

REGISTERED COMPANY NUMBER: 03917437 (England and Wales)
REGISTERED CHARITY NUMBER: 1080775

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
FOR
HEADWAY LUTON LTD**

HEADWAY LUTON LTD

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HEADWAY LUTON LTD

**REFERENCE AND ADMINISTRATIVE DETAILS
for the Year Ended 31 MARCH 2024**

TRUSTEES

Mr B H Bateson Treasurer
Mr A D Headley Chair
Mr A Malik
Mrs A Morgan
Mrs V Honegan - Headley
Mr C Harvey

REGISTERED OFFICE

49-53 Alma Street
Luton
Bedfordshire
LU1 2PL

**REGISTERED COMPANY
NUMBER**

03917437 (England and Wales)

**REGISTERED CHARITY
NUMBER**

1080775

INDEPENDENT AUDITORS

FKCA Limited
260 - 270 Butterfield
Great Marlings
Luton
Bedfordshire
LU2 8DL

CHIEF EXECUTIVE

Grahame Atkins

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. They are prepared in accordance with the accounting policies set out in note 1 to the financial statements and 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 financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives are for the relief of adults who have an acquired brain injury (ABI) and/or any other neurological condition, their families, carers and other related professionals by the provision of advice, information, services and facilities as required by such persons.

To manage and run activities, day centres, visiting services and support groups in furtherance of the objectives.

To create a wider understanding of brain injury within the community.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Board of Trustees are pleased to report to all Headway Luton members, including clients, their families and carers, staff and volunteers, supporters and funders, that throughout the difficult financial year of 2023/24, dealing with high inflation, we not only successfully achieved our primary objectives for the year, but also increased our range of client activities within the centre.

Primary Objectives:

1. To effectively ensure efficiency measures are adopted wherever possible so that services are not severely impacted by the rapidly increasing cost of living.
2. To support clients and their families who are struggling to cope with the increased cost of living with advice and information, debt management and budgeting skills.
3. To support clients who are still recovering from the covid pandemic due to increased social isolation, family bereavements, reduced independent living and other negative impacts to their health and wellbeing.
4. To expand the range of centre activities offering clients an increasing choice of activities at Headway centres in Luton and Houghton Regis to meet their individual needs.
5. To increase volunteer recruitment and training to support and enhance the staff team with new skills in the delivery of person-centred services.

Centre Services:

Actual numbers of clients attending the centres slightly reduced from the previous year due to a slowing down of agreed funding for new client placements by the local authorities who were also affected by increasing costs and budget shortfalls.

However, any resulting loss of centre attendance income coupled with significant increased energy, staffing and general running costs, did not detract from delivering a quality service with many new grant funded activities and projects for the clients to enjoy and benefit from.

Additional activities included:

- GVC Men's Health grant (administered by the BLCF) enabled clients to express themselves through Beatboxing, relaxing yoga and sound baths. New exercise equipment including weight machines were also purchased.
- Lottery Heritage Fund grant (administered through Luton Council) enabled professional artists to run a project with clients depicting the Luton history of beer brewing and hat making. This large-scale piece is displayed in Luton Central Library also promoting Headway Luton.
- Whipsnade Zoo provided heavily discounted tickets for group trips in the summer.
- Lottery Coronation Party grant provided funding for clients to celebrate the coronation of King Charles with professional musicians, magicians, a photo booth, and superb food by Rina.
- University of Bedfordshire psychology students interacted with clients to talk confidentially about the causes and consequences of their brain injuries.
- Central Beds Council provided 'Multiply Maths' group sessions in Houghton Regis as part of a national initiative to improve adult maths skills.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024**

Community Support Services:

Increased staff resources were committed to help the Community Support team. They managed the significant increase of clients and families with financial and benefit problems affecting their health and wellbeing, while also supporting clients in the community including those who were waiting for their centre funding to be confirmed by their local authority.

