Lottery Fund, Sensory Garden, New Build	3,385	-	-	-	3,385
New Build - Buy a Brick	10,758	-	(10,758)	-	-
West Suffolk Council, Community Chest Funding	6,240	-	(6,240)	-	-
IT Equipment from Councillor Sarah Adams	611	-	(611)	-	-
WEHGC West End Home Guar - Bury Hub	334	-	(334)	-	-
Inner Wheel Club - Exercise Bike	1,743	-	(1,743)	-	-
Mrs LD Rope Third (7) - Dementia Fish & chip groups	1,838	-	(1,838)	-	-
Suffolk Community Fund - Kitchen Refurbishment	1,523	-	(860)	-	663
SCC Grant - Flooring	1,500	-	(1,220)	-	280
Suffolk Community Foundation, Art	3,777	-	(3,777)	-	-
Restricted Grant for Food	1,836	-	(1,836)	-	-
FP Kaye Charitable Fund	250	-	-	-	250
The Trustees of th	2,000	-	(2,000)	-	-
Garfield Weston Foundation	1,364	-	(1,364)	-	-
Bury Hub Therapy Equipment (from MS client)	1,000	-	(68)	-	932
Belstead Village Hall, Quiz Night, Dementia Group	285	-	(285)	-	-
Fonnereau Road Health Foundation	5,000	-	(5,000)	-	-
Blackwater Law Solicitors Grant 1	350	-	(350)	-	-
Blackwater Law Solicitors Grant 2	350	-	(350)	-	-
Blackwater Law Solicitors Grant 3	350	-	(350)	-	-
SCC Grant, Councillor Keith Scarff - VR equipment	500	-	-	-	500
SCC Grant, Councillor Chris Chambers - VR equipment	250	-	-	-	250
SCC Grant, Councillor David Nettleton - VR equipment	250	-	-	-	250
SCC Grant, VR EQUIP3	500	-	-	-	500
Alan Boswell Charity, WAV	10,000	-	(10,000)	-	-
League of Friends, Aldeburgh HUB, 2 staff 1 day a week	8,000	-	(7,851)	-	149
Lottery Fund, Residential trips for respite	-	19,820	(10,000)	-	9,820
Strangward Trust, Netownmarket	-	1,500	(1,500)	-	-
Probationary Service 1	-	5,000	(5,000)	-	-
Simon Gibson Charitable Trust	-	15,000	(15,000)	-	-
Mrs LD Ropes Donation	-	6,000	(2,861)	-	3,139
Bury St Edmunds Trust Donation	-	12,000	(12,000)	-	-

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

18 Restricted funds

(Continued)

Adnams Community	-	500	-	-	500
Councilors Locality Grant	-	7,200	(7,200)	-	-
Air Fryer Cook books	-	500	(500)	-	-
Dementia Groyp Pantomine	-	600	(169)	-	431
Sudbury TC Donation	-	2,000	(2,000)	-	-
Electrical Safety Donation	-	5,000	(2,068)	-	2,932
Neighbourly, Lidl	-	230	(230)	-	-
Gallagher Community, The Neighbourly Foundation	-	455	(455)	-	-
Probationary Service 2	-	5,000	(591)	-	4,409
Sizewell Community Grant	-	22,103	(11,052)	-	11,051
Sported Foundation Grant	-	2,000	(2,000)	-	-
WG Edward Charitable Foundation	-	1,581	-	-	1,581
PCC - Custody Care	-	10,000	-	-	10,000
Percy Bilton Charity	-	7,000	-	-	7,000
St Edmunds Trust	-	15,000	-	-	15,000
The lord Belstead Charitable Set	-	3,000	-	-	3,000
	<u>68,490</u>	<u>141,489</u>	<u>(129,461)</u>	<u>-</u>	<u>80,518</u>

Previous year:

At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
£	£	£	£	£
<u>95,232</u>	<u>192,115</u>	<u>(191,621)</u>	<u>(27,236)</u>	<u>68,490</u>

19 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 March 2025:			
Tangible assets	791,149	-	791,149
Current assets/(liabilities)	325,579	80,518	406,097
Long term liabilities	(263,174)	-	(263,174)
	<u>853,554</u>	<u>80,518</u>	<u>934,072</u>

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

19 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	828,097	-	828,097
Current assets/(liabilities)	450,564	68,490	519,054
Long term liabilities	(333,820)	-	(333,820)
	<u>944,841</u>	<u>68,490</u>	<u>1,013,331</u>

20 Operating lease commitments

Lessee

The operating lease relates to a rental lease for the Bury hub. The lease expires on 31 December 2025 and the charity is currently agreeing lease terms for the beginning of 2026 for the same premises.

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

	2025 £	2024 £
Within one year	15,045	20,060
Between two and five years	-	3,159
	<u>15,045</u>	<u>23,219</u>

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

21	Cash generated from operations	2025 £	2024 £
	Deficit for the year	(79,259)	(6,428)
	Adjustments for:		
	Interest receivable	(9,892)	(9,841)
	Interest payable	13,524	13,524
	Gain on disposal of tangible fixed assets	(9,661)	-
	Depreciation and impairment of tangible fixed assets	80,333	66,896
	Movements in working capital:		
	(Increase) in debtors	(18,481)	(34,689)
	Increase in creditors	22,027	36,945
	Cash (absorbed by)/generated from operations	(1,409)	66,407

22	Analysis of changes in net funds	At 1 April 2024 £	Cash flows £	At 31 March 2025 £
	Cash at bank and in hand	474,432	(94,465)	379,967
	Loans falling due within one year	(15,445)	(634)	(16,079)
	Loans falling due after more than one year	(241,900)	16,069	(225,831)
	Obligations under finance leases	(125,545)	40,265	(85,280)
		<u>91,542</u>	<u>(38,765)</u>	<u>52,777</u>

Headway Suffolk and Norfolk LTD

England & Wales - Charity number 1075338

Accounts

Charity registration number 1075338

Company registration number 03731392 (England and Wales)

HEADWAY SUFFOLK LTD
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

HEADWAY SUFFOLK LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Owen Thurtle
Timothy Lockington
Humphry Adair
Gayle Fogg-Elliot
Gordon Watling
Timothy Humpage
Carole Almond
Susan Smith
Richard Foyster
Alec Charnley

Chief Executive Officer

Helen Fairweather

Charity number

1075338

Company number

3731392

Registered office

Epsilon House
West Road
Ipswich
IP3 9FJ

Auditor

SCC Chartered Accountants Ltd
17 College Street
Armagh
BT61 9BT

Bankers

Barclays, Saffron Building Society, COIF, Lloyds Bank, CAF and
Charity Bank

HEADWAY SUFFOLK LTD

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HEADWAY SUFFOLK LTD

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

The chairman presents his statement for the year.

Each year, around 350,000 people are admitted to hospital in the UK with a brain injury of some sort, whether traumatic, vascular or degenerative. Most of these people will require some form of short or long term support or rehabilitation. Headway Suffolk recognises this and is committed to providing a wide range of support and rehabilitation services throughout Suffolk to ensure that those in our County who are affected by a wide range of Neurological Conditions, have services and facilities available to help and support them. It is still a major challenge to procure adequate funding to enable us to provide our services, this is due to the financial inability of Local Authorities and National Government departments to provide adequate support for clients who have been used to reliance on these sources in the past to provide adequately funded care. The continuing reduction in benefits to those most vulnerable is creating great hardship. The rise in the Minimum wage and increase in general costs and the demand for ever higher quality service means that finances are always under strain; however, we are grateful for grants which have helped us to continue services this year, and purchase good supplies of PPE. Numbers at both hubs are growing after the pandemic but the hub in Bury St Edmunds is still only open 3 days a week due to lack of demand. During the year hubs have been opened in Newmarket, Hadleigh, Sudbury, and Leiston which are all open 1 day a week. We plan to reopen a hub in Aldeburgh Hospital in the new financial year. The Charity has continued to recruit new staff, some from the UK and overseas who provide a high quality of service; however this remains a big challenge as we are required to ensure continuing higher standards of commitment and qualifications for staff while being limited in our ability to pay realistic wages when compared with commercial employers. The Charity continues to provide regular training to its staff, including a face to face training day on 2 Saturdays for all staff. Staff are continually monitored through supervisions, appraisals and spot checks.

The Home Care department of the Charity was inspected in August 2022. This was a robust inspection. Although the inspector was just looking at our regulated clients she did take the time to look at the rest of the Charity acknowledging that this had an effect on all the clients. The inspector noted that she was frequently told by clients that without Headway Suffolk they would not be alive today. We were very pleased when we were awarded outstanding overall and in caring and well lead.

The Charity was pleased to hold events during the year such as an award ceremony at our AGM and Christmas events with Ipswich Salvation Army, and a party at Haughley Barns.

For the first time in many years, we returned to the Nancy Oldfield trust near Wroxham for 2 residential weeks of canoeing, sailing and activities. This helped the clients with their rehabilitation. The progress some clients made in that week was outstanding. It also gave family carers much needed respite.

Other clients were supported on individual holidays, helping with respite and rehabilitation.

Headway Suffolk was able to hold a face to face conference in May 2023, the first time since the pandemic. This included family carer's story, work on Headway Suffolk, how lack of sleep effects the brain and many other topics.

I am very proud of the standard of service that our dedicated and hardworking staff team continue to provide during the pandemic ensuring our clients are safe and well during these very challenging times.

The future remains challenging but I remain confident that Headway Suffolk will continue to address the needs of those who require our services and that the Charity is well served by staff and trustees to ensure a continuing exciting and progressive future.

O A Thurtle

O Thurtle
Chairman

Date: 27 August 2024

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report together with the audited financial statements of Headway Suffolk for the year ended 31 March 2024.

The Directors, who are also referred to as Trustees, are pleased to present their Annual Report together with the financial statements for Headway Suffolk Ltd (the "Charity" or the "Charitable Company") for the year ended 31 March 2024 which are also prepared to meet the requirements for a Directors' Report and financial statements for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Since the Charitable Company qualifies as small under section 383 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

The Objectives of the Charity are:

- To promote understanding of all aspects of brain injury and other neurological conditions; and
- To provide information, support, bespoke appropriate care and rehabilitation services to people with an acquired brain injury or other acquired neurological condition, their families and carers.

The vision that shapes our annual activities remains the promotion of a comprehensive understanding of the devastating effects of brain injury along with the provision of the most advantageous care and support to those affected and is guided by the following Values Statement:-

Headway Suffolk

- Values the individual and believes in the equal right of all to realise their potential;
- Believes in countering the disadvantage and social exclusion experienced by people with brain injury and other neurological conditions, their families and carers, by encouraging voluntary action in its diverse forms;
- Values and respects diversity and disability, race, culture, religion and sexual orientation;
- Believes that people with brain injuries, neurological conditions their families and carers and concerned professionals should work together in pursuit of shared goals;
- Believes that the Headway Suffolk movement has a vital role to play in lobbying for improvements in statutory services and is proud to provide services to Suffolk County Council and the Suffolk and North East Essex Integrated Care Board (ICB);
- Values the commitment to improving the lives of people with brain injury, neurological conditions, their families and carers, shown by its Trustees, Employees, Volunteers, Members and Supporters;
- Recognises and values the work which Headway Suffolk Group's carry out with people who have survived all types of acquired brain injury and neurological conditions, their families and carers; and
- Believes that carers and people with brain injuries and neurological conditions who use services should be consulted by service providers and involved in service delivery wherever possible.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Activities

Social Rehabilitation

Headway Suffolk is able to offer social day rehabilitation to clients with a wide range of neurological conditions at our main hubs in Ipswich, Bury St Edmunds and satellite hubs. After assessment clients are able to engage in a wide range of activities to suit their needs. This may include, art and craft, basic skills, living skills, IT, music and drama in addition to physical activities provided by regular visits to the local outside gym together with working on our own allotment to produce some of the food used in our teaching kitchen at Ipswich. All of these activities are instrumental in assisting clients to achieve their short and long term goals.

IT system and phone system

The Ipswich hub's Wi-Fi system was updated which meant rewiring the entire building with many outlets, plus fitting Wi-Fi repeaters for wireless only devices. State of the art technology was used. A new cost-effective telephone system was installed in both our main hubs. The staff mobile phones now function as "Softphones," and act as desk phones. If someone calls a desk phone and it is not answered it diverts to the staff member's mobile. If that is not answered they receive an email from the system informing them to that a message has been left. These new systems are making savings of quite some magnitude. The work was carried out by a qualified volunteer.

Care line live

In order to be compliant with CQC, we changed our crm provider to care line live, meaning that all our records are digital. The care staff can access client records on their Headway Suffolk mobile phones and can complete their notes on the phone which go straight to managers dashboard so that they can be read instantly. Managers receive alerts to any problems so that issues can be addressed immediately. This is much more efficient than waiting for written call logs to be submitted. It is also GDPR compliant.

Free shop

Food parcels continue to be given to our clients who are struggling due to the cost-of-living crisis. Headway Suffolk is registered as a food bank. Headway Suffolk gained a Big Lottery grant of £65,000 which enabled us to purchase 100 air fryers. Clients were invited to courses on air frying and then given an air fryer at the end of the course. Air frying is a cost effective, safe method of cooking. The grant also enabled us to purchase a vehicle to deliver food in, and to bring clients to our food bank. The food bank was restocked with funding from the grant and enabled us to be a warm place.

Home Care - Community Support

The Charity continues to support people in their own home, helping them with personal care, taking medication and daily living tasks. In addition, they have supported them to take part in leisure activities, to attend health care appointments and to follow hobbies. For some clients we give 24-7 care. Headway Suffolk Home Care team are inspected by the Care Quality Commission ('CQC') and were given a rating of OUTSTANDING at the 2022 inspection.

Transport

During the last 12 months Headway Suffolk has maintained its in house transport fleet of 4 Minibuses. The Charity leases 19 small cars. During this financial year we have purchased 2 wheelchair accessible automatic vehicles. This allows the clients to stay in the wheelchair and not having to transfer and saves the staff from having to lift heavy wheelchairs into the boots of cars. They are automatic as many of our international staff cannot drive manual cars. It is hoped during the next financial year that the minibuses will be replaced with wheelchair accessible vehicles. All Headway Suffolk vehicles are fitted with safety and monitoring equipment which enable Managers to constantly monitor legal compliance and tracking ability to help keep clients and staff safe.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Brainy Dogs

This project continues to form a valuable part of the services that we offer. The project gives our service users the ability to acquire a companion dog of their own or to have regular contact with the dogs in training at the centre. Our Brainy Dog staff also do home visits to individuals and in the community. It provides the opportunity for regular exercise for our service users by taking a dog for a walk and importantly provides companionship for service users who live alone. The project is no longer supported by grants so has to be financed through fund raising. We were very pleased when Brainy dogs were awarded an innovation award by Headway UK, acknowledging how Headway Suffolk is creative in how it supports its clients

Clinical Therapies

The service is currently part funded by the Brompton Trust and core funding. The Brompton funding will end on 31st March 2024. As well as providing one to one support, the therapists deliver dementia groups, understanding brain injury courses, and carers support groups.

Campaigning

During the last year Headway Suffolk has continued to provide education in all aspects of brain injury to local schools, local authority, and healthcare. Our CEO meets regularly with Suffolk County Councillors from all parties, writes to all District Borough and Parish Councillors on a regular basis and is in contact with all Suffolk's MPs so that they understand the needs of our clients and the work that Headway Suffolk carries out. Useful contacts have also been formed with the Suffolk High Sheriff and the County Lord Lieutenant.

The financial review and statement of financial affairs shown later in this document provides a detailed picture of the financial performance of the charity. 2023/24 was another busy year for Headway Suffolk with many challenges but with good progress on many fronts. Standards During the last year the Charity maintained its compliance with CQC and Headway UK Governance Standards which assists in bringing continuing confidence and recognition from funders and other professional bodies.

GDPR

We maintain a data register and ensure we are compliant with legislation.

Volunteers Value

The value of volunteers is difficult to quantify but volunteers contribute in many ways to the running of the charity both in the centres as volunteer support to permanent staff, together with various other external activities. We continue to value our volunteers as an essential part of our operations.

Training

Headway Suffolk now has a respected internal training department which ensures all staff reach their full potential. All care staff hold the care certificate and carry out a large range of training. All staff receive training in first aid and manual handling by our qualified in-house trainers. We have developed a partnership with a local commercial company to deliver e-learning to our staff on a range of topics. This training is also available and attended by some Trustees. The Trustees attended their own training day ensuring that the Charity has good Governance and is compliant with employment and charitable law.

Public Benefit

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. They are of the opinion that the provision of a range of services, free at the point of delivery, enables Headway Suffolk to meet its obligation to provide public benefit. These services include the provision of information to local organisations, raising the awareness of brain injury in the County. The provision of Drop-in Advice and Support Groups for service users and their families. Provision of work experience to college and university students, apprenticeships and placements have taken place.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Financial review

Overview

The services that the Charity provides have continued to improve and expand slowly and it continues to provide a high level of training to its staff. The Charity's transport fleet generates a significant expenditure but is necessary due to the unwillingness of the local authority social services to fund essential transport for the majority of our clients. At the same time the Charity is offered care rates by social services which do not fully cover the costs and the shortfall has to be funded from other sources to keep a healthy balance and ensure that it does not drive people away due to funding difficulties.

The Charity generated an unrestricted surplus for the year amounting to £20,314 (2023 - surplus of £105,318). The Charity is currently forecasting a breakeven position on its unrestricted funds for the year ended 31 March 2025.

Income

The Charity's income has seen an increase during the year to £1,577,409 from £1,500,759 in the prior year. The other main stream of income, not directly within the Charity's control, is Grants and Donations. This year Grants and Donations amounted to £261,098, a decrease from last year. The majority of this income (£192,115) is Restricted Income, i.e. tied to specific expenditure not normally available for general revenue purposes and in some instances the expenditure is expected to be incurred in future accounting periods.

Expenditure

Charitable activities expenditure has seen an increase of £149,537 compared to the prior year.

Balance Sheet

Debtors & Creditors - The Charity's finance group monitors all income and expenditure on a monthly basis and particularly focuses on trade debtors and trade creditors to ensure this does not become a problem. The mortgage on the Charity's Epsilon House property is its only long-term creditor and the sum outstanding on it has reduced from £257,345 to £241,900 at the year end. In addition the finance agreement obligations on the fleet cars has an outstanding balance of £91,920 as at 31 March 2024.

The Charity's net assets amounted to £1,013,331 as at 31 March 2024 or 64% of our Annual Expenditure.