Thirty-five adults with an acquired brain injury were referred to Headway in this reporting year. All new clients were assessed to establish their ABI related needs, within our published timeframe of ten working days, and were provided with a wide range of support to meet their substantial and often complex problems.

Additional Community Support Services included :

- Bedfordshire and Luton Community Foundation (BLCF) grant enabled additional support for clients still recovering from the impact of the pandemic that affected their mental health and wellbeing.
- Lottery run Cost of Living Fund grant provided additional resources to support clients and their families and carers impacted by the increased cost of living through our communities.
- The Wixamtree Trust grant enabled Community Support to provide short term emergency centre attendance to clients in crisis, or for clients waiting a long time for the local authority to agree to fund the centre placement.
- Across the Luton and Central Beds area staff provided several ABI information and advice stands and fundraising stalls that also raised public awareness of ABI and Headway Luton services.

Volunteers:

We successfully promoted internally a staff member to be our part time Volunteer Co-ordinator, whose role was to increase volunteer recruitment. Throughout the year 13 volunteers were recruited to help clients with their centre activities. All volunteers received an induction, essential training and ongoing support throughout their time at Headway or continue to do so.

We have also welcomed young people on short term work experience programmes from local colleges.

Clients supported in 2023/24:

Throughout the year Headway Luton supported 219 clients with an ABI, as well as their family and carers either within our Centres and/or in the diverse communities within Luton and Central Beds. Of the existing clients from the previous year, 19 left our services for various reasons including no need for further support, moved away or sadly passed away.

Client statistics in brief:

- 67% of our clients are men and 33% women.
- 71% of clients have had an ABI caused by a medical condition such as stroke, tumour, meningitis and encephalitis.
- 24% have a traumatic brain injury caused by road traffic accidents, falls and assaults.
- 5% are living with a neurological condition including dementia and Parkinson's.
- 45% of our clients are under 50 and 55% are over 50.

Appreciation:

The Board of Trustees are very grateful for all clients, their families, carers, staff and volunteers and grant funders for their continued support throughout a very busy but successful year.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024**

FINANCIAL REVIEW

The results of the charity for the year are set out in the Statement of Financial Activities on page 11.

Overall the charity had a surplus for the year of £20,446.

Principal funding sources

Grant income for the year totalled £149,966 and was made up as follows:-

	£
Restricted:	
NHS Beds, Luton and Milton Keynes ICB - Community Support Service	54,790
Bedfordshire and Luton Community Foundation (Luton Borough Council) - Day Centre	44,488
Wixamtree Trust	2,890
Luton Borough Council - retention and recruitment grant	20,000
National Lottery - Cost of Living fund	17,432
National Lottery - Community fund - Coronation party	3,900
Luton Borough Council - Heritage Art Project	1,200
Mental Health Grant – Year 2	<u>5,266</u>
	<u>149,966</u>

All other income totalled £291,757. Charges for the day care service were £283,278, Fund raising contributed £1,243, other donations £6,979 and interest received £257.

Reserves policy

The trustees review the level of reserves periodically to ensure that the charity is able to be managed efficiently and to provide a buffer for uninterrupted services. It is their policy to maintain unrestricted funds at a level which equates to at least six months expenditure. This provides sufficient funds to cover management, administration and support costs.

PLANS FOR THE FUTURE

1. To continue with the development and expansion of all Headway Luton services towards the fulfilment of our mission statement.
2. To initiate and consolidate members participation in the consultation, planning and construction of a new 3-5 year business plan.
3. To review our charity constitution and governance policies to ensure they reflect our current aims and objectives, and how we conduct our business in legal compliance of the Charity Commission and Companies House regulations.
4. To continue adequately resourcing and reviewing our volunteer and trustee recruitment, training and retention practices.
5. To increase our digital communications with members and how we promote Headway services.
6. To ensure realistic energy efficiency measures are researched, resourced and applied as detailed in a new Headway Environment Policy (2025) in line with our aims towards Luton Net Zero plans.
7. To increase awareness of our services in Luton and Central Beds by new marketing initiatives.
8. To increase partnership working with other organisations that may benefit Headway services.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated on 1 February 2000 as a private company limited by guarantee, registered in England and Wales, after having been in existence for about eleven years as an unincorporated entity. It registered as a charity on 15 December 1997, with the charitable company being registered on 18 May 2000. The charity changed its name from Headway South Bedfordshire Limited on 22 October 2008.

The governing documents currently in force are the Memorandum and Articles of Association.

There are currently 6 members (trustees) (2022 - 6) each of whom agrees to contribute an amount not exceeding £10 in the event of the charity winding up.

Appointment of trustees

Trustees are appointed by the management committee, subject to approval at the following annual general meeting, which is normally held in November. At each AGM the two longest serving trustees retire but may offer themselves up for re-election.

Organisation

The names of the trustees who served during the year are set out on page 1.

Board meetings are held regularly on a monthly basis, with ad hoc meetings being held as and when necessary.

The chief executive officer has the overall responsibility for all operational activity, service quality, contract achievement and future developments to meet service demands, within a budget set and overseen by the board of trustees.

Risk management

The trustees carry out an annual review of the risks which the charity may face, have established systems and procedures to mitigate any risks identified and minimise any potential impact should any identified risks materialise.

REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Headway Luton Limited for the purposes of company law) are responsible for preparing the Report of the Trustees 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 period. In preparing those financial statements, the trustees are required to

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

FKCA Limited are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

The Report of the Trustees has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by order of the board of trustees on 18.10.24 and signed on its behalf by:


.....
Mr A D Headley - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Opinion

We have audited the financial statements of Headway Luton Ltd (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, 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 (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; 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 Auditors' 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 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.

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 Report of the Independent Auditors 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 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.

Opinions 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Matters on which we are required to report by exception

In the light of the 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 Report of the Trustees.

We have nothing to report in respect of the following matters where the 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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, 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.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Our 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 a Report of the Independent Auditors 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:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non compliance with laws and regulations, we considered the following:

1. The nature of the charity, control environment and the charity's performance.
2. Enquiries with management about their own identification and assessment of the risks of irregularities.
3. The matters discussed among the audit team regarding how and where fraud might occur and fraud indicators.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISA'S (UK), we are also required to perform specific procedures to respond to the risk of management override.

In addition we considered the legal and regulatory framework that the charity operates in, focusing on provisions of these laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. Key laws considered include the UK Companies Act and UK Tax Legislation.

We also considered those laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or avoid a material penalty.

Audit response to risks identified:

Testing was undertaken to address the risk of management override which included the review / testing of any year end journals and an assessment of whether the judgements made in making accounting estimates are indicative of potential bias.

Due to the size of the accounting function we have also carried out testing to assess the risk of fraudulent payments which included substantive testing on a sample of payments made during the reporting period.

We remained alert to any indications of fraud or non compliance throughout the entire audit process.

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 Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

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 auditors' 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Tara Aldwin ACA (Senior Statutory Auditor)
for and on behalf of FKCA Limited
260 - 270 Butterfield
Great Marlings
Luton
Bedfordshire
LU2 8DL

Date: 21 November 2024

HEADWAY LUTON LTD

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) for the Year Ended 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	6,979	-	6,979	7,989
Charitable activities					
Charitable Activities		283,278	149,966	433,244	399,988
Other trading activities	3	1,243	-	1,243	3,194
Investment income	4	<u>257</u>	<u>-</u>	<u>257</u>	<u>197</u>
Total		<u>291,757</u>	<u>149,966</u>	<u>441,723</u>	<u>411,368</u>
EXPENDITURE ON					
Raising funds		1,857	-	1,857	1,486
Charitable activities	5				
Charitable Activities		<u>270,106</u>	<u>149,314</u>	<u>419,420</u>	<u>413,990</u>
Total		<u>271,963</u>	<u>149,314</u>	<u>421,277</u>	<u>415,476</u>
NET INCOME/(EXPENDITURE)		19,794	652	20,446	(4,108)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>519,587</u>	<u>111,477</u>	<u>631,064</u>	<u>635,172</u>
TOTAL FUNDS CARRIED FORWARD		<u>539,381</u>	<u>112,129</u>	<u>651,510</u>	<u>631,064</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)