Balances are held at six different banks so that the guarantee for such funds is not exceeded. The payroll is therefore sourced from more than one bank as it averages £95,333 a month, which is above the guarantee limit. £218,857 worth of Restricted Funds have been expended during the year leaving £68,490 at 31 March 2024, in comparison with the £95,232 remaining unspent from previous years.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Risk Assessment, Reserves and Investment Strategy

The Trustees and the CEO are conscious that revenue is difficult to predict, but reserves need to be kept at a realistic level to enable the Charity to function effectively and they consider that at least 3 months operational reserves should be held and available at all times for this purpose and have a risk management strategy which comprises:

- An annual review of the risks the Charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the annual review; and
- The implementation of procedures designed to minimise any potential impact on the Charity should the identified risks materialise.

Through the risk management processes established for the Charity the Trustees are satisfied that any major risks identified have been adequately mitigated where necessary. It is recognised that the systems in place can only provide reasonable but not absolute assurance that all major risks have been adequately managed. The overall financial situation continues to be at a sustainable level to enable the Charity to continue with present projects and services, even though external funding is increasingly difficult to guarantee long-term. The Trustees continue to believe the strategy of building and maintaining reserves for the future to a realistic level is the correct one to enable the charity to continue with its work into the foreseeable future, and this is reflected in the overall value of reserves shown on the balance sheet. However it should be noted that the majority of this has been accumulated over the years from grants, donations and legacies and is not accrued from revenue income which continues to be very difficult to obtain at a realistic level.

In common with many other Charities, Headway Suffolk continues to face continuing long-term uncertainty and difficulty in sourcing and competing for external funds. The Trustees continue to consider it prudent to maintain sufficient liquid assets to enable the charity to function correctly. Consequently the Charity's funds, both restricted and unrestricted, are still held in accessible cash form as any rewards from short term investment still currently produce meagre returns. The funds are not considered excessive in the context of total expenditure.

The Finance team regularly monitors the amounts held in current and investment accounts and authorises regular transfers to maximise interest with security. The reserves and investments are reviewed annually and require the Charity to maintain sufficient assets to cover operating costs. The Trustees actively monitor and review on a regular basis the major operational and business risks which the charity faces and put into operation policies and actions to reduce known risks where appropriate.

During 2024/25 the Trustees will continue to review the free reserves policy.

Future Plans

Day Centre Attendance

Efforts continue to seek to increase day centre attendance both at Ipswich and Bury St Edmunds to maximise on the resources and facilities available, to provide additional services and facilities and to continue in the establishment of Satellite Centres to enable us to provide a true county wide service to people with an acquired neurological condition.

Home Care

This is an area that continues to have ongoing potential and that Headway Suffolk is ideally placed to take over the specialist care required to ensure our service users are able to lead sociably acceptable lives. This service will be gradually expanded in the future as demand and resources permit. It is recognised that this is a much needed specialist service for clients with a wide range of neurological conditions.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Structure, governance and management

Constitution

Headway Suffolk is constituted under the Companies Act 2006 (Registered No 03731392) and is limited by guarantee. It is governed according to the provisions contained in the Memorandum and Articles of Association, dated 22 February 1999.

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

Owen Thurtle

Timothy Lockington

Humphry Adair

Gayle Fogg-Elliot

Gordon Watling

Timothy Humpage

Carole Almond

Hazel Chittock

(Resigned 18 September 2023)

Susan Smith

Richard Foyster

Alec Charnley

Appointment of Trustees

Voting members are entitled to nominate individuals to stand for election to the Board of Trustees. Nominees are elected by ballot at the Annual General Meeting for a period of three years. All retiring members are eligible to stand for re-election at the end of the three year appointment.

The Articles of Association allow a minimum number of 3 and a maximum number of 15 on the Board of Trustees.

The Board of Trustees may Co-opt additional members to the Board within minimum & maximum numbers, any such Co-opted members are eligible to stand for election by members at the next AGM.

Trustee Induction and Training

New Trustees undergo a comprehensive induction to make them aware of their legal obligations under charity law, the content of the Memorandum and Articles of Association, the structure and governance of the Charity as well as policies and procedures, their obligations under the Trustees Code of Conduct, the current business plan and budget together with details of recent financial performance. Trustees are also regularly updated by the Chair and CEO with relevant information from the Charity Commission and the Rules of Affiliation with Headway Suffolk UK.

Tax Status

The Charitable Company is a Registered Charity No. 1075338, and is potentially exempt from Corporation Tax & Income Tax.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Organisation

Regular Management meetings with the Chairman, Board Members & The Chief Executive are held to ensure application of policies and procedures and to promote the smooth running of the Charity.

Main Board Meetings

The Board of Trustees meets 12 times per year to discuss all aspects of the Charity's business and to carry out its legal obligations.

Capacity of Trustees

All members of the Board of Trustees exercise their authority in the capacity as directors under the relevant companies legislation and as trustees of the Charity. Given the Company's charitable status the term "Trustee" rather than "Director" is used throughout.

Trustees' liability insurance

Headway Suffolk has maintained insurance during the year for Trustees against liabilities in relation to their duties as Trustees.

Statement of responsibilities

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

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

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

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

SCC Chartered Accountants Ltd were appointed as auditor to the company and a resolution proposing that they be re-appointed will be put at a General Meeting.

HEADWAY SUFFOLK LTD

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2024***

The report was approved by the Board of Trustees.

Owen Thurtle

27 August 2024

HEADWAY SUFFOLK LTD

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF HEADWAY SUFFOLK LTD

Opinion

We have audited the financial statements of Headway Suffolk Ltd (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

HEADWAY SUFFOLK LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF HEADWAY SUFFOLK LTD

Responsibilities of trustees

As explained more fully in the statement of responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Sean G. Cavanagh (Senior Statutory Auditor)
for and on behalf of
SCC Chartered Accountants
17 College Street
Armagh
BT61 9BT

27 August 2024

HEADWAY SUFFOLK LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Notes							
Income and endowments from:							
Donations and legacies	2	68,983	192,115	261,098	73,340	229,807	303,147
Charitable activities	3	1,211,110	-	1,211,110	1,118,229	-	1,118,229
Other trading activities	4	11,847	-	11,847	10,398	-	10,398
Investments	5	9,841	-	9,841	3,785	-	3,785
Other income	6	83,513	-	83,513	63,122	2,078	65,200
Total income		1,385,294	192,115	1,577,409	1,268,874	231,885	1,500,759
Expenditure on:							
Charitable activities	7	1,392,216	191,621	1,583,837	1,234,361	199,939	1,434,300
Total expenditure		1,392,216	191,621	1,583,837	1,234,361	199,939	1,434,300
Net income/(expenditure)		(6,922)	494	(6,428)	34,513	31,946	66,459
Transfers between funds		27,236	(27,236)	-	70,805	(70,805)	-
Net movement in funds	8	20,314	(26,742)	(6,428)	105,318	(38,859)	66,459
Reconciliation of funds:							
Fund balances at 1 April 2023		924,527	95,232	1,019,759	819,209	134,091	953,300
Fund balances at 31 March 2024		944,841	68,490	1,013,331	924,527	95,232	1,019,759

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

HEADWAY SUFFOLK LTD

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	12		828,097		867,757
Current assets					
Debtors	13	203,215		168,526	
Cash at bank and in hand		474,432		485,217	
		677,647		653,743	
Creditors: amounts falling due within one year	14	(158,593)		(119,063)	
Net current assets			519,054		534,680
Total assets less current liabilities			1,347,151		1,402,437
Creditors: amounts falling due after more than one year	15		(333,820)		(382,678)
Net assets			1,013,331		1,019,759
The funds of the charity					
Restricted income funds	17	68,490		95,232	
Unrestricted funds		944,841		924,527	
		1,013,331		1,019,759	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024, although an audit has been carried out under section 144 of the Charities Act 2011.

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

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

The financial statements were approved by the trustees on 27 August 2024

Owen Thurtle

Company registration number 03731392 (England and Wales)

HEADWAY SUFFOLK LTD

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from operations	21		66,407		119,150
Investing activities					
Purchase of tangible fixed assets		(27,236)		(105,399)	
Proceeds from disposal of tangible fixed assets		-		13,500	
Investment income received		9,841		3,785	
Net cash used in investing activities			(17,395)		(88,114)
Financing activities					
Repayment of bank loans		(14,756)		(14,156)	
Interest paid		(13,524)		(774)	
Repayment of finance leases obligations		(31,517)		(29,936)	
Net cash used in financing activities			(59,797)		(44,866)
Net decrease in cash and cash equivalents			(10,785)		(13,830)
Cash and cash equivalents at beginning of year			485,217		499,047
Cash and cash equivalents at end of year			474,432		485,217

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

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

1.1 Accounting convention

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), the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

Headway Suffolk Ltd 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.

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

The principal accounting policies adopted are set out below.

1.2 Going concern

The financial statements have been prepared on a going concern basis.

The Charity has prepared budgets and forecasts which indicate that the Charity will be able to continue to meet its liabilities as they fall due and continue to trade for the foreseeable future, being at least twelve months from the date of approval of these financial statements.

1.3 Income

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

Income for attendance fees and associated income and income for home care fees are recognised based on the dates of attendance.

Grants and donations are accounted for at the date of receipt, unless they are subject to conditions being met. Grants and donations given for a specific purpose are shown as restricted income in the Statement of Financial Activities.

Income from other sources is accounted for in the year in which it is receivable.

Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

Interest receivable

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

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.4 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Charitable activities and governance costs are costs incurred on the Charity's educational operations, including support costs and costs relating to the governance of the Charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

1.5 Tangible fixed assets

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Assets in the course of construction are included at costs incurred to date. Depreciation on these assets is not charged until they are brought into use.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Long-term Leasehold land and buildings	1% PA
Fixtures and fittings	25% Reducing Balance
Motor vehicles	25% SL

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

Donated assets provided for use by the Charity are capitalised in the financial statements at their estimated market value.

1.6 Cash and cash equivalents

Cash at bank and in hand is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Charity's cash management.

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.7 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.8 Pensions

The Charity operates a defined contribution pension scheme for its employees. A defined contribution pension scheme is a pension plan under which the Charity pays fixed contributions into a separate entity. Once the contributions have been paid the Charity has no further payment obligations.

The contributions are recognised as an expense in the statement of financial activities when they fall due. Amounts not paid are shown in other creditors as a liability in the Balance Sheet. The assets of the plan are held separately from the Charity in independently administered funds.

1.9 Finance leases and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the Charity. Obligations under such agreements are included in creditors, net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

1.10 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.11 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 discounts due.

1.12 Creditors

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

1.13 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 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 Charity 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.

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

2 Income from donations and grants

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations	68,983	-	68,983	73,340	-	73,340
Grants	-	192,115	192,115	-	229,807	229,807
	<u>68,983</u>	<u>192,115</u>	<u>261,098</u>	<u>73,340</u>	<u>229,807</u>	<u>303,147</u>

3 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Attendance and support fees	<u>1,211,110</u>	<u>1,118,229</u>

4 Income from fundraising activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	<u>11,847</u>	<u>10,398</u>

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Bank interest receivable	<u>9,841</u>	<u>3,785</u>

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

6 Other income

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Transport income	49,250	-	49,250	40,939	-	40,939
Lunch income	17,638	-	17,638	17,200	-	17,200
Miscellaneous income	16,625	-	16,625	4,983	2,078	7,061
	<u>83,513</u>	<u>-</u>	<u>83,513</u>	<u>63,122</u>	<u>2,078</u>	<u>65,200</u>

7 Expenditure on charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Direct costs				
Staff costs	1,100,979	123,248	1,224,227	1,143,998
Depreciation and impairment	53,974	12,922	66,896	62,122
Property and office	150,522	27,949	178,471	118,735
Services	86,565	13,979	100,544	88,769
Staff training and recruitment	7,073	-	7,073	7,346
Interest payable	-	13,524	13,524	774
	<u>1,399,113</u>	<u>191,622</u>	<u>1,590,735</u>	<u>1,421,744</u>
Governance costs				
Wages and salaries	6,626	-	6,626	5,627
Auditor's remuneration and management fees	10,314	-	10,314	7,703
	<u>16,940</u>	<u>-</u>	<u>16,940</u>	<u>13,330</u>
	<u>1,416,053</u>	<u>191,622</u>	<u>1,607,675</u>	<u>1,435,074</u>

8 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	66,896	62,122
Profit on disposal of tangible fixed assets	-	(13,500)
Auditor's remuneration - audit services to the Charity	7,000	7,200
Operating lease rentals - land and buildings	21,500	21,500
Operating lease rentals - other	23,219	4,789
	<u>118,615</u>	<u>82,111</u>

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

9 Trustees

None of the trustees received any remuneration or benefits from the charity during the year. (2023: NIL)

10 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	65	60
	<u>65</u>	<u>60</u>

Employment costs

	2024 £	2023 £
Wages and salaries	1,136,886	1,053,940
Social security costs	70,275	70,176
Other pension costs	23,692	25,509
	<u>1,230,853</u>	<u>1,149,625</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024 Number	2023 Number
In the band £70,001 - £80,000	1	1
	<u>1</u>	<u>1</u>

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

12 Tangible fixed assets

	Long-term Leasehold land and buildings	Fixtures and fittings	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 April 2023	654,034	138,045	335,886	1,127,965
Additions	-	-	27,236	27,236
At 31 March 2024	654,034	138,045	363,122	1,155,201
Depreciation and impairment				
At 1 April 2023	41,176	52,880	166,152	260,208
Depreciation charged in the year	-	27,117	39,779	66,896
At 31 March 2024	41,176	79,997	205,931	327,104
Carrying amount				
At 31 March 2024	612,858	58,048	157,191	828,097
At 31 March 2023	612,858	85,165	169,734	867,757

Leasehold land and buildings with a carrying amount of £612,858 (2023 - £612,858) have been pledged to secure borrowings of the charity.

Motor vehicles with a carrying amount of £130,707 (2023 - £169,703) have been pledged as security under finance lease agreements.

13 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	147,223	65,472
Other debtors	850	61,221
Prepayments and accrued income	55,142	41,833
	203,215	168,526

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

14 Creditors: amounts falling due within one year

	2024 £	2023 £
Bank loans - See Note 15	15,445	14,969
Obligations under finance leases - See Note 15	33,625	31,516
Other taxation and social security	18,300	19,426
Trade creditors	50,663	14,647
Other creditors	9,523	6,970
Accruals and deferred income	31,037	31,535
	<u>158,593</u>	<u>119,063</u>

15 Creditors: amounts falling due after more than one year

	2024 £	2023 £
Bank loans	241,900	257,132
Obligations under finance leases	91,920	125,546
	<u>333,820</u>	<u>382,678</u>

The bank loan is secured on the long term leasehold property and is repayable by instalments of £2,198 per month (inclusive of interest at 4.37%) with a final payment of £120,055 due in November 2031.

Included within the above are amounts falling due as follows:

	2024 £	2023 £
Between one and two years		
Obligations under finance lease and hire purchase contracts		
Bank loan	15,445	15,445
Total	15,445	15,445
Between two and five years		
Obligations under finance lease and hire purchase contracts		
Bank loan	50,568	50,568
Total	50,568	50,568
Over five years		
Bank loan	191,119	191,119

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

16 Unrestricted funds

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

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Property (less mortgage)	261,909	-	-	-	261,909
Future Premises	135,452	-	-	-	135,452
Therapists	60,000	-	-	-	60,000
Vehicles	30,000	-	-	-	30,000
Mental Health Nurse	40,000	-	-	-	40,000
Air-conditioning unit maintenance	50,000	-	-	-	50,000
General funds	347,166	1,385,294	(1,392,216)	27,236	367,480
	<u>924,527</u>	<u>1,385,294</u>	<u>(1,392,216)</u>	<u>27,236</u>	<u>944,841</u>

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
Property (less mortgage)	261,909	-	-	-	261,909
Future Premises	135,452	-	-	-	135,452
Therapists	60,000	-	-	-	60,000
Vehicles	30,000	-	-	-	30,000
Mental Health Nurse	40,000	-	-	-	40,000
Air-conditioning unit maintenance	-	-	-	50,000	50,000
General funds	291,848	1,268,874	(1,234,361)	20,805	347,166
	<u>819,209</u>	<u>1,268,874</u>	<u>(1,234,361)</u>	<u>70,805</u>	<u>924,527</u>

17 Restricted funds

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

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
L D Rope 3rd Charitable Settlement, Gardening Equipment	249	-	(249)	-	-
Suffolk Community Foundation, 186815	4,496	-	-	-	4,496
Big Lottery Fund, Sensory Garden, New Build	5,000	-	(1,615)	-	3,385

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

17 Restricted funds					(Continued)
New Build - Buy a Brick	10,758	-	-	-	10,758
League of Friends	1,618	-	(1,618)	-	-
West Suffolk Council, Community Chest Funding	6,240	-	-	-	6,240
Bruce Wake Charitable Trust	2,000	-	(2,000)	-	-
Big Lottery fund for Brainy Dogs	-	35,580	(35,580)	-	-
SCC, Councillor Elizabeth Johnson, IT Equipment	585	-	(585)	-	-
Brompton Foundation - salary costs	5,476	-	(5,476)	-	-
Clothmakers - Air conditioning unit	8,724	-	(8,724)	-	-
IT Equipment from Councillor Sarah Adams	1,000	-	(389)	-	611
The Edward Gosling Trust and Wolfson Foundation - Air Con grants	4,195	-	(4,195)	-	-
WEHGC West End Home Guar - Bury Hub	889	-	(555)	-	334
Inner Wheel Club - Exercise Bike	1,743	-	-	-	1,743
Sir Jules Thorn Charitable Trust - Sports & Recreational Facilities	2,500	-	(2,500)	-	-
Fundraiser Ball - Ipswich Round Table	7,069	-	(7,069)	-	-
Mrs LD Rope Third (7) - Dementia Fish & chip groups	4,067	-	(2,229)	-	1,838
SCC locality funding - Kitchen Refurbishment	123	-	(123)	-	-
Suffolk Community Fund - Kitchen Refurbishment	2,000	-	(477)	-	1,523
SCC Grant - Flooring	1,500	-	-	-	1,500
Brompton Foundation - Therapists 2023/24	25,000	25,000	(50,000)	-	-
Suffolk Community Foundation, Art	-	4,000	(223)	-	3,777
Restricted Grant for Food	-	5,000	(3,164)	-	1,836
Digital Transformation Fund, SCC	-	8,000	(8,000)	-	-
FP Kaye Charitable Fund	-	250	-	-	250
The Trustees of th	-	2,000	-	-	2,000
Garfield Weston Foundation	-	10,000	-	(8,636)	1,364
Blackwater Law Solicitors Grant to cover 3 months running costs of Sudbury Satellite	-	500	(500)	-	-
Blackwater Law Solicitors Grant to cover 3 months running costs of Haverhill Satellite	-	500	(500)	-	-
Blackwater Law Solicitors Grant to cover 3 months running costs of Newmarket Satellite	-	500	(500)	-	-