**BALANCE SHEET
31 MARCH 2024**

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	10	516,738	521,160
CURRENT ASSETS			
Debtors	11	32,279	42,762
Cash at bank and in hand		<u>116,311</u>	<u>101,345</u>
		148,590	144,107
CREDITORS			
Amounts falling due within one year	12	(13,818)	(34,203)
NET CURRENT ASSETS		<u>134,772</u>	<u>109,904</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>651,510</u>	<u>631,064</u>
NET ASSETS		<u>651,510</u>	<u>631,064</u>
FUNDS	14		
Unrestricted funds		539,381	519,587
Restricted funds		<u>112,129</u>	<u>111,477</u>
TOTAL FUNDS		<u>651,510</u>	<u>631,064</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on

18.10.24 and were signed on its behalf by:


Mr A D Headley - Trustee


Mr B H Bateson - Trustee

The notes form part of these financial statements

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102.

The presentation currency of the financial statements is in Pounds Sterling (£), which is the functional currency of the charity.

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements, although strict safeguards remain in place for the audit opinion, to remain fully objective.

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 £10 per member of the charity.

Income recognition

Grant income is accounted for in the period in which it is to be used.

All other income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

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

Investment income is included when receivable.

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds comprise the costs associated with attracting voluntary income; mainly in relation to fund raising events.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 5.

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is charged on the straight line basis over the expected useful economic lives of the assets at the following annual rates:

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2024

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Lift	-	over 15 years
Computers and other office equipment	-	over 3 years
Fixtures and fittings	-	over 10 years

No depreciation is provided on freehold land. The residual value of the freehold building (excluding the lift upgrade) is deemed to be at least equal to the value recorded in the financial statements. As such any depreciation would be negligible and has not been provided for.

The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Taxation

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

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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 cost of raising and administering such funds are charged against the specific fund. This includes grant funds which are given for specific purposes.

Pension costs

Payments made directly to individual employee personal pension plans by the charity are charged to the Statement of Financial Activities when paid.

Government grants

Government grants are recognised when it is reasonable to expect that the grants will be received and that all related conditions will be met, usually on submission of a valid claim for payment.

Grants of a revenue nature are credited to income so as to match them with the expenditure to which they relate.

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	<u>6,979</u>	<u>7,989</u>

3. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Fundraising events	<u>1,243</u>	<u>3,194</u>

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2024

4. INVESTMENT INCOME

	2024	2023
	£	£
Interest received	<u>257</u>	<u>197</u>

5. CHARITABLE ACTIVITIES COSTS

Costs directly allocated to activities	Basis of allocation Actual	Raising funds	Charitable activities	2024 Total £	2023 Total £
Staff costs	-	-	342,827	342,827	336,696
Day centre expenses	-	-	8,117	8,117	9,725
General office costs	-	-	6,296	6,296	5,437
Computer expenses	-	-	2,307	2,307	1,034
Travel	-	-	464	464	1,127
Training	-	-	1,265	1,265	1,209
Fund raising costs	-	1,857	-	1,857	1,486
Volunteer expenses	-	-	383	383	885
Legal and professional fees	-	-	1,240	1,240	766
Governance costs:	-	-	-	-	-
Audit and accountancy	-	-	8,389	8,389	8,413
Book-keeping	-	-	5,520	5,520	4,631
		<u>1,857</u>	<u>376,808</u>	<u>378,665</u>	<u>371,409</u>
Support costs allocated to activities	Usage				
Premises	-	-	34,020	34,020	34,521
Communications	-	-	4,170	4,170	2,896
Depreciation	-	-	4,422	4,422	6,650
		<u>-</u>	<u>42,612</u>	<u>42,612</u>	<u>44,067</u>
		<u>1,857</u>	<u>419,420</u>	<u>421,277</u>	<u>415,476</u>

6. NET INCOME/(EXPENDITURE)

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

	2024	2023
	£	£
Depreciation - owned assets	4,422	6,650
Audit fees	5,060	4,820
Other accountancy services	<u>3,329</u>	<u>3,593</u>

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2024

7. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

8. STAFF COSTS

	2024 £	2023 £
Wages and salaries	310,099	303,412
Social security costs	17,756	18,500
Other pension costs	<u>14,972</u>	<u>14,784</u>
	<u>342,827</u>	<u>336,696</u>

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

	2024	2023
Head injury services	15	13
Management and administration	<u>2</u>	<u>3</u>
	<u>17</u>	<u>16</u>

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	7,989	-	7,989
Charitable activities			
Charitable Activities	260,215	139,773	399,988
Other trading activities	3,194	-	3,194
Investment income	<u>197</u>	<u>-</u>	<u>197</u>
Total	<u>271,595</u>	<u>139,773</u>	<u>411,368</u>
EXPENDITURE ON			
Raising funds	1,486	-	1,486
Charitable activities			
Charitable Activities	<u>270,013</u>	<u>143,977</u>	<u>413,990</u>
Total	<u>271,499</u>	<u>143,977</u>	<u>415,476</u>
NET INCOME/(EXPENDITURE)	96	(4,204)	(4,108)

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2024

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued				
	Unrestricted funds £	Restricted funds £	Total funds £	
RECONCILIATION OF FUNDS				
Total funds brought forward	519,491	115,681	635,172	
TOTAL FUNDS CARRIED FORWARD	519,587	111,477	631,064	
10. TANGIBLE FIXED ASSETS				
	Freehold property £	Fixtures and fittings £	Computer equipment and other equipment £	Totals £
COST				
At 1 April 2023 and 31 March 2024	627,741	11,788	45,544	685,073
DEPRECIATION				
At 1 April 2023	108,969	10,187	44,757	163,913
Charge for year	3,761	268	393	4,422
At 31 March 2024	112,730	10,455	45,150	168,335
NET BOOK VALUE				
At 31 March 2024	515,011	1,333	394	516,738
At 31 March 2023	518,772	1,601	787	521,160
11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR				
		2024 £	2023 £	
Trade debtors		29,474	40,135	
Prepayments and accrued income		2,805	2,627	
		32,279	42,762	

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2024

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Accruals and deferred income	<u>13,818</u>	<u>34,203</u>

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
Fixed assets	405,809	110,929	516,738	521,160
Current assets	147,390	1,200	148,590	148,311
Current liabilities	<u>(13,818)</u>	<u>-</u>	<u>(13,818)</u>	<u>(38,407)</u>
	<u>539,381</u>	<u>112,129</u>	<u>651,510</u>	<u>631,064</u>

14. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	519,587	19,794	(408,291)	131,090
Property Fund - Designated fund	<u>-</u>	<u>-</u>	<u>408,291</u>	<u>408,291</u>
	519,587	19,794	-	539,381
Restricted funds				
Headway House - Capital grant	34,731	-	-	34,731
Other capital grant	71,989	-	-	71,989
Other capital donations	4,757	(548)	-	4,209
LBC - Heritage Art Project	<u>-</u>	<u>1,200</u>	<u>-</u>	<u>1,200</u>
	<u>111,477</u>	<u>652</u>	<u>-</u>	<u>112,129</u>
TOTAL FUNDS	<u>631,064</u>	<u>20,446</u>	<u>-</u>	<u>651,510</u>