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

17 Restricted funds

(Continued)

Lottery, Cost of Living Community Fund (18600 Capital purchase of WAV)	-	65,000	(46,400)	(18,600)	-
Bury Hub Therapy Equipment (from MS client)	-	1,000	-	-	1,000
Belstead Village Hall, Quiz Night, Dementia Group	-	285	-	-	285
Sir Jules Thorn Charitable Trust - Daily running cost	-	2,500	(2,500)	-	-
Donation Restricted, Hadleigh Hub - venue hire, wages	-	2,000	(2,000)	-	-
Port of Felixstowe, Felixstowe and Trimley clients	-	2,000	(2,000)	-	-
Fonnereau Road Health Foundation (SuffCommFoun), 232309 WAV	-	5,000	-	-	5,000
Blackwater Law Solicitors Grant to cover 3 months running costs of Sudbury Satellite Mar, Apr, May 24	-	500	(150)	-	350
Blackwater Law Solicitors Grant to cover 3 months running costs of Haverhill Satellite Mar, Apr, May 24	-	500	(150)	-	350
Blackwater Law Solicitors Grant to cover 3 months running costs of Newmarket Satellite Mar, Apr, May 24	-	500	(150)	-	350
SCC Grant, Councillor Keith Scarff - VR equipment	-	500	-	-	500
SCC Grant, Councillor Chris Chambers - VR equipment	-	250	-	-	250
SCC Grant, Councillor David Nettleton - VR equipment	-	250	-	-	250
SCC Grant, VR EQUIP3	-	500	-	-	500
Alan Boswell Charity, WAV	-	10,000	-	-	10,000
League of Friends, Aldeburgh HUB, 2 staff 1 day a week	-	8,000	-	-	8,000
Digital Transformation Fund for Headway Suffolk	-	2,000	(2,000)	-	-
	<u>95,232</u>	<u>192,115</u>	<u>(191,621)</u>	<u>(27,236)</u>	<u>68,490</u>

Previous year:

At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
£	£	£	£	£
<u>134,091</u>	<u>231,885</u>	<u>(199,939)</u>	<u>(70,805)</u>	<u>95,232</u>

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

18 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	828,097	-	828,097
Current assets/(liabilities)	450,564	68,490	519,054
Long term liabilities	(333,820)	-	(333,820)
	<u>944,841</u>	<u>68,490</u>	<u>1,013,331</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Tangible assets	867,757	-	867,757
Current assets/(liabilities)	439,448	95,232	534,680
Long term liabilities	(382,678)	-	(382,678)
	<u>924,527</u>	<u>95,232</u>	<u>1,019,759</u>

19 Operating lease commitments

Lessee

The operating leases represent leases £23,219 to third parties. The leases are negotiated over terms of 1-2 years and rentals are fixed for 1-2 years. All leases include a provision for five-yearly upward rent reviews according to prevailing market conditions. There are no options in place for either party to extend the lease terms.

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

	2024 £	2023 £
Within one year	20,060	25,435
Between two and five years	3,159	19,744
	<u>23,219</u>	<u>45,179</u>

HEADWAY SUFFOLK LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

20 Related party transactions

The total employee benefits of the key management personnel of the Charity in the year were £225,928 (2023 - £236,915).

21 Cash generated from operations	2024 £	2023 £
(Deficit)/surplus for the year	(6,428)	66,459
Adjustments for:		
Interest receivable	(9,841)	(3,785)
Interest payable	13,524	774
Gain on disposal of tangible fixed assets	-	(13,500)
Depreciation and impairment of tangible fixed assets	66,896	62,122
Movements in working capital:		
(Increase)/decrease in debtors	(34,689)	60,112
Increase/(decrease) in creditors	36,945	(53,032)
Cash generated from operations	66,407	119,150

22 Analysis of changes in net funds

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash at bank and in hand	485,217	(10,785)	474,432
Loans falling due within one year	(14,969)	(476)	(15,445)
Loans falling due after more than one year	(257,132)	15,232	(241,900)
Obligations under finance leases	(157,062)	31,517	(125,545)
	<u>56,054</u>	<u>35,488</u>	<u>91,542</u>

Headway Suffolk and Norfolk LTD

England & Wales - Charity number 1075338

Accounts

Registered number: 03731392
Charity number: 1075338

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2023**

Trustees	Owen Thurtle, Chair Timothy Lockington, Vice Chair Humphry Adair Gayle Fogg-Elliot Gordon Watling Timothy Humpage Carole Almond Hazel Chittock Susan Smith Richard Foyster Alec Charnley
Company registered number	03731392
Charity registered number	1075338
Registered office	Epsilon House West Road Ipswich IP3 9FJ
Website	www.headwaysuffolk.org.uk
Chief Executive Officer	Helen Fairweather
Independent auditor	SB Audit LLP Chartered Accountants and Statutory Auditors 820 The Crescent Colchester Business Park Colchester Essex CO4 9YQ
Bankers	Barclays, Saffron Building Society, COIF, Lloyds Bank, CAF and Charity Bank

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2023

The Chairman presents his statement for the year.

Each year, around 350,000 people are admitted to hospital in the UK with a brain injury of some sort, whether traumatic, vascular or degenerative. Most of these people will require some form of short or long term support or rehabilitation. Headway Suffolk recognises this and is committed to providing a wide range of support and rehabilitation services throughout Suffolk to ensure that those in our County who are affected by a wide range of Neurological Conditions, have services and facilities available to help and support them. It is still a major challenge to procure adequate funding to enable us to provide our services, this is due to the financial inability of Local Authorities and National Government departments to provide adequate support for clients who have been used to reliance on these sources in the past to provide adequately funded care. The continuing reduction in benefits to those most vulnerable is creating great hardship. The rise in the Minimum wage and increase in general costs and the demand for ever higher quality service means that finances are always under strain; however, we are grateful for grants which have helped us to continue services this year, and purchase good supplies of PPE. Numbers at both hubs are beginning to grow after the pandemic but the hub in Bury St Edmunds is still only open 3 days a week due to lack of demand. The Charity has continued to recruit new staff, some from overseas who provide a high quality of service; however this remains a big challenge as we are required to ensure continuing higher standards of commitment and qualifications for staff while being limited in our ability to pay realistic wages when compared with commercial employers. The Charity continues to provide regular training to its staff, including a face to face training day on a Saturday for all staff.

The Home Care department of the Charity was inspected in August 2022. This was a robust inspection. Although the inspector was just looking at our regulated clients, she did take the time to look at the rest of the Charity acknowledging that this had an effect on all the clients. The inspector noted that she was frequently told by clients that without Headway Suffolk they would not be alive today. We were very pleased when we were awarded outstanding overall and in caring and well lead. The Charity is now working hard to maintain this rating. To acknowledge the hard work of the staff, all staff were given a trophy at our Christmas party at Haughley Barns.

The Charity was pleased to return to its Christmas events for the first time in 2 years because of the pandemic. Headway Suffolk was able to hold a hybrid conference in May 2022 with some people choosing to watch it online while others attended face to face. The theme of the conference was crime and brain injury. I am very proud of the standard of service that our dedicated and hardworking staff team continue to provide during the pandemic ensuring our clients are safe and well during these very challenging times. The future remains challenging but I remain confident that Headway Suffolk will continue to address the needs of those who require our services and that the Charity is well served by staff and trustees to ensure a continuing exciting and progressive future.



O Thurtle - Chairman
Date: 18.09.2023

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HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report together with the audited financial statements of Headway Suffolk for the year ended 31 March 2023.

The Directors, who are also referred to as Trustees, are pleased to present their Annual Report together with the financial statements for Headway Suffolk Ltd (the "Charity" or the "Charitable Company") for the year ended 31 March 2022 which are also prepared to meet the requirements for a Directors' Report and financial statements for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Since the Charitable Company qualifies as small under section 383 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 including public benefit

The Objectives of the Charity are:

- To promote understanding of all aspects of brain injury and other neurological conditions; and
- To provide information, support, bespoke appropriate care and rehabilitation services to people with an acquired brain injury or other acquired neurological condition, their families and carers.

The vision that shapes our annual activities remains the promotion of a comprehensive understanding of the devastating effects of brain injury along with the provision of the most advantageous care and support to those affected and is guided by the following Values Statement:-

Headway Suffolk

- Values the individual and believes in the equal right of all to realise their potential
- Believes in countering the disadvantage and social exclusion experienced by people with brain injury and other neurological conditions, their families and carers, by encouraging voluntary action in its diverse forms;
- Values and respects diversity and disability, race, culture, religion and sexual orientation;
- Believes that people with brain injuries, neurological conditions their families and carers and concerned professionals should work together in pursuit of shared goals;
- Believes that the Headway Suffolk movement has a vital role to play in lobbying for improvements in statutory services and is proud to provide services to Suffolk County Council and the East Suffolk and Ipswich Clinical Commissioning Group ('CCG') and West Suffolk CCG;
- Values the commitment to improving the lives of people with brain injury, neurological conditions, their families and carers, shown by its Trustees, Employees, Volunteers, Members and Supporters;
- Recognises and values the work which Headway Suffolk Group's carry out with people who have survived all types of acquired brain injury and neurological conditions, their families and carers; and
- Believes that carers and people with brain injuries and neurological conditions who use services should be consulted by service providers and involved in service delivery wherever possible.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Activities

Social Rehabilitation

Headway Suffolk is able to offer social day rehabilitation to clients with a wide range of neurological conditions at our main hubs in Ipswich and Bury St Edmunds. After assessment clients are able to engage in a wide range of activities to suit their needs. This may include, art and craft, basic skills, living skills, IT, music and drama in addition to physical activities provided by regular visits to the local outside Gym together with working on our own allotment to produce some of the food used in our teaching kitchen at Ipswich. All of these activities are instrumental in assisting clients to achieve their short and long term goals.

Food parcels continue to be given to our clients who are struggling due to the cost of living crisis. Headway Suffolk is registered as a food bank.

Refurbishment of Ipswich Hub

The Ipswich hub is now over 10 years old and was in need of refurbishment. In order to keep costs low the staff and Trustees carried out general decoration in their own time.

In addition, the toilet cubicles had new flooring with all walls being coated in plastic for easy clean. Also, 2 toilets were knocked into 1 to make better access for those in wheelchairs and for those who need the use of a Sara Steady to transfer. The wet room was improved.

A system of heat recovery units was fitted to provide air conditioning and heat. This is energy efficient and will save the Charity money in the long term. For this work Trust fund grants were gained.

Home Care

Community Support - the Charity continues to support people in their own home, helping them with personal care, taking medication and daily living tasks. In addition, they have supported them to take part in leisure activities, to attend health care appointments and to follow hobbies. For some clients we give 24-7 care. The Headway Suffolk Home Care team are inspected by the Care Quality Commission ('CQC') and were given a rating of OUTSTANDING at the 2022 inspection.

Transport

During the last 12 months Headway Suffolk has maintained its in house transport fleet of 4 Minibuses. The lease on the fleet of 17 small cars was expanded to 19 small cars in the financial year. All Headway Suffolk vehicles are fitted with safety and monitoring equipment which enable Managers to constantly monitor legal compliance and tracking ability to help keep clients and staff safe.

Brainy Dogs

This project continues to form a valuable part of the services that we offer. The project gives our service users the ability to acquire a companion dog of their own or to have regular contact with the dogs in training at the centre. Our Brainy Dog staff also do home visits to individuals and in the community. It provides the opportunity for regular exercise for our service users by taking a dog for a walk and importantly provides companionship for service users who live alone. We are now in the final 6 months of our Lottery Grant from this project. It remains to be seen how this will be funded in the future.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Clinical Therapies

This important service was funded by the Big Lottery until 31 December 2020. As well as providing one to one support the therapists deliver dementia groups, understanding brain injury courses, and carers support groups. The service is currently part funded by the Brompton Trust and core funding.

Campaigning

During the last year Headway Suffolk has continued to provide education in all aspects of brain injury to local schools, local authority, and healthcare. Our CEO meets regularly with Suffolk County Councillors from all parties, writes to all District, Borough and Parish Councillors on a regular basis and is in contact with all Suffolk's MPs so that they understand the needs of our clients and the work that Headway Suffolk carries out.

Useful contacts have also been formed with the Suffolk High Sheriff and the County Lord Lieutenant.

Achievements and performance

The financial review and statement of financial affairs shown later in this Report provides a detailed picture of the financial performance of the Charity. 2022/23 was another busy year for the Charity with many challenges but with good progress on many fronts. Standards During the last year the Charity maintained its compliance with CQC and Headway UK Governance Standards which assists in bringing continuing confidence and recognition from funders and other professional bodies.

Satellite Centres

These were temporarily closed due to Covid 19. It is hoped they will reopen during 2023/24.

CRM System

The integrated CRM system continues to provide important information enabling staff to monitor and organise activities and is proving useful in all aspects of management of the Charity, recording and retrieving important statistics and information on performance of the two main centres and the satellites. It is also a very important tool in the implementation and administration of our Home Care Service.

GDPR

We maintain a data register and ensure we are compliant with legislation.

Volunteers Value

The value of volunteers is difficult to quantify but volunteers contribute in many ways to the running of the Charity both in the centres as volunteer support to permanent staff, together with various other external activities. We continue to value our volunteers as an essential part of our operations.

Training

Headway Suffolk now has a respected internal training department which ensures all staff reach their full potential. All care staff hold the care certificate and carry out a large range of training. All staff receive training in first aid and manual handling by our qualified inhouse trainers. We have developed a partnership with a local commercial company to deliver e-learning to our staff on a range of topics. This training is also available and attended by some Trustees.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Public Benefit

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. They are of the opinion that the provision of a range of services, free at the point of delivery, enables Headway Suffolk to meet its obligation to provide public benefit. These services include the provision of information to local organisations, raising the awareness of brain injury in the County. The provision of Drop-in Advice and Support Groups for service users and their families. Provision of work experience to college and university students, apprenticeships and placements have taken place.

Financial review

Overview

The services that the Charity provides have continued to improve and expand slowly and it continues to provide a high level of training to its staff. The Charity's transport fleet generates a significant expenditure but is necessary due to the unwillingness of the local authority social services to fund essential transport for the majority of our clients. At the same time the Charity is offered care rates by social services which do not fully cover the costs and the shortfall has to be funded from other sources to keep a healthy balance and ensure that it does not drive people away due to funding difficulties.

The Charity generated an unrestricted surplus for the year amounting to £34,513 (2022 - deficit of £35,482). The surplus this year has enabled the Charity to restore its free reserves to match 3 months expenditure which had been depleted over the past couple of years through deficits arising from the global pandemic. The results for the year were also higher than expectations as the Charity was able to benefit from fixed price electricity tariffs and therefore the global price increases in energy costs in the year did not have a significant impact on the Charity. These fixed price contracts end in 2023 and coupled with the economic uncertainty, the Charity is currently forecasting a breakeven position on its unrestricted funds for the year ended 31 March 2024.

Income

The Charity's income has seen an increase during the year to £1,500,759 from £1,459,012 in the prior year. However, it is important to note that Centre Attendance Fees have increased to £353,373 from £319,144 reflecting the continued recovery from the impact of Covid-19 within the Centre Hubs, the Community Support fees have seen an increase from £635,868 to £764,856. The other main stream of income, not directly within the Charity's control, is Grants and Donations. This year Grants and Donations amounted to £303,147 a decrease from last year. The majority of this income (£229,807) is Restricted Income, i.e. tied to specific expenditure not normally available for general revenue purposes and in some instances the expenditure is expected to be incurred in future accounting periods.

Expenditure

Charitable activities expenditure has seen a decrease of £13,085 compared to the prior year.

Balance Sheet

Debtors & Creditors - The Charity's finance group monitors all income and expenditure on a monthly basis and particularly focuses on trade debtors and trade creditors to ensure this does not become a problem. The mortgage on the Charity's Epsilon House property is its only long-term creditor and the sum outstanding on it has reduced by a further £14,156 to £272,101 at the year end. In addition the finance agreement obligations on the fleet cars has an outstanding balance of £157,062 as at 31 March 2023.

The Charity's net assets amounted to £1,019,759 as at 31 March 2023 or 71% of our Annual Expenditure. They include the unexpended Restricted Funds and the net book value of Epsilon House.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Balances are held at six different banks so that the guarantee for such funds is not exceeded. The payroll is therefore sourced from more than one bank as it averages £95,333 a month, which is above the guarantee limit. £199,939 worth of Restricted Funds have been expended during the year leaving £95,232 at 31 March 2023, in comparison with the £134,091 remaining unspent from previous years.

Risk Assessment, Reserves and Investment Strategy

The Trustees and the CEO are conscious that revenue is difficult to predict, but reserves need to be kept at a realistic level to enable the Charity to function effectively and they consider that at least 3 months operational reserves should be held and available at all times for this purpose and have a risk management strategy which comprises:

- An annual review of the risks the Charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the annual review; and
- The implementation of procedures designed to minimise any potential impact on the Charity should the identified risks materialise.

Through the risk management processes established for the Charity the Trustees are satisfied that any major risks identified have been adequately mitigated where necessary. It is recognised that the systems in place can only provide reasonable but not absolute assurance that all major risks have been adequately managed. The overall financial situation continues to be at a sustainable level to enable the Charity to continue with present projects and services, even though external funding is increasingly difficult to guarantee long-term. The Trustees continue to believe the strategy of building and maintaining reserves for the future to a realistic level is the correct one to enable the charity to continue with its work into the foreseeable future, and this is reflected in the overall value of reserves shown on the balance sheet. However it should be noted that the majority of this has been accumulated over the years from grants, donations and legacies and is not accrued from revenue income which continues to be very difficult to obtain at a realistic level.

In common with many other Charities, Headway Suffolk continues to face continuing long-term uncertainty and difficulty in sourcing and competing for external funds. The Trustees continue to consider it prudent to maintain sufficient liquid assets to enable the charity to function correctly. Consequently the Charity's funds, both restricted and unrestricted, are still held in accessible cash form as any rewards from short term investment still currently produce meagre returns. The funds are not considered excessive in the context of total expenditure.

The Finance team regularly monitors the amounts held in current and investment accounts and authorises regular transfers to maximise interest with security. The reserves and investments are reviewed annually and require the Charity to maintain sufficient assets to cover operating costs. The Trustees actively monitor and review on a regular basis the major operational and business risks which the charity faces and put into operation policies and actions to reduce known risks where appropriate.

The free reserves of the Charity equate to £328,871. This is in line with the current policy of maintaining reserves equivalent to 3 months of operational expenditure. During 2023/24 the Trustees will continue to review the free reserves policy.