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2024

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	291,757	(271,963)	19,794
Restricted funds			
Day centre operational cost	44,488	(44,488)	-
Community support service	54,790	(54,790)	-
Other capital donations	-	(548)	(548)
The National Lottery Community Fund - Cost of Living Fund	17,432	(17,432)	-
BLCF - Mental health grant	5,266	(5,266)	-
LBC - retention and recruitment grant	20,000	(20,000)	-
Wixamtree Trust	2,890	(2,890)	-
The National Lottery Community Fund - Coronation Party	3,900	(3,900)	-
LBC - Heritage Art Project	<u>1,200</u>	<u>-</u>	<u>1,200</u>
	<u>149,966</u>	<u>(149,314)</u>	<u>652</u>
TOTAL FUNDS	<u>441,723</u>	<u>(421,277)</u>	<u>20,446</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	519,491	96	519,587
Restricted funds			
Headway House - Capital grant	34,731	-	34,731
Other capital grant	71,989	-	71,989
Other capital donations	5,305	(548)	4,757
Sport England	2,500	(2,500)	-
Arts Council National Lottery Project	<u>1,156</u>	<u>(1,156)</u>	<u>-</u>
	<u>115,681</u>	<u>(4,204)</u>	<u>111,477</u>
TOTAL FUNDS	<u>635,172</u>	<u>(4,108)</u>	<u>631,064</u>

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2024

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	271,595	(271,499)	96
Restricted funds			
Day centre operational cost	44,488	(44,488)	-
Community support service	53,977	(53,977)	-
Other capital donations	-	(548)	(548)
Sport England	-	(2,500)	(2,500)
Arts Council National Lottery Project	3,103	(4,259)	(1,156)
BLCF - Mental health grant	10,534	(10,534)	-
BLCF - Mens health grant	4,911	(4,911)	-
LBC - retention and recruitment grant	20,000	(20,000)	-
BLCF - Jubilee grant	<u>2,760</u>	<u>(2,760)</u>	<u>-</u>
	<u>139,773</u>	<u>(143,977)</u>	<u>(4,204)</u>
TOTAL FUNDS	<u>411,368</u>	<u>(415,476)</u>	<u>(4,108)</u>

Purposes of restricted funds

The funds for the Community Support service and Day Centre represent grants received for the charity to undertake these specific services.

The Headway House and other capital grants funds represent grants originally received in the years ended 31st March 2000 to 31st March 2002 for the charity to purchase the freehold premises from which to operate services.

The other capital donations represent monies received to fund the upgrade of the new lift within the charity's freehold premises.

The funds from Sport England were to fund physical activity as part of their project with Versus Arthritis.

The funds from the Arts Council, funded by the National Lottery were to break down barriers and bring the arts to the clients of Headway.

The funds from The National Lottery Community Fund (Cost of Living Fund) were to fund an additional community support worker post.

The funds from The Community Recovery Fund via Bedfordshire and Luton Community Foundation (BLCF) were to improve the mental health of adults with an acquired brain injury.

The funds from The GVC Fund via Bedfordshire and Luton Community Foundation were to expand on existing activities and piloting new ones for men living with an acquired brain injury.

The funds from Luton Borough Council (LBC) were to assist with the retention and recruitment of staff following the Covid -19 pandemic.

The Jubilee Grant via Bedfordshire and Luton Community Foundation were to fund activities to celebrate the Queens Platinum Jubilee in June 2022.

The funds from the Wixamtree Trust were to fund new client placements.

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2024**

14. MOVEMENT IN FUNDS - continued

The funds from The National Lottery Community Fund were to fund celebrations for the King's Coronation.

The funds from Luton Borough Council were to fund a Heritage Art Project .

Transfers between funds

Funds have been designated by the trustees to cover the cost of the charity's freehold premises.

15. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2023 - none).