Future Plans

Day Centre Attendance

Efforts continue to seek to increase day centre attendance both at Ipswich and Bury St Edmunds to maximise on the resources and facilities available, to provide additional services and facilities and to continue in the establishment of Satellite Centres to enable us to provide a true county wide service to people with an acquired neurological condition.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Home Care

This is an area that continues to have ongoing potential and that Headway Suffolk is ideally placed to take over the specialist care required to ensure our service users are able to lead sociably acceptable lives. This service will be gradually expanded in the future as demand and resources permit. It is recognised that this is a much needed specialist service for clients with a wide range of neurological conditions.

Structure, governance and management

Constitution

Headway Suffolk is constituted under the Companies Act 2006 (Registered No 03731392) and is limited by guarantee. It is governed according to the provisions contained in the Memorandum and Articles of Association, dated 22 February 1999.

Trustees

A list of Trustees during the year and to the date of this report is included on page 1.

Appointment of Trustees

Voting members are entitled to nominate individuals to stand for election to the Board of Trustees. Nominees are elected by ballot at the Annual General Meeting for a period of three years. All retiring members are eligible to stand for re-election at the end of the three year appointment.

The Articles of Association allow a minimum number of 3 and a maximum number of 15 on the Board of Trustees.

The Board of Trustees may Co-opt additional members to the Board within minimum & maximum numbers, any such Co-opted members are eligible to stand for election by members at the next AGM.

Trustee Induction and Training

New Trustees undergo a comprehensive induction to make them aware of their legal obligations under charity law, the content of the Memorandum and Articles of Association, the structure and governance of the Charity as well as policies and procedures, their obligations under the Trustees Code of Conduct, the current business plan and budget together with details of recent financial performance. Trustees are also regularly updated by the Chair and CEO with relevant information from the Charity Commission and the Rules of Affiliation with Headway Suffolk UK.

Tax Status

The Charitable Company is a Registered Charity No. 1075338, and is potentially exempt from Corporation Tax & Income Tax.

Organisation

The Trustees conduct much of the routine business of the Charity by various Action Groups appointed from board members to meet as and when appropriate. During the current year the following action groups were established and have met at appropriate times during the year. Governance, Finance, Housing, Data Protection, Operations & Projects groups. All subsequent decisions agreed at action group meetings being modified accepted or rejected at Main Board meetings.

Regular Management meetings with the Chairman, Board Members & The Chief Executive are held to ensure application of policies and procedures and to promote the smooth running of the Charity.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Main Board Meetings

The Board of Trustees meets 12 times per year to discuss all aspects of the Charity's business and to carry out its legal obligations.

Capacity of Trustees

All members of the Board of Trustees exercise their authority in the capacity as directors under the relevant companies legislation and as trustees of the Charity. Given the Company's charitable status the term "Trustee" rather than "Director" is used throughout.

Trustees' liability insurance

Headway Suffolk has maintained insurance during the year for Trustees against liabilities in relation to their duties as Trustees.

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 Charity 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the Charity's auditor is unaware; and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the Charity's auditor is aware of that information.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Auditor

Our auditor, Scrutton Bland LLP, transferred part of their business to a newly incorporated limited liability partnership, SB Audit LLP, on 1 April 2023. Accordingly, Scrutton Bland LLP formally resigned as the Company's auditor with the Directors duly appointing SB Audit LLP to fill the vacancy arising.

The auditor, SB Audit LLP, will be proposed for reappointment in accordance with section 485 of the Companies Act 2006.

Small Companies Regime

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

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



.....
Owen Thurtle
Chair of Trustees

Date: 18.09.2023

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD

Opinion

We have audited the financial statements of Headway Suffolk Ltd (the 'Charitable Company') for the year ended 31 March 2023 which comprises of the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charitable Company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditor's Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

Responsibilities of the Trustees

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the Charitable Company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charitable Company or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial experience and through discussions and enquiries of Trustees and management. During the engagement team briefing, the outcomes of these discussions were shared with the team, as well as consideration as to where and how fraud may occur in the Charitable Company.

The following laws and regulations were identified as being of significance to the Charitable Company:

- Those laws and regulations considered to have a direct effect on the financial statements including UK financial reporting standards, taxation regulations and the Charities Act 2011; and
- Those laws and regulations considered to have an indirect effect on the financial statements including The Health & Safety Act 1974, safeguarding regulations, GDPR compliance, anti-bribery and corruption laws, human rights and employment law.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and those charged with governance as to whether the Charitable Company complies with such regulations; enquiries of management and those charged with governance concerning any actual or potential litigation or claims, inspection of relevant legal documentation, review of Board minutes, testing the appropriateness of entries in the nominal ledger, including journal entries and the performance of analytical procedures to identify any unexpected movements in account balances which may be indicative of fraud.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's Report.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

Use of our report

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charitable Company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charitable Company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Timothy O'Connor (Senior Statutory Auditor)

for and on behalf of

SB Audit LLP

Chartered Accountants

Statutory Auditor

820 The Crescent

Colchester Business Park

Colchester

Essex

CO4 9YQ

Date: 26/9/23

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and grants	2	73,340	229,807	303,147	438,256
Charitable activities	3	1,118,229	-	1,118,229	955,013
Fundraising activities	4	10,398	-	10,398	9,217
Investments	5	3,785	-	3,785	650
Other income	6	63,122	2,078	65,200	55,876
Total income		1,268,874	231,885	1,500,759	1,459,012
Expenditure on:					
Charitable activities	9	1,234,361	199,939	1,434,300	1,447,385
Total expenditure		1,234,361	199,939	1,434,300	1,447,385
Net income		34,513	31,946	66,459	11,627
Transfers between funds	17	70,805	(70,805)	-	-
Net movement in funds		105,318	(38,859)	66,459	11,627
Reconciliation of funds:	17				
Total funds brought forward		819,209	134,091	953,300	941,673
Net movement in funds		105,318	(38,859)	66,459	11,627
Total funds carried forward		924,527	95,232	1,019,759	953,300

The Statement of Financial Activities includes all gains and losses recognised in the current and prior years.

The notes on pages 19 to 35 form part of these financial statements.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)
REGISTERED NUMBER: 03731392

BALANCE SHEET
AS AT 31 MARCH 2023

	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	13	867,757	801,924
		<u>867,757</u>	<u>801,924</u>
Current assets			
Debtors	14	168,526	228,638
Cash at bank and in hand		485,217	499,047
		<u>653,743</u>	<u>727,685</u>
Creditors: amounts falling due within one year	15	(119,063)	(169,107)
Net current assets		<u>534,680</u>	<u>558,578</u>
Total assets less current liabilities		<u>1,402,437</u>	<u>1,360,502</u>
Creditors: amounts falling due after more than one year	16	(382,678)	(407,202)
Net assets		<u><u>1,019,759</u></u>	<u><u>953,300</u></u>
Charity funds			
Restricted funds	17	95,232	134,091
Unrestricted funds	17	924,527	819,209
Total funds		<u><u>1,019,759</u></u>	<u><u>953,300</u></u>

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 Board of Trustees and signed on their behalf by:



.....
Owen Thurtle
 (Chair of Trustees)
 Date: 18.09.2023

The notes on pages 19 to 35 form part of these financial statements.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2022 £
Cash flows from operating activities			
Net cash generated from operating activities	21	119,150	66,061
Cash flows from investing activities			
Interest received		3,785	650
Proceeds from the sale of tangible fixed assets		13,500	-
Purchase of tangible fixed assets		(105,399)	(5,157)
Net cash used in investing activities		(88,114)	(4,507)
Cash flows from financing activities			
Repayments of borrowings		(14,156)	(64,692)
Repayments of finance leases		(29,936)	(29,341)
Interest paid		(774)	-
Net cash used in financing activities		(44,866)	(94,033)
Change in cash and cash equivalents in the year		(13,830)	(32,479)
Cash and cash equivalents at the beginning of the year		499,047	531,526
Cash and cash equivalents at the end of the year	22	485,217	499,047

The notes on pages 19 to 35 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies

1.1 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

Headway Suffolk Ltd 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.

1.2 Going concern

The financial statements have been prepared on a going concern basis.

The Charity has prepared budgets and forecasts which indicate that the Charity will be able to continue to meet its liabilities as they fall due and continue to trade for the foreseeable future, being at least twelve months from the date of approval of these financial statements.

1.3 Company status

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

1.4 Income

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

Income for attendance fees and associated income and income for home care fees are recognised based on the dates of attendance.

Grants and donations are accounted for at the date of receipt, unless they are subject to conditions being met. Grants and donations given for a specific purpose are shown as restricted income in the Statement of Financial Activities.

Income from other sources is accounted for in the year in which it is receivable.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies (continued)

1.5 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Charitable activities and governance costs are costs incurred on the Charity's educational operations, including support costs and costs relating to the governance of the Charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

1.6 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

1.7 Interest receivable

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

1.8 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Assets in the course of construction are included at costs incurred to date. Depreciation on these assets is not charged until they are brought into use.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies (continued)

1.8 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Long-term leasehold property	- 1% per annum
Motor vehicles	- 25% per annum
Fixtures and fittings	- 25% per annum

Donated assets provided for use by the Charity are capitalised in the financial statements at their estimated market value.

1.9 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 discounts due.

1.10 Cash and cash equivalents

Cash at bank and in hand is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Charity's cash management.

1.11 Creditors

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

1.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies (continued)

1.13 Finance leases and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the Charity. Obligations under such agreements are included in creditors, net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

1.14 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.15 Pensions

The Charity operates a defined contribution pension scheme for its employees. A defined contribution pension scheme is a pension plan under which the Charity pays fixed contributions into a separate entity. Once the contributions have been paid the Charity has no further payment obligations.

The contributions are recognised as an expense in profit or loss when they fall due. Amounts not paid are shown in other creditors as a liability in the Balance Sheet. The assets of the plan are held separately from the Charity in independently administered funds.

1.16 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 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 Charity 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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

2. Income from donations and grants

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations	73,340	-	73,340	124,058
Grants	-	229,807	229,807	306,828
Coronavirus job retention scheme income	-	-	-	7,370
	<u>73,340</u>	<u>229,807</u>	<u>303,147</u>	<u>438,256</u>
Total 2022	<u>131,428</u>	<u>306,828</u>	<u>438,256</u>	

3. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Attendance and support fees	<u>1,118,229</u>	<u>1,118,229</u>	<u>955,013</u>
Total 2022	<u>955,013</u>	<u>955,013</u>	

4. Income from fundraising activities

Income from fundraising events

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Fundraising activities	<u>10,398</u>	<u>10,398</u>	<u>9,217</u>
Total 2022	<u>9,217</u>	<u>9,217</u>	

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

5. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank interest receivable	3,785	3,785	650
	<u> </u>	<u> </u>	<u> </u>
Total 2022	650	650	
	<u> </u>	<u> </u>	

6. Other incoming resources

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Transport income	40,939	-	40,939	31,810
Lunch income	17,200	-	17,200	17,904
Miscellaneous income	4,983	2,078	7,061	6,162
	<u>63,122</u>	<u>2,078</u>	<u>65,200</u>	<u>55,876</u>
	<u> </u>	<u> </u>	<u> </u>	
Total 2022	55,876	-	55,876	
	<u> </u>	<u> </u>	<u> </u>	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

7. Direct costs

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Property and office	96,834	21,901	118,735	135,886
Services	79,977	8,792	88,769	90,999
Staff training and recruitment	6,954	392	7,346	7,386
Wages and salaries	911,525	136,787	1,048,312	1,060,022
National insurance	63,745	6,431	70,176	75,446
Pension cost	23,182	2,327	25,509	26,042
Depreciation	38,813	23,309	62,122	38,696
	<u>1,221,030</u>	<u>199,939</u>	<u>1,420,969</u>	<u>1,434,477</u>
Total 2022	<u>1,174,758</u>	<u>259,720</u>	<u>1,434,478</u>	

8. Governance costs

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Auditor's remuneration and management fees	7,703	7,703	7,496
Wages and salaries	5,627	5,627	5,413
	<u>13,330</u>	<u>13,330</u>	<u>12,909</u>
Total 2022	<u>12,909</u>	<u>12,909</u>	

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

9. Analysis of expenditure on charitable activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Direct costs and expenditure on governance	1,234,361	199,939	1,434,300	1,447,385
Total 2022	1,187,666	259,719	1,447,385	

Summary by expenditure type

	Staff costs 2023 £	Depreciation 2023 £	Other costs 2023 £	Total 2023 £	Total 2022 £
Direct costs and expenditure on governance	1,149,624	62,122	222,554	1,434,300	1,447,385
Total 2022	1,166,921	38,696	241,768	1,447,385	

10. Net income/(expenditure)

	2023 £	2022 £
This is stated after charging/(crediting):		
Depreciation of tangible fixed assets - owned by the Charity	62,122	38,696
Profit on disposal of tangible fixed assets	(13,500)	-
Auditor's remuneration - audit services to the Charity	7,200	6,600
Operating lease rentals - land and buildings	21,500	21,500
Operating lease rentals - other	4,789	880

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

11. Staff costs

	2023 £	2022 £
Wages and salaries	1,053,939	1,065,434
Social security costs	70,176	75,446
Contribution to defined contribution pension scheme	25,509	26,041
	<u>1,149,624</u>	<u>1,166,921</u>

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

	2023 No.	2022 No.
Average monthly number of employees	<u>60</u>	<u>59</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2023 No.	2022 No.
In the band £70,001 - £80,000	<u>1</u>	<u>1</u>

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £Nil).

During the year ended 31 March 2023, no Trustee expenses have been incurred (2022 - £Nil).

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13. Tangible fixed assets

	Long-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
Cost				
At 1 April 2022	654,034	355,087	34,728	1,043,849
Additions	-	24,638	103,317	127,955
Disposals	-	(43,839)	-	(43,839)
At 31 March 2023	654,034	335,886	138,045	1,127,965
Depreciation				
At 1 April 2022	41,176	171,178	29,571	241,925
Charge for the year	-	38,813	23,309	62,122
On disposals	-	(43,839)	-	(43,839)
At 31 March 2023	41,176	166,152	52,880	260,208
Net book value				
At 31 March 2023	612,858	169,734	85,165	867,757
At 31 March 2022	612,858	183,909	5,157	801,924

14. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	65,472	84,868
Other debtors including accrued income	61,221	100,015
Prepayments	41,833	43,755
	168,526	228,638

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

15. Creditors: Amounts falling due within one year

	2023 £	2022 £
Bank loan (see note 16)	14,969	14,156
Obligations under finance lease and hire purchase contracts	31,516	29,341
Trade creditors	14,647	46,071
Other taxation and social security	19,426	23,624
Other creditors	6,970	5,640
Accruals and deferred income	31,535	50,275
	<u>119,063</u>	<u>169,107</u>

The bank loan is secured on the long leasehold property and they are repayable by instalments at an interest rate of 2.6% above base rate per annum.

Obligations under hire purchase contracts due within one year are secured against the assets to which they relate.

16. Creditors: Amounts falling due after more than one year

	2023 £	2022 £
Bank loan	257,132	272,101
Net obligations under finance lease and hire purchase contracts	125,546	135,101
	<u>382,678</u>	<u>407,202</u>

Included within the above are amounts falling due as follows:

	2023 £	2022 £
Between one and two years		
Bank loan	<u>15,445</u>	<u>14,757</u>
Between two and five years		
Bank loan	<u>50,568</u>	<u>48,406</u>
Over five years		
Bank loan	<u>191,119</u>	<u>208,938</u>

The bank loan which is due for repayment after more than five years is repayable by equal instalments.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

17. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
Designated funds					
Property (less mortgage)	261,909	-	-	-	261,909
Future Premises	135,452	-	-	-	135,452
Therapists	60,000	-	-	-	60,000
Vehicles	30,000	-	-	-	30,000
Mental Health Nurse	40,000	-	-	-	40,000
Air-conditioning unit maintenance	-	-	-	50,000	50,000
	<u>527,361</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>577,361</u>
General funds					
General Funds - all funds	<u>291,848</u>	<u>1,268,874</u>	<u>(1,234,361)</u>	<u>20,805</u>	<u>347,166</u>
Total Unrestricted funds	<u>819,209</u>	<u>1,268,874</u>	<u>(1,234,361)</u>	<u>70,805</u>	<u>924,527</u>
Restricted funds					
Restricted Funds - all funds	<u>134,091</u>	<u>231,885</u>	<u>(199,939)</u>	<u>(70,805)</u>	<u>95,232</u>
Total of funds	<u><u>953,300</u></u>	<u><u>1,500,759</u></u>	<u><u>(1,434,300)</u></u>	<u><u>-</u></u>	<u><u>1,019,759</u></u>

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

17. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Unrestricted funds				
Designated funds				
Property (less mortgage)	261,909	-	-	261,909
Future Premises	135,452	-	-	135,452
Therapists	60,000	-	-	60,000
Vehicles	30,000	-	-	30,000
Mental Health Nurse	40,000	-	-	40,000
	<u>527,361</u>	<u>-</u>	<u>-</u>	<u>527,361</u>
General funds				
General Funds - all funds	<u>327,330</u>	<u>1,152,184</u>	<u>(1,187,666)</u>	<u>291,848</u>
Total Unrestricted funds	<u>854,691</u>	<u>1,152,184</u>	<u>(1,187,666)</u>	<u>819,209</u>
Restricted funds				
Restricted Funds - all funds	<u>86,982</u>	<u>306,828</u>	<u>(259,719)</u>	<u>134,091</u>
Total of funds	<u><u>941,673</u></u>	<u><u>1,459,012</u></u>	<u><u>(1,447,385)</u></u>	<u><u>953,300</u></u>

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

18. Restricted funds analysis

	Balance at 1 April 2022 £	Income £	Expend- iture £	Transfers in/out £	Balance at 31 March 2023 £
Big Lottery fund for Brainy Dogs		71,165	(71,165)	-	-
Suffolk Community Foundation, Wet room plinth and wheelchair scales	-	3,093	(3,093)	-	-
Ganzoni Charitable Trust - EH Refurbishment Donation	-	2,000	(2,000)	-	-
The Grace Trust - Refurb Ipswich Hub	-	1,250	(1,250)	-	-
Grants from corporations to recognise staff involvement in CQC inspection	-	1,000	(1,000)	-	-
SCC Councillor Paul West - Kitchen Refurb	-	1,000	(1,000)	-	-
SCC locality funding - Kitchen Refurbishment	-	500	(377)	-	123
WEHGC West End Home Guar - Bury Hub	-	889	-	-	889
New Build - Buy a Brick	10,758	-	-	-	10,758
Suffolk Community Foundation, Suffolk, Carers Fund - Counselling	(290)	290	-	-	-
Big Lottery Fund, Sensory Garden, New Build	5,000	-	-	-	5,000
Garfield Weston Foundation	30,000	-	(30,000)	-	-
Suffolk Community Foundation, 186815	4,496	-	-	-	4,496
Dementia Group funding	-	2,078	(2,078)	-	-
SCC Funding for Computer and Tablet	1,000	-	(1,000)	-	-
Brompton Foundation - salary costs	25,000	25,000	(44,524)	-	5,476
Clothmakers - Air conditioning unit	25,000	-	(16,276)	-	8,724
Inner Wheel Club - Exercise Bike	-	1,743	-	-	1,743
St Edmunds Trust, Sara Stedy Device	690	-	(690)	-	-
IT Equipment from Councillor Sarah Adams	-	1,000	-	-	1,000
SCC Grant - Flooring	-	1,500	-	-	1,500

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Mrs LD Rope Fish and Chip dementia group	815	490	(1,305)	-	-
L D Rope 3rd Charitable Settlement, Gardening Equipment	249	-	-	-	249
League of Friends	1,618	-	-	-	1,618
Bruce Wake Charitable Trust	2,000	-	-	-	2,000
SCC Grant payment	500	-	(500)	-	-
Suffolk Community Fund - Kitchen Refurbishment	-	2,000	-	-	2,000
Lottery Funding, IT Equipment	974	-	(974)	-	-
SCC, Councillor Elizabeth Johnson, IT Equipment	1,000	-	(415)	-	585
Sir Jules Thorn Charitable Trust - Sports & Recreational Facilities	-	2,500	-	-	2,500
Brompton Foundation, Therapists	19,041	-	(19,041)	-	-
West Suffolk Council, Community Chest Funding	6,240	-	-	-	6,240
The Edward Gosling Trust and Wolfson Foundation - Air Con grants	-	75,000	-	(70,805)	4,195
Brompton Foundation - Therapists 2023/24	-	25,000	-	-	25,000
Fundraiser Ball - Ipswich Round Table	-	7,069	-	-	7,069
Mrs LD Rope Third (7) - Dementia Fish & chip groups	-	7,318	(3,251)	-	4,067
Total	134,091	231,885	(199,939)	(70,805)	95,232

19. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	867,757	-	867,757
Current assets	558,511	95,232	653,743
Creditors: Amounts due within one year	(119,063)	-	(119,063)
Creditors: Amounts due in more than one year	(382,678)	-	(382,678)
Total	924,527	95,232	1,019,759

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

19. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	801,924	-	801,924
Current assets	590,168	137,517	727,685
Creditors due within one year	(165,681)	(3,426)	(169,107)
Creditors due in more than one year	(407,202)	-	(407,202)
Total	819,209	134,091	953,300

20. Related party transactions

The total employee benefits of the key management personnel of the Charity in the year were £236,915 (2022 - £257,810)

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

	2023 £	2022 £
Net income for the year (as per Statement of Financial Activities)	66,459	11,627
Adjustments for:		
Depreciation charges	62,122	38,696
Interest receivable	(3,785)	(650)
Interest payable	774	-
(Profit) on the sale of tangible fixed assets	(13,500)	-
Decrease in debtors	60,112	54
(Decrease)/increase in creditors	(53,032)	16,334
Net cash provided by operating activities	119,150	66,061

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

22. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash at bank and in hand	485,217	499,047
Total cash and cash equivalents	485,217	499,047

23. Analysis of changes in net debt

	At 1 April 2022 £	Cash flows £	New finance leases £	Other non- cash changes £	At 31 March 2023 £
Cash at bank and in hand	499,047	(13,830)	-	-	485,217
Debt due within 1 year	(14,156)	14,156	-	(14,969)	(14,969)
Debt due after 1 year	(272,101)	-	-	14,969	(257,132)
Finance leases	(164,442)	29,936	(22,556)	-	(157,062)
	48,348	30,262	(22,556)	-	56,054

24. Operating lease commitments

At 31 March 2023 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	25,435	26,289
Later than 1 year and not later than 5 years	19,744	41,388
	45,179	67,677

Headway Suffolk and Norfolk LTD

England & Wales - Charity number 1075338

Accounts

Registered number: 03731392
Charity number: 1075338

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

Trustees	Owen Thurtle, Chair Timothy Lockington (appointed 22 March 2022) Terence Hunt (resigned 27 October 2021) Roy Dunnnett (resigned 10 September 2021) Tom Cook (resigned 6 September 2021) Humphry Adair Gayle Fogg-Elliot Gordon Watling (appointed 6 September 2021) Timothy Humpage Sajid Alam (resigned 9 March 2022) Carole Almond Alec Charnley Hazel Chittock Susan Smith Richard Foyster (appointed 21 April 2021)
Company registered number	03731392
Charity registered number	1075338
Registered office	Epsilon House West Road Ipswich IP3 9FJ
Website	www.headwaysuffolk.org.uk
Chief Executive Officer	Helen Fairweather
Independent auditor	Scrutton Bland LLP Chartered Accountants Fitzroy House Crown Street Ipswich Suffolk IP1 3LG
Bankers	Barclays, Saffron Building Society, COIF, Lloyds Bank, CAF and Charity Bank

CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2022

The chairman presents his statement for the year.

Each year, around 350,000 people are admitted to hospital in the UK with a brain injury of some sort, whether traumatic, vascular or degenerative. Most of these people will require some form of short or long term support or rehabilitation. Headway Suffolk recognises this and is committed to providing a wide range of support and rehabilitation services throughout Suffolk to ensure that those in our County who are affected by a wide range of Neurological Conditions, have services and facilities available to help and support them.

It is still a major challenge to procure adequate funding to enable us to provide our services, this is due to the financial inability of Local Authorities and National Government departments to provide adequate support for clients who have been used to reliance on these sources in the past to provide adequately funded care. The continuing reduction in benefits to those most vulnerable is creating great hardship. The rise in the Minimum wage and increase in general costs and the demand for ever higher quality service means that finances are always under strain; however, we are grateful for grants which have helped us to continue services this year, and purchase good supplies of PPE, and we note that there is a rise in the payments we can expect from Suffolk County Council (SCC) in the next year although we fear this will not reflect the rise in inflation we can expect.

Headway Suffolk was affected, like the rest of the country during 2021/22 by the Covid 19 pandemic. Our Ipswich hub never closed but numbers were very low. These have increased during this financial year to pre Covid numbers. Our Bury St Edmunds hub is open 3 days a week rather than 5 pre Covid. We are gradually building up numbers. For the moment we have not been able to continue to operate our Satellite services.

A large amount of time and money was spent in keeping our services Covid 19 safe and secure through the provision of PPE and also screens, fogging machines zoning of the premises, and extra cleansing facilities. This was a significant extra burden for our staff, as their work did not allow them to retreat to home working.

In spite of these difficulties I am pleased to report that Headway Suffolk has continued to recruit new Trustees with a wide range of experience and ability to guide the Charity to a sustainable future; these have included relations of clients making use of Headway Suffolk's services and an ex-employee of the Charity.

The Charity has also continued to recruit new staff who provide a high quality of service; however this remains a big challenge as we are required to ensure continuing higher standards of commitment and qualifications for staff while being limited in our ability to pay realistic wages when compared with commercial employers. The Charity continues to provide regular training to its staff, and Zoom has enabled some of that training to happen in a place convenient to staff, namely their homes.

I am very proud of the standard of service that our dedicated and hardworking staff team continue to provide during the pandemic ensuring our clients are safe and well during these very challenging times.

The future remains challenging but I remain confident that Headway Suffolk will continue to address the needs of those who require our services and that the Charity is well served by staff and trustees to ensure a continuing exciting and progressive future.

O Thurtle - Chairman
Date:

HEADWAY SUFFOLK LTD
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report together with the audited financial statements of Headway Suffolk for the year 1 April 2021 to 31 March 2022.

The Directors, who are also referred to as Trustees, are pleased to present their annual report together with the accounts and financial statements of the Charity for the year ended 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Since the 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 including public benefit

The Objectives of the Charity are:

- To promote understanding of all aspects of brain injury and other neurological conditions; and
- To provide information, support, bespoke appropriate care and rehabilitation services to people with an acquired brain injury or other acquired neurological condition, their families and carers.

The vision that shapes our annual activities remains the promotion of a comprehensive understanding of the devastating effects of brain injury along with the provision of the most advantageous care and support to those affected and is guided by the following Values Statement:-

Headway Suffolk

- Values the individual and believes in the equal right of all to realise their potential
- Believes in countering the disadvantage and social exclusion experienced by people with brain injury and other neurological conditions, their families and carers, by encouraging voluntary action in its diverse forms
- Values and respects diversity and disability, race, culture, religion and sexual orientation
- Believes that people with brain injuries, neurological conditions their families and carers and concerned professionals should work together in pursuit of shared goals
- Believes that the Headway Suffolk movement has a vital role to play in lobbying for improvements in statutory services and is proud to provide services to Suffolk County Council and the East Suffolk and Ipswich Clinical Commissioning Group ('CCG') and West Suffolk CCG.
- Values the commitment to improving the lives of people with brain injury, neurological conditions, their families and carers, shown by its Trustees, Employees, Volunteers, Members and Supporters
- Recognises and values the work which Headway Suffolk Groups carry out with people who have survived all types of acquired brain injury and neurological conditions, their families and carers
- Believes that carers and people with brain injuries and neurological conditions who use services should be consulted by service providers and involved in service delivery wherever possible.

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

Activities

Social Rehabilitation

Headway Suffolk is able to offer social day rehabilitation to clients with a wide range of neurological conditions at our main hubs in Ipswich and Bury St Edmunds. After assessment clients are able to engage in a wide range of activities to suit their needs. This may include, art and craft, basic skills, living skills, IT, music and drama in addition to physical activities provided by regular visits to the local outside Gym together with working on our own allotment to produce some of the food used in our teaching kitchen at Ipswich. All these activities are instrumental in assisting clients to achieve their short and long term goals.

Food parcels

As our clients struggled to shop during the pandemic and to purchase food, Headway Suffolk registered as a food bank and delivered food on a weekly basis. Extra hampers were delivered at Christmas. The Charity also cooked and delivered its own ready meals, as such products could not be purchased during the first lockdown, after approval of our cooking facilities. These service continue as well as bags of toiletries, free duvets, blankets, heaters and sleeping bags.

Home Care - Community Support

The Charity continues to support people in their own home, helping them with personal care, taking medication and daily living tasks. In addition, they have supported them to take part in leisure activities, to attend health care appointments and to follow hobbies. For some clients we give 24-7 care. Headway Suffolk Home Care team are inspected by the Care Quality Commission ('CQC') and were given a rating of GOOD at the last inspection which took place in June 2018.

Transport

During the last 12 months Headway Suffolk has maintained its in house transport fleet of 5 Minibuses. The lease on the fleet of 17 small cars Suzuki Ignis enable Home Care and Hub staff to safely transport clients to individual activities instead of using their personal vehicles over which the Charity do not have control. All Headway Suffolk vehicles are fitted with safety and monitoring equipment which enable Managers to constantly monitor legal compliance and tracking ability to help keep clients and staff safe.

Brainy Dogs

This project continues to form a valuable part of the services that we offer and still attracts interest and funding from a variety of sources including a further grant from the Big Lottery during the year. The project gives our service users the ability to acquire a companion dog of their own or to have regular contact with the dogs in training at the centre. Our Brainy Dog staff also do home visits to individuals and in the community. It provides the opportunity for regular exercise for our service users by taking a dog for a walk and importantly provides companionship for service users who live alone.

Clinical Therapies

We have a team of physiotherapists, occupational therapist and mental health nurse. As well as providing one to one support the therapists deliver dementia groups, understanding brain injury courses, and carers support groups. The service is currently part funded by the Brompton Trust and core funding.

Campaigning

During the last year Headway Suffolk has continued to provide education in all aspects of brain injury to local schools, local authority, healthcare, police departments and the local prison service.

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

Our CEO meets regularly with Suffolk County Councillors from all parties, writes to all District, Borough and Parish Councillors on a regular basis and is in contact with all Suffolk's MPs so that they understand the needs of our clients and the work that Headway Suffolk carries out. Useful contacts have also been formed with the Suffolk High Sheriff and the County Lord Lieutenant.

We again held a Neurological Conference, attracting 253 participants, who attended a virtual conference. This was very well received and yielded a profit to the society.

Achievements and performance

The financial review and statement of financial affairs shown later in the Annual Report provides a detailed picture of the financial performance of the charity. 2021/22 was another busy year for the Charity with many challenges but with good progress on many fronts.

Headway Suffolk was awarded the Suffolk Award by the High Sheriff for outstanding work during the Covid Pandemic. Three staff were awarded High Sheriff award for their work during Covid 19

Standards

During the last year the Charity maintained its compliance with CQC and Headway UK Governance Standards which assists in bringing continuing confidence and recognition from funders and other professional bodies.

CRM System

The integrated CRM system continues to provide important information enabling staff to monitor and organise activities and is proving useful in all aspects of management of the Charity, recording and retrieving important statistics and information on performance of the two main centres and the satellites. It is also a very important tool in the implementation and administration of our Home Care Service.

GDPR

To enable compliance with the requirements imposed by the introduction of the new General Data Protection Regulations in May 2018. All Email and Office software systems have now been switched over to Microsoft Office 365, dedicated tablets and or laptops have been provided to all staff to ensure personal devices are no longer required for any Headway Suffolk communications. This ensures better security of information used and a common system with regularly updated and compliant office communication.

Volunteers Value

The value of volunteers is difficult to quantify but volunteers contribute in many ways to the running of the Charity both in the centres as volunteer support to permanent staff, together with various other external activities. We continue to value our volunteers as an essential part of our operations.

Training

Headway Suffolk now has a respected internal training department which ensures all staff reach their full potential. All care staff are qualified to level 2 in care with 90% trained to level 3. All staff receive training in first aid and manual handling by our qualified in house trainers. We have developed a partnership with a local commercial company to deliver e-learning to our staff on a range of topics. This training is also available and attended by some Trustees who had a virtual training day

HEADWAY SUFFOLK LTD
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Public Benefit

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims, objectives and operations. They are of the opinion that the provision of a range of services, free at the point of delivery, enables Headway Suffolk to meet its obligation to provide public benefit.

These services include the provision of information to local organisations, raising the awareness of brain injury in the County. The provision of Drop-in Advice and Support Groups for service users and their families including access to the in house Counselling service.

Provision of work experience to college and university students, apprenticeships and placements have taken place in a Covid safe manner.

Financial review

Overview

During the year operating income and expenditure have both seen a significant decrease compared with last year, this is due mainly to the Covid-19 pandemic which meant that our centres had to be temporarily closed or open at a significantly reduced capacity. However, the significant increase in grants and donations throughout the year have meant the Charity has not been adversely affected financially.

The services we provide have continued to improve and expand slowly and we continue to provide a high level of training to our staff. Our transport fleet generates a significant expenditure but is necessary due to the unwillingness of the local authority social services to fund essential transport for the majority of our clients. At the same time we are offered care rates by social services which do not fully cover the costs and the shortfall has to be funded from other sources to keep a healthy balance and ensure we do not drive people away due to funding difficulties.

Income

Our Income has seen a decrease during the year to £1,459,012 from £1,809,203 last year. However, it is important to note that Centre Attendance Fees have increased significantly to £319,144 from £189,316 reflecting the continued recovery from the impact of Covid-19 within the Centre Hubs, the Community Support fees have seen an increase from £617,059 to £635,868. The other main stream of income, not directly within our control, is Grants and Donations. This year Grants and Donations amount to £438,256 a significant decrease from last year. The majority of this income (£306,828) is Restricted Income, i.e. tied to specific expenditure not normally available for general revenue purposes.

Expenditure

Charitable activities expenditure has seen an increase of £8,874 over last year. Costs incurred on the property project over the past few years were impaired in 2020/21 due to the pandemic leading to a postponement and subsequent change of plan with regard to the future property strategy and these were shown as other expenditure in the prior year.

Balance Sheet

Debtors & Creditors - The Finance group monitors all income and expenditure on a monthly basis and particularly focuses on Debtors and Creditors to ensure this does not become a problem. The Mortgage on our Epsilon House Property is the Charity's only long-term Creditor and the sum outstanding on it has reduced by a further £64,692 to £286,257, in addition the Finance Agreement on the fleet cars has an outstanding balance of £164,442. The reduction in the amounts due relating to the mortgage is due to the decision during the year to

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

pay off £50,000 extra.

Our Net Assets amount to £953,300 or 75% of our Annual Expenditure. They include the unexpended Restricted Funds and the net value of our premises [Epsilon House].

Balances are held at six different banks so that the guarantee for such funds is not exceeded. The payroll has thus to be sourced from more than one bank as it averages £89,562 a month, which is above the guarantee limit.

£259,719 worth of Restricted Funds have been expended during the year leaving £134,091 at the year end, in comparison with the £86,982 remaining unspent from previous years.

Risk Assessment, Reserves and Investment Strategy

The Trustees and the CEO are conscious that revenue is difficult to predict, but reserves need to be kept at a realistic level to enable the Charity to function effectively and they consider that at least 3 months operational reserves should be held and available at all times for this purpose and have a risk management strategy which comprises:

- An annual review of the risks the Charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the annual review; and
- The implementation of procedures designed to minimise any potential impact on the Charity should the identified risks materialise.

Through the risk management processes established for the Charity the Trustees are satisfied that any major risks identified have been adequately mitigated where necessary. It is recognised that the systems in place can only provide reasonable but not absolute assurance that all major risks have been adequately managed. The overall financial situation continues to be at a sustainable level to enable the Charity to continue with present projects and services, even though external funding is increasingly difficult to guarantee long-term. The Trustees continue to believe the strategy of building and maintaining reserves for the future to a realistic level is the correct one to enable the charity to continue with its work into the foreseeable future, and this is reflected in the overall value of reserves shown on the balance sheet. However it should be noted that the majority of this has been accumulated over the years from grants, donations and legacies and is NOT accrued from revenue income which continues to be very difficult to obtain at a realistic level.

In common with many other Charities, Headway Suffolk continues to face continuing long-term uncertainty and difficulty in sourcing and competing for external funds. The Trustees continue to consider it prudent to maintain sufficient liquid assets to enable the charity to function correctly. Consequently the Charity's funds, both restricted and unrestricted, are still held in accessible cash form as any rewards from short term investment still currently produce meagre returns. The funds are not considered excessive in the context of total expenditure. The Finance team regularly monitors the amounts held in current and investment accounts and authorises regular transfers to maximise interest with security. The reserves and investments are reviewed annually and require the Charity to maintain sufficient assets to cover operating costs. The Trustees actively monitor and review on a regular basis the major operational and business risks which the charity faces and put into operation policies and actions to reduce known risks where appropriate.

The free reserves of the Charity equate to £303,541. This is in line with the current policy of maintaining reserves equivalent to 3 months of operational expenditure. During 2022/23 we will review the free reserves policy in light of the experience of the past 16 months

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

Future Plans

Ipswich Housing Project

During the year the Trustees decided to start talking with Ipswich Borough Council again regarding the housing project. We hope that Ipswich Borough Council will build this and rent it to Headway Suffolk for 25 years. The estimated completion date is 2024.

Day Centre Attendance

Efforts continue to seek to increase day centre attendance both at Ipswich and Bury St Edmunds to maximise on the resources and facilities available, to provide additional services and facilities and to continue in the establishment of Satellite Centres to enable us to provide a true county wide service to people with an acquired neurological condition.

Home Care

This is an area that continues to have ongoing potential and that Headway Suffolk is ideally placed to take over the specialist care required to ensure our service users are able to lead sociably acceptable lives. This service will be gradually expanded in the future as demand and resources permit. It is recognised that this is a much needed specialist service for clients with a wide range of neurological conditions.

Structure, governance and management

Constitution

Headway Suffolk is constituted under the Companies Act 2006 (Registered No 03731392) and is limited by guarantee. It is governed according to the provisions contained in the Memorandum and Articles of Association, dated 22 February 1999.

Trustees

A list of Trustees during the year and to the date of this report is included on page 1.

Appointment of Trustees

Voting members are entitled to nominate individuals to stand for election to the Board of Trustees. Nominees are elected by ballot at the Annual General Meeting for a period of three years. All retiring members are eligible to stand for re-election at the end of the three year appointment.

The Articles of Association allow a minimum number of 3 and a maximum number of 15 on the Board of Trustees.

The Board of Trustees may Co-opt additional members to the Board within minimum & maximum numbers, any such Co-opted members are eligible to stand for election by members at the next AGM.

Trustee Induction and Training

New Trustees undergo a comprehensive induction to make them aware of their legal obligations under charity law, the content of the Memorandum and Articles of Association, the structure and governance of the Charity as well as policies and procedures, their obligations under the Trustees Code of Conduct, the current business plan and budget together with details of recent financial performance. Trustees are also regularly updated by the Chair and CEO with relevant information from the Charity Commission and the Rules of Affiliation with Headway Suffolk UK.

HEADWAY SUFFOLK LTD
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Tax Status

The Company is a Registered Charity No. 1075338, and is potentially exempt from Corporation Tax & Income Tax.

Organisation

The Trustees conduct much of the routine business of the Charity by various Action Groups appointed from board members to meet as and when appropriate. During the current year the following action groups were established and have met at appropriate times during the year. Governance, Finance, Housing, Data Protection, Operations & Projects groups. All subsequent decisions agreed at action group meetings being modified accepted or rejected at Main Board meetings.

Regular Management meetings with the Chairman, Board Members & The Chief Executive are held to ensure application of policies and procedures and to promote the smooth running of the Charity.

Main Board Meetings

The Board of Trustees meets 12 times per year to discuss all aspects of the Charity's business and to carry out its legal obligations. All Board meetings in 2021/22 have been on Zoom due to Covid 19.

Capacity of Trustees

All members of the Board of Trustees exercise their authority in the capacity as directors under the relevant companies legislation and as trustees of the Charity. Given the Company's charitable status the term "Trustee" rather than "Director" is used throughout.

Trustees' liability insurance

Headway Suffolk has maintained insurance during the year for Trustees against liabilities in relation to their duties as Trustees.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the 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 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the

HEADWAY SUFFOLK LTD
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

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 Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the Charity's auditor is unaware; and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the Charity's auditor is aware of that information.

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

.....
Owen Thurtle
Chair of Trustees

Date:

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD

Opinion

We have audited the financial statements of Headway Suffolk Ltd (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 the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charitable Company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charitable Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

Responsibilities of Trustees

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the Charitable Company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charitable Company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial experience and through discussions and enquiries of Trustees and management. During the engagement team briefing, the outcomes of these discussions were shared with the team, as well as consideration as to where and how fraud may occur in the Charitable Company.

The following laws and regulations were identified as being of significance to the Charitable Company:

- Those laws and regulations considered to have a direct effect on the financial statements including UK financial reporting standards, taxation regulations and the Charities Act 2011; and
- The Charitable Company is subject to many other laws and regulations where the consequences of noncompliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, safeguarding, human rights and employment law and GDPR compliance.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and those charged with governance as to whether the Charitable Company complies with such regulations; enquiries of management and those charged with governance concerning any actual or potential litigation or claims, inspection of relevant legal documentation, review of board minutes, testing the appropriateness of entries in the nominal ledger, including journal entries and the performance of analytical procedures to identify any unexpected movements in account balances which may be indicative of fraud.

However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the Charitable Company's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's Report.

Use of our report

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charitable Company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charitable Company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Adam Smith (Senior Statutory Auditor)

for and on behalf of
Scrutton Bland LLP
Chartered Accountants
Statutory Auditor
Fitzroy House

Crown Street
Ipswich
Suffolk
IP1 3LG

Date:

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and grants	2	131,428	306,828	438,256	939,926
Charitable activities	3	955,013	-	955,013	806,375
Fundraising activities	4	9,217	-	9,217	8,044
Investments	5	650	-	650	152
Other income	6	55,876	-	55,876	54,706
Total income		1,152,184	306,828	1,459,012	1,809,203
Expenditure on:					
Charitable activities	9	1,187,666	259,719	1,447,385	1,438,511
Other expenditure	11	-	-	-	94,548
Total expenditure		1,187,666	259,719	1,447,385	1,533,059
Net movement in funds		(35,482)	47,109	11,627	276,144
Reconciliation of funds:					
Total funds brought forward		854,691	86,982	941,673	665,529
Net movement in funds		(35,482)	47,109	11,627	276,144
Total funds carried forward		819,209	134,091	953,300	941,673

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 19 to 34 form part of these financial statements.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)
REGISTERED NUMBER: 03731392

BALANCE SHEET
AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	14	801,924	835,463
		<u>801,924</u>	<u>835,463</u>
Current assets			
Debtors	15	228,638	228,692
Cash at bank and in hand	23	499,047	531,526
		<u>727,685</u>	<u>760,218</u>
Creditors: amounts falling due within one year	16	(169,107)	(157,560)
Net current assets		<u>558,578</u>	<u>602,658</u>
Total assets less current liabilities		<u>1,360,502</u>	<u>1,438,121</u>
Creditors: amounts falling due after more than one year	17	(407,202)	(496,448)
Net assets		<u><u>953,300</u></u>	<u><u>941,673</u></u>
Charity funds			
Restricted funds	18	134,091	86,982
Unrestricted funds	18	819,209	854,691
Total funds		<u><u>953,300</u></u>	<u><u>941,673</u></u>

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)
REGISTERED NUMBER: 03731392

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2022

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:

.....
Owen Thurtle
(Chair of Trustees)
Date:

The notes on pages 19 to 34 form part of these financial statements.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Cash flows from operating activities		
Net cash used in operating activities	66,061	357,686
Cash flows from investing activities		
Interest received	650	152
Proceeds from the sale of tangible fixed assets	-	70,254
Purchase of tangible fixed assets	(5,157)	(23,050)
Net cash (used in)/generated from investing activities	(4,507)	47,356
Cash flows from financing activities		
Repayments of borrowings	(64,692)	(13,974)
Repayments of finance leases	(29,341)	(67,452)
Net cash used in financing activities	(94,033)	(81,426)
Change in cash and cash equivalents in the year	(32,479)	323,616
Cash and cash equivalents at the beginning of the year	531,526	207,910
Cash and cash equivalents at the end of the year	499,047	531,526

The notes on pages 19 to 34 form part of these financial statements

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

1. Accounting policies

1.1 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

Headway Suffolk Ltd 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.

1.2 Going concern

The financial statements have been prepared on a going concern basis.

The hub re-opened fully in the year and the operation of home care services was maintained.

The Charity has prepared budgets and forecasts which indicate that the Charity will be able to continue to meet its liabilities as they fall due and continue to trade for the foreseeable future, being at least twelve months from the date of approval of these financial statements.

1.3 Company status

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

1.4 Income

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

Income for attendance fees and associated income and income for home care fees are recognised based on the dates of attendance.

Grants and donations are accounted for at the date of receipt, unless they are subject to conditions being met. Grants and donations given for a specific purpose are shown as restricted income in the Statement of Financial Activities.

Income from other sources is accounted for in the year in which it is receivable.

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

1. Accounting policies (continued)

1.5 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

1.6 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

1.7 Interest receivable

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

1.8 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Assets in the course of construction are included at costs incurred to date. Depreciation on these assets is not charged until they are brought into use.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

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

1. Accounting policies (continued)

1.8 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Long-term leasehold property	- 1% per annum
Motor vehicles	- 25% per annum
Fixtures and fittings	- 25% per annum

Donated assets provided for use by the Charity are capitalised in the financial statements at their estimated market value.

1.9 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 discounts due.

1.10 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.

1.11 Creditors

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

1.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.13 Finance leases and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors, net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

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

1. Accounting policies (continued)

1.14 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.15 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.16 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 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 Charity 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. Income from donations and grants

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	124,058	-	124,058	411,133
Grants	-	306,828	306,828	471,958
Coronavirus job retention scheme income	7,370	-	7,370	56,835
	<u>131,428</u>	<u>306,828</u>	<u>438,256</u>	<u>939,926</u>
	<u>467,968</u>	<u>471,958</u>	<u>939,926</u>	
Total 2021				

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

3. Income from charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Attendance and support fees	955,013	-	955,013	806,375
Total 2021	806,085	290	806,375	

4. Income from fundraising activities

Income from fundraising events

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Fundraising activities	9,217	9,217	8,044
Total 2021	8,044	8,044	

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Interest receivable	650	650	152
Total 2021	152	152	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

6. Other incoming resources

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Transport income	31,810	31,810	15,089
Lunch income	17,904	17,904	10,223
Miscellaneous Income	6,162	6,162	2,944
Profit on sale of tangible fixed assets	-	-	26,450
	<u>55,876</u>	<u>55,876</u>	<u>54,706</u>
Total 2021	<u>54,706</u>	<u>54,706</u>	

7. Direct costs

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Property and office	95,577	40,310	135,887	162,018
Services	84,955	6,044	90,999	89,664
Staff training and recruitment	6,693	693	7,386	10,156
Wages and salaries	857,831	202,191	1,060,022	1,032,954
National insurance	70,548	4,898	75,446	70,397
Pension cost	24,078	1,964	26,042	23,273
Depreciation	35,076	3,620	38,696	36,941
	<u>1,174,758</u>	<u>259,720</u>	<u>1,434,478</u>	<u>1,425,403</u>
Total 2021	<u>974,892</u>	<u>450,511</u>	<u>1,425,403</u>	

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

8. Governance costs

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Auditor's remuneration and management fees	7,496	7,496	8,150
Wages and salaries	5,413	5,413	4,958
	<u>12,909</u>	<u>12,909</u>	<u>13,108</u>
Total 2021	<u>13,108</u>	<u>13,108</u>	

9. Analysis of expenditure on charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Direct costs and expenditure on governance	<u>1,187,666</u>	<u>259,719</u>	<u>1,447,385</u>	<u>1,438,511</u>
Total 2021	<u>988,000</u>	<u>450,511</u>	<u>1,438,511</u>	

Summary by expenditure type

	Staff costs 2022 £	Depreciation 2022 £	Other costs 2022 £	Total funds 2022 £	Total funds 2021 £
Direct costs and expenditure on governance	<u>1,166,921</u>	<u>38,696</u>	<u>241,768</u>	<u>1,447,385</u>	<u>1,438,511</u>
Total 2021	<u>1,131,582</u>	<u>36,941</u>	<u>269,988</u>	<u>1,438,511</u>	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

10. Net income/(expenditure)

	2022 £	2021 £
This is stated after charging:		
Depreciation of tangible fixed assets - owned by the Charity	38,696	36,941
Auditor's remuneration - audit services to the Charity	6,600	5,850
Operating lease rentals - plant and machinery	6,212	6,528
Operating lease rentals - land and buildings	21,500	21,500
	<u> </u>	<u> </u>

11. Other expenditure

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Impairment of assets under construction	-	-	94,548
	<u> </u>	<u> </u>	
Total 2021	94,548	94,548	
	<u> </u>	<u> </u>	

12. Staff costs

	2022 £	2021 £
Wages and salaries	1,065,434	1,037,912
Social security costs	75,446	70,397
Contribution to defined contribution pension schemes	26,041	23,273
	<u> </u>	<u> </u>
	1,166,921	1,131,582
	<u> </u>	<u> </u>

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

	2022 No.	2021 No.
Average monthly number of employees	59	62
	<u> </u>	<u> </u>

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

12. Staff costs (continued)

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022	2021
	No.	No.
In the band £70,001 - £80,000	1	1
	<u>1</u>	<u>1</u>

13. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits for their qualifying services to the Charity. (2021 - £NIL).

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

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

14. Tangible fixed assets

	Long-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
Cost				
At 1 April 2021	654,034	355,087	29,571	1,038,692
Additions	-	-	5,157	5,157
At 31 March 2022	654,034	355,087	34,728	1,043,849
Depreciation				
At 1 April 2021	41,176	132,482	29,571	203,229
Charge for the year	-	38,696	-	38,696
At 31 March 2022	41,176	171,178	29,571	241,925
Net book value				
At 31 March 2022	612,858	183,909	5,157	801,924
At 31 March 2021	612,858	222,605	-	835,463

15. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	84,868	103,339
Other debtors	100,015	79,883
Prepayments	43,755	45,470
	228,638	228,692

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

16. Creditors: Amounts falling due within one year

	2022 £	2021 £
Bank loan	14,156	18,943
Obligations under finance lease and hire purchase contracts	29,341	29,341
Trade creditors	46,071	17,610
Other taxation and social security	23,624	21,208
Other creditors	5,640	5,987
Accruals and deferred income	50,275	64,471
	<u>169,107</u>	<u>157,560</u>

The bank loan is secured on the long leasehold property and they are repayable by instalments at an interest rate of 2.6% above base rate per annum.

Obligations under hire purchase contracts due within one year are secured against the assets to which they relate.

17. Creditors: Amounts falling due after more than one year

	2022 £	2021 £
Bank loan	272,101	332,006
Net obligations under finance lease and hire purchase contracts	135,101	164,442
	<u>407,202</u>	<u>496,448</u>

Included within the above are amounts falling due as follows:

	2022 £	2021 £
Between one and two years		
Bank loan	<u>14,757</u>	<u>24,443</u>
Between two and five years		
Bank loan	<u>48,406</u>	<u>77,410</u>
Over five years		
Bank loan	<u>208,938</u>	<u>230,153</u>

The bank loan which is due for repayment after more than five years is repayable by equal instalments.

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

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Unrestricted funds				
Designated funds				
Property (less mortgage)	261,909	-	-	261,909
Futute Premises	135,452	-	-	135,452
Therapists	60,000	-	-	60,000
Vehicles	30,000	-	-	30,000
Mental Health Nurse	40,000	-	-	40,000
	<u>527,361</u>	<u>-</u>	<u>-</u>	<u>527,361</u>
General funds				
General Funds - all funds	<u>327,330</u>	<u>1,152,184</u>	<u>(1,187,666)</u>	<u>291,848</u>
Total Unrestricted funds	<u>854,691</u>	<u>1,152,184</u>	<u>(1,187,666)</u>	<u>819,209</u>
Restricted funds				
Restricted Funds - all funds	<u>86,982</u>	<u>306,828</u>	<u>(259,719)</u>	<u>134,091</u>
Total of funds	<u>941,673</u>	<u>1,459,012</u>	<u>(1,447,385)</u>	<u>953,300</u>

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

19. Restricted funds analysis

	Balance at 1 April 2021 £	Income £	Expend- iture £	Transfers in/out £	Balance at 31 March 2022 £
Ipswich Borough Council	-	4,000	(4,000)	-	-
Broomton Foundation, Therapists	38,000	-	(38,000)	-	-
New Build - Buy a Brick	10,758	-	-	-	10,758
Suffolk Community Foundation, Suffolk, Carers Fund - Counselling	19,921	-	(20,211)	-	(290)
Big Lottery Fund, Brainy Dogs	-	70,425	(70,425)	-	-
Big Lottery Fund, Sensory Garden, New Build	5,000	-	-	-	5,000
Garfield Weston Foundation	-	30,000	-	-	30,000
SCC - Infection Control Fund	-	60,172	(60,172)	-	-
Suffolk Community Foundation, 186815	4,496	-	-	-	4,496
Brainy Dogs Fund	-	741	(741)	-	-
Kay & Cyril Fish and Chip Donation	-	20	(20)	-	-
SCC Funding for Computer and Tablet	-	1,000	-	-	1,000
SCC Men's Mental Health Foundation, Nurse	-	4,680	(4,680)	-	-
Workforce Recruitment & Retention Fund	-	8,550	(8,550)	-	-
The Adnams Community Fund	-	500	(500)	-	-
Broomton Foundation	-	25,000	-	-	25,000
Clothmakers	-	25,000	-	-	25,000
SCC, S Gage Locality Budget, Mobile Shop	120	-	(120)	-	-
St Edmunds Trust, Sara Stedy Device	690	-	-	-	690
Russ Rainger, Therapy Sessions	1,000	-	(1,000)	-	-
The Hospital Saturday Fun Donation	-	2,000	(2,000)	-	-
Mrs L D Rope Fish and Chip Dementia Group	-	5,000	(4,185)	-	815
L D Rope 3rd Charitable Settlement, Gardening Equipment	275	-	(26)	-	249

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

Running costs of the Aldeburgh Hub, agreed	1,618	-	-	-	1,618
Bruce Wake Charitable Trust	-	2,000	-	-	2,000
SCC Grant payment	-	500	-	-	500
Mrs LD Rope Third Charitable Trust, Fish & Chip Group	1,604	-	(1,604)	-	-
Lottery Funding, IT Equipment	-	10,000	(9,026)	-	974
SCC, Councilor Elizabeth Johnson, IT Equipment	-	1,000	-	-	1,000
East Suffolk Council, New Car Funding	3,500	-	(3,500)	-	-
Broomton Foundation, Therapists	-	50,000	(30,959)	-	19,041
West Suffolk Council, Community Chest Funding	-	6,240	-	-	6,240
Total	86,982	306,828	(259,719)	-	134,091

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	801,924	-	801,924
Current assets	590,168	137,517	727,685
Creditors: Amounts due within one year	(165,681)	(3,426)	(169,107)
Creditors: Amounts due in more than one year	(407,202)	-	(407,202)
Total	819,209	134,091	953,300

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

20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	835,463	-	835,463
Current assets	648,236	111,982	760,218
Creditors due within one year	(132,560)	(25,000)	(157,560)
Creditors due in more than one year	(496,448)	-	(496,448)
Total	854,691	86,982	941,673

21. Related party transactions

The total employee benefits of the key management personnel of the Charity were £257,810 (2021: £131,126)

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

	2022 £	2021 £
Net income for the year (as per Statement of Financial Activities)	11,627	276,144
Adjustments for:		
Depreciation charges	38,696	36,941
Interest receivable	(650)	(152)
(Profit) on the sale of tangible fixed assets	-	(26,450)
Decrease/(increase) in debtors	54	(34,614)
Increase in creditors	16,334	11,269
Net cash provided by operating activities	66,061	263,138

HEADWAY SUFFOLK LTD
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

23. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash at bank and in hand	499,047	531,526
Total cash and cash equivalents	<u>499,047</u>	<u>531,526</u>

24. Analysis of changes in net debt

	At 1 April 2021 £	Cash flows £	Other non-cash changes £	At 31 March 2022 £
Cash at bank and in hand	531,526	(32,479)	-	499,047
Debt due within 1 year	(18,943)	18,943	(14,156)	(14,156)
Debt due after 1 year	(332,006)	45,749	14,156	(272,101)
Finance leases	(193,783)	29,341	-	(164,442)
	<u>(13,206)</u>	<u>61,554</u>	<u>-</u>	<u>48,348</u>

25. Operating lease commitments

At 31 March 2022 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	26,289	27,712
Later than 1 year and not later than 5 years	41,388	46,382
	<u>67,677</u>	<u>74,094</u>

Headway Suffolk and Norfolk LTD

England & Wales - Charity number 1075338

Accounts

Registered number: 03731392
Charity number: 1075338

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

Trustees	Owen Thurtle, Chair Kevin Woollard, Chair (resigned 7 September 2020) Terence Hunt, Vice Chair Roy Dunnett, Hon Treasurer Tom Cook Humphry Adair Gayle Fogg-Elliot Mohammad Al-Masud (resigned 18 June 2020) Timothy Humpage Sajid Alam Carole Almond (appointed 7 September 2020) Alec Charnley (appointed 7 September 2020) Hazel Chittock (appointed 7 September 2020) Susan Smith (appointed 7 September 2020) Richard Foyster (appointed 21 April 2021)
Company registered number	03731392
Charity registered number	1075338
Registered office	Epsilon House West Road Ipswich IP3 9FJ
Website	www.headwaysuffolk.org.uk
Chief Executive Officer	Helen Fairweather
Independent auditor	Scrutton Bland LLP Chartered Accountants Fitzroy House Crown Street Ipswich Suffolk IP1 3LG
Bankers	Barclays, Saffron Building Society, COIF, Lloyds Bank and CAF

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

The chairman presents his statement for the year.

Each year, around 350,000 people are admitted to hospital in the UK with a brain injury of some sort, whether traumatic, vascular or degenerative. Most of these people will require some form of short or long term support or rehabilitation. Headway Suffolk recognises this and is committed to providing a wide range of support and rehabilitation services throughout Suffolk to ensure that those in our County who are affected by a wide range of Neurological Conditions, have services and facilities available to help and support them.

It is still a major challenge to procure adequate funding to enable us to provide our services, this is due to the financial inability of Local Authorities and National Government departments to provide adequate support for clients who have been used to reliance on these sources in the past to provide adequately funded care. The continuing reduction in benefits to those most vulnerable is creating great hardship. The rise in the Minimum wage and increase in general costs and the demand for ever higher quality service means that finances are always under strain; however, we are grateful for grants which have helped us to continue services this year, and purchase good supplies of PPE, and we note that there is a rise in the payments we can expect from Suffolk County Council (SCC) in the next year.

Headway Suffolk was affected, like the rest of the Country during 2020/21 by the Covid 19 pandemic. Our hubs, with the exception of the Ipswich hub, closed overnight. The Ipswich hub remained opened to a few very vulnerable clients. The Bury hub opened as soon as it could. Numbers at both hubs remained low throughout the year and were fluid between lockdowns. Those that could not attend were supported on our virtual hub, by weekly phone calls, activity books and food parcels. Home care remained busy throughout the year. At the worst of the crisis the Trustees met, on line, almost every week.

A large amount of time and money was spent in keeping our services Covid 19 safe and secure through the provision of PPE and also screens, fogging machines and extra cleansing facilities. This was a significant extra burden for our staff, as their work did not allow them to retreat to home working.

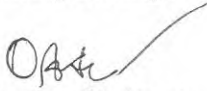
In spite of these difficulties I am pleased to report that Headway Suffolk has continued to recruit new Trustees with a wide range of experience and ability to guide the Charity to a sustainable future; these have included relations of clients making use of Headway Suffolk's services and an ex-employee of the Charity.

The Charity has also continued to recruit new staff who provide a high quality of service; however this remains a big challenge as we are required to ensure continuing higher standards of commitment and qualifications for staff while being limited in our ability to pay realistic wages when compared with commercial employers. The Charity continues to provide regular training to its staff, and Zoom has enabled some of that training to happen in a place convenient to staff, namely their homes.

In the course of the year clients of Headway Suffolk have redesigned our Logo and it now appears on our paperwork.

I am very proud of the standard of service that our dedicated and hardworking staff team continue to provide during the pandemic ensuring our clients are safe and well during these very challenging times.

The future remains challenging but I remain confident that Headway Suffolk will continue to address the needs of those who require our services and that the Charity is well served by staff and trustees to ensure a continuing exciting and progressive future.


O Thurtle - Chairman
Date: 19 August 2021

HEADWAY SUFFOLK LTD
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the audited financial statements of Headway Suffolk for the year 1 April 2020 to 31 March 2021.

The Directors, who are also referred to as Trustees, are pleased to present their annual report together with the accounts and financial statements of the Charity for the year ending 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Since the 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 including public benefit

The Objectives of the charity are:

- To promote understanding of all aspects of brain injury and other neurological conditions; and
- To provide information, support, bespoke appropriate care and rehabilitation services to people with an acquired brain injury or other acquired neurological condition, their families and carers.

The vision that shapes our annual activities remains the promotion of a comprehensive understanding of the devastating effects of brain injury along with the provision of the most advantageous care and support to those affected and is guided by the following Values Statement:-

Headway Suffolk

- Values the individual and believes in the equal right of all to realise their potential
- Believes in countering the disadvantage and social exclusion experienced by people with brain injury and other neurological conditions, their families and carers, by encouraging voluntary action in its diverse forms
- Values and respects diversity and disability, race, culture, religion and sexual orientation
- Believes that people with brain injuries, neurological conditions their families and carers and concerned professionals should work together in pursuit of shared goals
- Believes that the Headway Suffolk movement has a vital role to play in lobbying for improvements in statutory services and is proud to provide services to Suffolk County Council and the East Suffolk and Ipswich Clinical Commissioning Group ('CCG') and West Suffolk CCG.
- Values the commitment to improving the lives of people with brain injury, neurological conditions, their families and carers, shown by its Trustees, Employees, Volunteers, Members and Supporters
- Recognises and values the work which Headway Suffolk Groups carry out with people who have survived all types of acquired brain injury and neurological conditions, their families and carers
- Believes that carers and people with brain injuries and neurological conditions who use services should be consulted by service providers and involved in service delivery wherever possible.

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

Activities

Social Rehabilitation

Headway Suffolk is able to offer social day rehabilitation to clients with a wide range of neurological conditions at our main hubs in Ipswich and Bury St Edmunds. After assessment clients are able to engage in a wide range of activities to suit their needs. This may include, art and craft, basic skills, living skills, IT, music and drama in addition to physical activities provided by regular visits to the local outside Gym together with working on our own allotment to produce some of the food used in our teaching kitchen at Ipswich. This year we have also introduced Nordic Walking, all these activities are instrumental in assisting clients to achieve their short and long term goals.

Virtual hubs

Due to Covid 19 many clients were unable to attend our hubs. Headway Suffolk's rehab activities were transferred to a virtual platform. Tablets were provided to many clients so that they could access these twice daily sessions. Our popular Understanding Brain injury course was also moved onto Zoom. Activity packs were delivered to those who could access the internet.

Food parcels

As our clients struggled to shop during the pandemic and to purchase food, Headway Suffolk registered as a food bank and delivered food on a weekly basis. Extra hampers were delivered at Christmas. The Charity also cooked and delivered its own ready meals, as such products could not be purchased during the first lockdown, after approval of our cooking facilities.

Home Care - Community Support

The Charity continues to support people in their own home, helping them with personal care, taking medication and daily living tasks. In addition, they have supported them to take part in leisure activities, to attend health care appointments and to follow hobbies. For some clients we give 24-7 care. Headway Suffolk Home Care team are inspected by the Care Quality Commission ('CQC') and were given a rating of GOOD at the last inspection which took place in June 2018.

Transport

During the last 12 months Headway Suffolk has maintained its in house transport fleet of 5 Minibuses. The lease on the fleet of 17 small cars ended during this financial year. It was decided to return them and to take out a lease on 17 new Suzuki Ignis' which enable Home Care and Hub staff to safely transport clients to individual activities instead of using their personal vehicles over which the Charity do not have control. All Headway Suffolk vehicles are fitted with safety and monitoring equipment which enable Managers to constantly monitor legal compliance and tracking ability to help keep clients and staff safe.

Brainy Dogs

This project continues to form a valuable part of the services that we offer and still attracts interest and funding from a variety of sources including a further grant from the Big Lottery during the year. The project gives our service users the ability to acquire a companion dog of their own or to have regular contact with the dogs in training at the centre. Our Brainy Dog staff also do home visits to individuals and in the community. It provides the opportunity for regular exercise for our service users by taking a dog for a walk and importantly provides companionship for service users who live alone.

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

Clinical Therapies

This important service was funded by the Big Lottery until 31 December 2020. As well as providing one to one support the therapists deliver dementia groups, understanding brain injury courses, and carers support groups. The service is currently part funded by the Brompton Trust and core funding.

Campaigning

During the last year Headway Suffolk has continued to provide education in all aspects of brain injury to local schools, local authority, healthcare, police departments and the local prison service.

Our CEO meets regularly with Suffolk County Councillors from all parties, writes to all District, Borough and Parish Councillors on a regular basis and is in contact with all Suffolk's MPs so that they understand the needs of our clients and the work that Headway Suffolk carries out. Useful contacts have also been formed with the Suffolk High Sheriff and the County Lord Lieutenant.

Achievements and performance

The financial review and statement of financial affairs shown later in this document provides a detailed picture of the financial performance of the charity. 2020/21 was another busy year for the Charity with many challenges but with good progress on many fronts.

Standards

During the last year the Charity maintained its compliance with CQC and Headway UK Governance Standards which assists in bringing continuing confidence and recognition from funders and other professional bodies.

Satellite Centres

These have been temporarily closed during 2020/21 due to Covid 19.

CRM System

The integrated CRM system continues to provide important information enabling staff to monitor and organise activities and is proving useful in all aspects of management of the Charity, recording and retrieving important statistics and information on performance of the two main centres and the satellites. It is also a very important tool in the implementation and administration of our Home Care Service.

GDPR

To enable compliance with the requirements imposed by the introduction of the new General Data Protection Regulations in May 2018. All Email and Office software systems have now been switched over to Microsoft Office 365, dedicated tablets and or laptops have been provided to all staff to ensure personal devices are no longer required for any Headway Suffolk communications. This ensures better security of information used and a common system with regularly updated and compliant office communication.

Volunteers Value

The value of volunteers is difficult to quantify but volunteers contribute in many ways to the running of the charity both in the centres as volunteer support to permanent staff, together with various other external activities. We continue to value our volunteers as an essential part of our operations.

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

Training

Headway Suffolk now has a respected internal training department which ensures all staff reach their full potential. All care staff are qualified to level 2 in care with 90% trained to level 3. All staff receive training in first aid and manual handling by our qualified in house trainers. We have developed a partnership with a local commercial company to deliver e-learning to our staff on a range of topics. This training is also available and attended by some Trustees.

Public Benefit

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. They are of the opinion that the provision of a range of services, free at the point of delivery, enables Headway Suffolk to meet its obligation to provide public benefit.

These services include the provision of information to local organisations, raising the awareness of brain injury in the County. The provision of Drop-in Advice and Support Groups for service users and their families including access to the in house Counselling service.

Provision of work experience to college and university students, apprenticeships and placements have taken place in a Covid safe manner.

Financial review

Overview

During the year operating income and expenditure have both seen a significant decrease compared with last year, this is due mainly to the Covid-19 pandemic which meant that our centres had to be temporarily closed or open at a significantly reduced capacity. However, the significant increase in grants and donations throughout the period have meant the Charity has not been adversely affected financially.

The services we provide have continued to improve and expand slowly and we continue to provide a high level of training to our staff. Our transport fleet generates a significant expenditure but is necessary due to the unwillingness of the local authority social services to fund essential transport for the majority of our clients. At the same time we are offered care rates by social services which do not fully cover the costs and the shortfall has to be funded from other sources to keep a healthy balance and ensure we do not drive people away due to funding difficulties.

Income

Our Income has seen a marginal increase during the year to £1,809,203 from £1,548,776 last year. However, it is prudent to note that Centre Attendance Fees have decreased significantly to £189,316 from £539,368 reflecting the impact of Covid-19 within the Centre Hubs but that Community Support fees have seen a minor increase from £613,759 to £617,059. The other main stream of income, not directly within our control, is Grants and Donations. This year Grants and Donations amount to £883,091 a significant increase from last year. Around half of this income (£471,958) is Restricted Income, i.e. tied to specific expenditure not normally available for general revenue purposes.

Expenditure

Expenditure has seen a decrease of £8,435 over last year which reflects the action taken to reduce staff costs together with the introduction of more efficient working practices. Costs incurred on the property project over the past few years were impaired in 2020/21 due to the pandemic leading to a postponement and subsequent change of plan with regard to the future property strategy.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

Balance Sheet

Debtors & Creditors - The Finance group monitors all income and expenditure on a monthly basis and particularly focuses on Debtors and Creditors to ensure this does not become a problem. The Mortgage on our Epsilon House Property is the only long-term Creditor and the sum outstanding on it has reduced by a further £13,974 to £350,949, in addition the Finance Agreement on the fleet cars has an outstanding balance of £193,784.

Our Net Assets amount to £941,673 or 75% of our Annual Expenditure. They include the unexpended Restricted Funds and the net value of our premises [Epsilon House].

Balances are held at six different banks so that the guarantee for such funds is not exceeded. The payroll has thus to be sourced from more than one bank as it averages £89,562 a month, which is above the guarantee limit.

£450,511 worth of Restricted Funds have been expended during the year leaving £86,982 at the year end, in comparison with the £65,245 remaining unspent from previous years.

Risk Assessment, Reserves and Investment Strategy

The Trustees and the CEO are conscious that revenue is difficult to predict, but reserves need to be kept at a realistic level to enable the charity to function effectively and they consider that at least 3 months operational reserves should be held and available at all times for this purpose and have a risk management strategy which comprises:

- An annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the annual review; and
- The implementation of procedures designed to minimise any potential impact on the charity should the identified risks materialise.

Through the risk management processes established for the charity the Trustees are satisfied that any major risks identified have been adequately mitigated where necessary. It is recognised that the systems in place can only provide reasonable but not absolute assurance that all major risks have been adequately managed. The overall financial situation continues to be at a sustainable level to enable the charity to continue with present projects and services, even though external funding is increasingly difficult to guarantee long-term. The Trustees continue to believe the strategy of building and maintaining reserves for the future to a realistic level is the correct one to enable the charity to continue with its work into the foreseeable future, and this is reflected in the overall value of reserves shown on the balance sheet. However it should be noted that the majority of this has been accumulated over the years from grants, donations and legacies and is NOT accrued from revenue income which continues to be very difficult to obtain at a realistic level.

In common with many other Charities, Headway Suffolk continues to face continuing long-term uncertainty and difficulty in sourcing and competing for external funds. The Trustees continue to consider it prudent to maintain sufficient liquid assets to enable the charity to function correctly. Consequently the Charity's funds, both restricted and unrestricted, are still held in accessible cash form as any rewards from short term investment still currently produce meagre returns. The funds are not considered excessive in the context of total expenditure. The Finance team regularly monitors the amounts held in current and investment accounts and authorises regular transfers to maximise interest with security. The reserves and investments are reviewed annually and require the Charity to maintain sufficient assets to cover operating costs. The Trustees actively monitor and review on a regular basis the major operational and business risks which the charity faces and put into operation policies and actions to reduce known risks where appropriate.

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

The free reserves of the Charity equate to £327,330. This is in line with the current policy of maintaining reserves equivalent to 3 months of operational expenditure. During 2021/22 we will review the free reserves policy in light of the experience of the past 16 months

Future Plans

Ipswich Housing Project

During the year the trustees decided to put the housing project on hold due to the pandemic. We are carefully assessing our options based on our experience over the past 16 months to decide what is the most appropriate property strategy to meet our client's needs.

Day Centre Attendance

Efforts continue to seek to increase day centre attendance both at Ipswich and Bury St Edmunds to maximise on the resources and facilities available, to provide additional services and facilities and to continue in the establishment of Satellite Centres to enable us to provide a true County wide service to people with an acquired neurological condition.

Home Care

This is an area that continues to have ongoing potential and that Headway Suffolk is ideally placed to take over the specialist care required to ensure our service users are able to lead sociably acceptable lives. This service will be gradually expanded in the future as demand and resources permit. It is recognised that this is a much needed specialist service for clients with a wide range of neurological conditions.

Structure, governance and management

Constitution

Headway Suffolk is constituted under the Companies Act 2006 (Registered No 03731392) and is limited by guarantee. It is governed according to the provisions contained in the Memorandum and Articles of Association, dated 22 February 1999.

Trustees

A list of Trustees during the year and to the date of this report is included on page 1.

Appointment of Trustees

Voting members are entitled to nominate individuals to stand for election to the Board of Trustees. Nominees are elected by ballot at the Annual General Meeting for a period of three years. All retiring members are eligible to stand for re-election at the end of the three year appointment.

The Articles of Association allow a minimum number of 3 and a maximum number of 15 on the Board of Trustees.

The Board of Trustees may Co-opt additional members to the Board within minimum & maximum numbers, any such Co-opted members are eligible to stand for election by members at the next AGM.

Trustee Induction and Training

New Trustees undergo a comprehensive induction to make them aware of their legal obligations under charity law, the content of the Memorandum and Articles of Association, the structure and governance of the charity as well as policies and procedures, their obligations under the Trustees Code of Conduct, the current business plan and budget together with details of recent financial performance. Trustees are also regularly updated by the Chair and CEO with relevant information from the Charity Commission and the Rules of Affiliation with Headway Suffolk UK.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

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

Tax Status

The Company is a Registered Charity No. 1075338, and is potentially exempt from Corporation Tax & Income Tax.

Organisation

The Trustees conduct much of the routine business of the charity by various Action Groups appointed from board members to meet as and when appropriate. During the current year the following action groups were established and have met at appropriate times during the year. Governance, Finance, Housing, Data Protection, Operations & Projects groups. All subsequent decisions agreed at action group meetings being modified accepted or rejected at Main Board meetings.

Regular Management meetings with the Chairman, Board Members & The Chief Executive are held to ensure application of policies and procedures and to promote the smooth running of the charity.

Main Board Meetings

The Board of Trustees meets 12 times per year to discuss all aspects of the Charity's business and to carry out its legal obligations. During April and May 2020 the Board met weekly in order to govern the Charity during the early days of the pandemic. All Board meetings in 2020/21 have been on Zoom due to Covid 19.

Capacity of Trustees

All members of the Board of Trustees exercise their authority in the capacity as directors under the relevant companies legislation and as trustees of the charity. Given the Company's charitable status the term "Trustee" rather than "Director" is used throughout.

Trustees' liability insurance

Headway Suffolk has maintained insurance during the year for Trustees against liabilities in relation to their duties as Trustees.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the 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 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware; and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Approved by order of the members of the Board of Trustees on
19 August 2021 and signed on their behalf by:



.....
Owen Thurtle
Chair of Trustees

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD

Opinion

We have audited the financial statements of Headway Suffolk Ltd (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 the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

HEADWAY SUFFOLK LTD
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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial experience and through discussions and enquiries of Trustees and management. During the engagement team briefing, the outcomes of these discussions were shared with the team, as well as consideration as to where and how fraud may occur in the charitable company.

The following laws and regulations were identified as being of significance to the charitable company:

- Those laws and regulations considered to have a direct effect on the financial statements including UK financial reporting standards, taxation regulations and the Charities Act 2011; and
- The charitable company is subject to many other laws and regulations where the consequences of noncompliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, safeguarding, human rights and employment law and GDPR compliance.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and those charged with governance as to whether the company complies with such regulations; enquiries of management and those charged with governance concerning any actual or potential litigation or claims, inspection of relevant legal documentation, review of board minutes, testing the appropriateness of entries in the nominal ledger, including journal entries and the performance of analytical procedures to identify any unexpected movements in account balances which may be indicative of fraud.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAS (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's Report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Sharon Bland UP

Sharon Gravener (Senior Statutory Auditor)

for and on behalf of
Scrutton Bland LLP
Chartered Accountants
Statutory Auditor
Fitzroy House

Crown Street
Ipswich
Suffolk
IP1 3LG

Date: *23 September 2021*

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and grants	2	467,968	471,958	939,926	287,514
Charitable activities	3	806,085	290	806,375	1,153,127
Fundraising activities	4	8,044	-	8,044	27,373
Investments	5	152	-	152	693
Other income	6	54,706	-	54,706	80,069
Total income		1,336,955	472,248	1,809,203	1,548,776
Expenditure on:					
Charitable activities	9	988,000	450,511	1,438,511	1,541,494
Other expenditure	11	94,548	-	94,548	-
Total expenditure		1,082,548	450,511	1,533,059	1,541,494
Net movement in funds		254,407	21,737	276,144	7,282
Reconciliation of funds:					
Total funds brought forward		600,284	65,245	665,529	658,247
Net movement in funds		254,407	21,737	276,144	7,282
Total funds carried forward		854,691	86,982	941,673	665,529

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 19 to 34 form part of these financial statements.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)
REGISTERED NUMBER: 03731392

BALANCE SHEET
AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	14	835,463	791,473
		<u>835,463</u>	<u>791,473</u>
Current assets			
Debtors	15	228,692	194,078
Cash at bank and in hand	22	531,526	207,910
		<u>760,218</u>	<u>401,988</u>
Creditors: amounts falling due within one year	16	(157,560)	(134,990)
Net current assets		<u>602,658</u>	<u>266,998</u>
Total assets less current liabilities		<u>1,438,121</u>	<u>1,058,471</u>
Creditors: amounts falling due after more than one year	17	(496,448)	(392,942)
Net assets		<u><u>941,673</u></u>	<u><u>665,529</u></u>
Charity funds			
Restricted funds	18	86,982	65,245
Unrestricted funds	18	854,691	600,284
Total funds		<u><u>941,673</u></u>	<u><u>665,529</u></u>

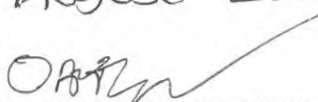
HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)
REGISTERED NUMBER: 03731392

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2021

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 on
19 August 2021 and signed on their behalf by:


.....
Owen Thurtle
(Chair of Trustees)

The notes on pages 19 to 34 form part of these financial statements.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	2021	2020
	£	£
Cash flows from operating activities		
Net cash used in operating activities	357,686	44,150
Cash flows from investing activities		
Interest received	152	693
Proceeds from the sale of tangible fixed assets	70,254	-
Purchase of tangible fixed assets	(23,050)	(48,727)
Net cash generated from/(used in) investing activities	47,356	(48,034)
Cash flows from financing activities		
Repayments of borrowings	(13,974)	(33,914)
Repayments of finance leases	(67,452)	-
Net cash used in financing activities	(81,426)	(33,914)
Change in cash and cash equivalents in the year	323,616	(37,798)
Cash and cash equivalents at the beginning of the year	207,910	245,708
Cash and cash equivalents at the end of the year	531,526	207,910

The notes on pages 19 to 34 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies

1.1 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

Headway Suffolk Ltd 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.

1.2 Going concern

The financial statements have been drawn up on a going concern basis.

Due to the lockdowns arising from the pandemic, the hubs saw a significant reduction in operations in 2020/21. However the operation of home care services was maintained and demand increased. With the support of additional grants and donations the charity ended the year with an improved cash and net asset position.

The impact of Coronavirus will continue to have a significant effect on the economy and will have some impact on the Charity for 2021/22. The Charity has prepared budgets and forecasts and anticipate that the Charity will be able to continue to meet its liabilities as they fall due and continue to trade.

1.3 Company status

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

1.4 Income

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

Income for attendance fees and associated income and income for home care fees are recognised based on the dates of attendance.

Grants and donations are accounted for at the date of receipt, unless they are subject to conditions being met. Grants and donations given for a specific purpose are shown as restricted income in the Statement of Financial Activities.

Income from other sources is accounted for in the year in which it is receivable.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

1.5 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

1.6 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

1.7 Interest receivable

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

1.8 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Assets in the course of construction are included at costs incurred to date. Depreciation on these assets is not charged until they are brought into use.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

1.8 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Long-term leasehold property	- 0% per annum
Motor vehicles	- 25% per annum
Fixtures and fittings	- 25% per annum

Donated assets provided for use by the Charity are capitalised in the financial statements at their estimated market value.

1.9 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 discounts due.

1.10 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.

1.11 Creditors

Creditors are recognised where 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 or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

1.12 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.13 Finance leases and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors, net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

1.14 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.15 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.16 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 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 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. Income from donations and grants

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	411,133	-	411,133	74,344
Grants	-	471,958	471,958	213,170
Coronavirus job retention scheme income	56,835	-	56,835	-
	<u>467,968</u>	<u>471,958</u>	<u>939,926</u>	<u>287,514</u>
Total 2020	<u>73,870</u>	<u>213,644</u>	<u>287,514</u>	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

3. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Attendance and support fees	806,085	290	806,375	1,153,127
Total 2020	1,153,127	-	1,153,127	

4. Income from fundraising activities

Income from fundraising events

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Fundraising activities	8,044	8,044	27,373
Total 2020	27,373	27,373	

5. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Interest receivable	152	152	693
Total 2020	693	693	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

6. Other incoming resources

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Transport income	15,089	15,089	49,084
Lunch income	10,223	10,223	19,536
Miscellaneous Income	2,944	2,944	11,449
Profit on sale of tangible fixed assets	26,450	26,450	-
	<u>54,706</u>	<u>54,706</u>	<u>80,069</u>
Total 2020	<u>80,069</u>	<u>80,069</u>	

7. Direct costs

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Property and office	95,206	66,812	162,018	157,042
Services	86,064	3,600	89,664	100,710
Staff training and recruitment	10,038	118	10,156	10,275
Wages and salaries	669,401	363,553	1,032,954	1,111,162
National insurance	66,389	4,008	70,397	70,585
Pension cost	21,212	2,061	23,273	26,967
Depreciation	26,582	10,359	36,941	51,770
	<u>974,892</u>	<u>450,511</u>	<u>1,425,403</u>	<u>1,528,511</u>
Total 2020	<u>1,250,606</u>	<u>312,300</u>	<u>1,562,906</u>	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. Governance costs

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Auditor's remuneration and management fees	8,150	8,150	8,308
Wages and salaries	4,958	4,958	4,675
	<u>13,108</u>	<u>13,108</u>	<u>12,983</u>
Total 2020	<u>12,812</u>	<u>12,812</u>	

9. Analysis of expenditure on charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Direct costs and expenditure on governance	<u>988,000</u>	<u>450,511</u>	<u>1,438,511</u>	<u>1,541,494</u>
Total 2020	<u>1,281,609</u>	<u>259,885</u>	<u>1,541,494</u>	

Summary by expenditure type

	Staff costs 2021 £	Depreciation 2021 £	Other costs 2021 £	Total funds 2021 £	Total funds 2020 £
Direct costs and expenditure on governance	<u>1,131,582</u>	<u>36,941</u>	<u>269,988</u>	<u>1,438,511</u>	<u>1,541,494</u>
Total 2020	<u>1,213,389</u>	<u>51,770</u>	<u>276,335</u>	<u>1,541,494</u>	

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

10. Net income/(expenditure)

	2021 £	2020 £
This is stated after charging:		
Depreciation of tangible fixed assets - owned by the charity	36,941	51,770
Auditor's remuneration - audit	5,850	5,900
Operating lease rentals - plant and machinery	6,528	6,068
Operating lease rentals - land and buildings	21,500	37,445
	<u> </u>	<u> </u>

11. Other expenditure

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Impairment of assets under construction	94,548	94,548	-
	<u> </u>	<u> </u>	<u> </u>

12. Staff costs

	2021 £	2020 £
Wages and salaries	1,037,912	1,115,837
Social security costs	70,397	70,585
Contribution to defined contribution pension schemes	23,273	26,967
	<u> </u>	<u> </u>
	<u>1,131,582</u>	<u>1,213,389</u>

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

	2021 No.	2020 No.
Average monthly number of employees	62	73
	<u> </u>	<u> </u>

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

12. Staff costs (continued)

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021 No.	2020 No.
In the band £60,001 - £70,000	-	1
In the band £70,001 - £80,000	1	-

13. 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).

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

14. Tangible fixed assets

	Long-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Assets under construction £	Total £
Cost					
At 1 April 2020	654,034	272,748	29,571	94,548	1,050,901
Additions	-	219,283	-	-	219,283
Disposals	-	(136,944)	-	(94,548)	(231,492)
At 31 March 2021	654,034	355,087	29,571	-	1,038,692
Depreciation					
At 1 April 2020	41,176	189,248	29,004	-	259,428
Charge for the year	-	36,374	567	-	36,941
On disposals	-	(93,140)	-	-	(93,140)
At 31 March 2021	41,176	132,482	29,571	-	203,229
Net book value					
At 31 March 2021	612,858	222,605	-	-	835,463
At 31 March 2020	612,858	83,500	567	94,548	791,473

15. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	103,339	96,134
Other debtors	79,883	73,017
Prepayments	45,470	24,927
	228,692	194,078

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Creditors: Amounts falling due within one year

	2021	2020
	£	£
Bank loans	18,943	13,757
Obligations under finance lease and hire purchase contracts	29,341	23,226
Trade creditors	17,610	11,036
Other taxation and social security	21,208	20,277
Other creditors	5,987	5,099
Accruals and deferred income	64,471	61,595
	<u>157,560</u>	<u>134,990</u>

Bank loans are secured on the long leasehold property and they are repayable by instalments at an interest rate of 2.6% above base rate per annum.

Obligations under hire purchase contracts due within one year are secured against the assets they relate to.

17. Creditors: Amounts falling due after more than one year

	2021	2020
	£	£
Bank loans	332,006	351,166
Net obligations under finance lease and hire purchase contracts	164,442	41,776
	<u>496,448</u>	<u>392,942</u>

The Bank loan which is due for repayment after more than five years is repayable by equal instalments.

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Property (less mortgage)	-	-	-	261,909	261,909
Futute Premises	120,767	-	-	14,685	135,452
Therapists	-	-	-	60,000	60,000
Vehicles	-	-	-	30,000	30,000
Mental health nurse	-	-	-	40,000	40,000
Leasehold Premises Dilapidations	10,000	-	-	(10,000)	-
	<u>130,767</u>	<u>-</u>	<u>-</u>	<u>396,594</u>	<u>527,361</u>
General funds					
General Funds - all funds	<u>469,517</u>	<u>1,336,955</u>	<u>(1,082,548)</u>	<u>(396,594)</u>	<u>327,330</u>
Total Unrestricted funds	<u>600,284</u>	<u>1,336,955</u>	<u>(1,082,548)</u>	<u>-</u>	<u>854,691</u>
Restricted funds					
Restricted Funds - all funds	<u>65,245</u>	<u>472,248</u>	<u>(450,511)</u>	<u>-</u>	<u>86,982</u>
Total of funds	<u><u>665,529</u></u>	<u><u>1,809,203</u></u>	<u><u>(1,533,059)</u></u>	<u><u>-</u></u>	<u><u>941,673</u></u>

HEADWAY SUFFOLK LTD
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

19. Restricted funds analysis

	Balance at 1 April 2020 £	Income £	Expend- iture £	Transfers in/out £	Balance at 31 March 2021 £
DfT, Minibuses x 2	6,699	-	(6,699)	-	-
Broomton Foundation, Therapists	-	50,000	(12,000)	-	38,000
New Build - Buy a Brick	10,758	-	-	-	10,758
Suffolk Community Foundation, Suffolk, Carers Fund - Counselling	19,562	10,003	(9,644)	-	19,921
Big Lottery Fund, Brainy Dogs (3)	-	69,735	(69,735)	-	-
Big Lottery Fund, Sensory Garden, New Build	5,000	-	-	-	5,000
Slater Gordon, Hospital Nurse	417	-	(417)	-	-
Petplan Charitable Trust, Brainy Dogs Vehicle	2,192	-	(2,192)	-	-
Suffolk Community Foundation, 186815	4,496	-	-	-	4,496
Brainy Dogs Fund	139	200	(339)	-	-
Edward Gosling Foundation, Counselling	-	2,500	(2,500)	-	-
Mid Suffolk District Council	-	1,000	(1,000)	-	-
Ipswich BC, general employment costs	-	4,000	(4,000)	-	-
Lottery 20126116, General Covid 19 Costs	-	10,000	(10,000)	-	-
SCC Covid Grant for Staff & PPE	-	27,771	(27,771)	-	-
The Julia and Hans Rausing Trust	-	200,000	(200,000)	-	-
SCC Infection Control Fund (ICF) R1	-	2,120	(2,120)	-	-
Suffolk County Council, Locality Budget, Mobile Shop	786	-	(786)	-	-
St Edmunds Trust, Sara Stedy Device	992	-	(302)	-	690
Russ Rainger, Therapy Sessions	1,000	-	-	-	1,000
Suffolk County Council, S Gage Locality Budget, Mobile Shop	500	-	(380)	-	120

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L D Rope 3rd Charitable Settlement, Gardening Equipment, Allotment	300	-	(25)	-	275
Big Lottery Fund, Therapists & Counselling	-	60,689	(60,689)	-	-
Running costs of the Aldeburgh Hub, agreed	5,704	-	(4,086)	-	1,618
East Suffolk Council, New Car funding	3,500	-	-	-	3,500
Suffolk Community Foundation 197591	2,000	-	(2,000)	-	-
Mrs LD Rope Third Charitable Trust, Fish & Chip Group	-	4,200	(2,596)	-	1,604
Groundwork UK, Counselling	1,000	-	(1,000)	-	-
St Edmunds Trust, PPE Donation	-	1,650	(1,650)	-	-
The Edward Gostling Foundation	-	5,000	(5,000)	-	-
SCC Infection Control Fund (ICF) R2	-	4,593	(4,593)	-	-
SCC Infection Control Fund (ICF) Day hubs Inst 1&2	-	15,955	(15,955)	-	-
SCC - Workforce Capacity Fund	-	967	(967)	-	-
SCC - Running Costs	-	1,575	(1,575)	-	-
Counselling	-	290	(290)	-	-
Belstead Village Hall	200	-	(200)	-	-
Total	65,245	472,248	(450,511)	-	86,982

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	835,463	-	835,463
Current assets	648,236	111,982	760,218
Creditors due within one year	(132,560)	(25,000)	(157,560)
Creditors due in more than one year	(496,448)	-	(496,448)
Total	854,691	86,982	941,673

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20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	781,876	9,597	791,473
Current assets	311,338	90,650	401,988
Creditors due within one year	(99,988)	(35,002)	(134,990)
Creditors due in more than one year	(392,942)	-	(392,942)
Total	600,284	65,245	665,529

21. Related party transactions

The total employee benefits of the key management personnel of the Trust were £131,126 (2020: £133,769)

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

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	276,144	7,282
Adjustments for:		
Depreciation	36,941	51,770
Interest receivable	(152)	(693)
Loss/(profit) on the sale of fixed assets	(26,450)	-
Increase in debtors	(34,614)	(37,529)
Increase in creditors	11,269	23,320
Net cash provided by operating activities	263,138	44,150

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23. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash at bank and in hand	531,526	207,910
Total cash and cash equivalents	<u>531,526</u>	<u>207,910</u>

24. Analysis of changes in net debt

	At 1 April 2020 £	Cash flows £	New finance leases £	Other non- cash changes £	At 31 March 2021 £
Cash at bank and in hand	207,910	323,616	-	-	531,526
Debt due within 1 year	(13,757)	13,974	-	(19,160)	(18,943)
Debt due after 1 year	(351,166)	-	-	19,160	(332,006)
Finance leases	(65,002)	67,452	(196,233)	-	(193,783)
	<u>(222,015)</u>	<u>405,042</u>	<u>(196,233)</u>	<u>-</u>	<u>(13,206)</u>

25. Operating lease commitments

At 31 March 2021 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	27,712	27,568
Later than 1 year and not later than 5 years	46,382	64,808
	<u>74,094</u>	<u>92,376</u>