

ANNUAL REPORT

2023 - 2024

**HEADWAY SUSSEX LTD
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL
STATEMENTS
31ST MARCH 2024**

Registered charity name: Headway Sussex Ltd
Charity registration number: 1084715
Company registration number: 04027768

VISION AND MISSION

VISION

Headway Sussex envisions a world where individuals living with brain injuries have access to the support and resources they need to lead fulfilling lives.

We aim to create inclusive, empowered communities where everyone can thrive, regardless of the challenges they face.

MISSION

Our mission is to provide compassionate, tailored care and rehabilitation services to individuals living with brain injuries.

We support their recovery, independence, and overall well-being through personalised programmes, community partnerships, and advocacy, ensuring they have the tools and confidence to rebuild their lives.

ANNUAL REPORT

Year Ended 31st March 2024

The financial statements have been prepared in compliance with the Charity's Memorandum and Articles of Association, FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

Chairman's Report

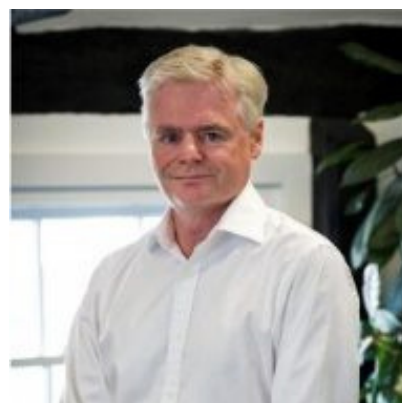
This has been a year of growth and progress at Headway Sussex and we have laid strong foundations for our future service delivery. We have helped more people, provided more opportunities, introduced new activities and developed closer links to our clients, our staff and wide range of stakeholders in the community. My heartfelt thanks goes to all the Trustees, Management, Staff and Volunteers for their work during this year.

Extending our reach into West Sussex is one of our key priorities in the years ahead and with a growing level of interest we will deliver services to match the areas where the greatest interest is from.

Sadly, the need for our charity continues and enquiries remain at a very high level reflecting changes in social care and the growing awareness of the valuable help and assistance we can provide. Our hospital liaison and counselling services provide essential help at an early stage for clients.

We are always thankful for the grants and support we have received from all quarters, especially from East Sussex County Council, Brighton & Hove Council and The Charity Bank. Whilst we finished the year with a loss of **£49,903**, we remain in a strong financial position due to the ownership of our property in Newick and the ongoing support from Charity Bank. Our increasing efforts and focus on fundraising and community support will be vital in the coming years to strengthen our financial base so that we can provide services for many years ahead.

My thanks go to all our Trustees, Staff and Volunteers who have contributed their time and efforts to the charity this year.



Headway Sussex LTD

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Notes to the Financial Statements

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31st March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name: Headway Sussex Ltd

Charity registration number: 1084715

Company registration number: 04027768

Principal office and registered: Headway House , Jackies Lane, Newick, East Sussex BN8 4QX

Independent examiner: Kim Lo FCA

**PRB Accountants LLP, Kingfisher House Hurstwood Grange Hurstwood Lane Haywards Heath
West Sussex RH17 7QX**

REVIEW FROM THE CEO



IAN FOSTER

CEO

Another year of recovery and optimism

2023-2024 was another period of consolidation and renewed determination to get back on track to return to normal services following the emergence from the Covid lockdown.

We continued to welcome back clients in person whilst some were still apprehensive and continued to attend our support groups online.

We continued our commitment to extend services into West Sussex against a growing waiting list of referrals. We looked at where to focus the delivery of our services in West Sussex, based around the location of clients on our waiting list.

The strength and guidance of the experienced Headway Board of Trustees continued to be invaluable in helping us get back on track and refocus on our strategy. We had staff changes during the year with the resignation Andy Crosby. This gave us the chance to make a cost saving so we did not reappoint the post. Headway Sussex wishes to thank him for the energy and dedication he gave to the role. We were also supported by Occupational Therapy students from Brighton University throughout the year who proved very popular with clients.

With funding coming in from trusts and grants, clients were able to benefit from new activities (art, gardening, pottery and Just Bowls).

We managed to secure partnership funding from Field Fisher to launch our Response and Callback Service. This has proved invaluable in improving our response to calls and email enquiries for support and general information about Acquired Brain Injury.

Through our Digital Marketing and Fundraising lead we increased our social media presence significantly and entered talks with local organisations for fundraising and sponsorship initiatives. Community fundraisers ran, walked and crafted for us.

The Counselling Partnership proved invaluable to the 29 clients and carers who accessed the service. These sessions were delivered both in person and online.



ANNUAL REPORT

Financial Review of the Year

The main aim across the year was to sustain the viability of the charity and to proactively manage the financial impact and other consequences that were still evident due to the pandemic. As reported in the 2020-2021 Annual report Headway suffered a loss of around 35% of income. In May 2021, Trustees took action to secure a Bounce Back Loan of £50k to ensure continuation of charitable activities and availability of adequate cashflow. This was additional to a Charity Bank loan facility. These loans are still in place and being repaid monthly

We are now in the third and final year of our National Lottery Reaching Communities Fund Grant. The Grant was to cover a three-year period to support the charity through the process of change to become a more locally based community-facing organisation. This is being achieved through delivery of a Headway Living Well Programme with the focus on setting up new accessible support services in more town-based venues across East Sussex and Brighton and Hove. The grant ran until the end of September 2023.

We continued to deliver the National Lottery Living Well Programme serving town communities through our three Hubs at Newick , Brighton and Eastbourne.

Headway's plan to reach and support people living with brain injury across town communities remains integral to all changes and decisions. Our key objective continues to deliver reablement and the wellbeing support people need closer to their home.

We have continued the use of the Newick Annex building as a suitable delivery venue for our clients. It is now open for group work with our clients on a Wednesday and Friday. In June 2023 we transferred our day services in Brighton from Possibility House to Wayfield Ave. Hove. Although this move was undertaken at short notice it was a very smooth transition.

All the clients adjusted well to the quieter, more client friendly location. The hub based day activities ran in Hove all day on a Tuesday and in Eastbourne the hub continued to be held at Faraday House on a Monday morning. As the number of referrals continues to increase, we are planning to explore the possibility of increasing the number of days we operate out of these three hubs. This coincides with our strategic aim to increase our service provision in various community venues.

ANNUAL REPORT

Financial Review of the Year...

The new client database system (ECPLISE) was launched and went live in October 2022. We soon recognised that this database was difficult to operate and did not meet our needs. It was also a significant drain on our annual budget of more than £10,000 /year. We therefore terminated the contract and have returned to using Microsoft 365 SharePoint to store our data securely.

As reported in last year's annual report, following lockdown we have now fully returned to seeing clients face to face in both one-to-one and group work sessions. Staff were encouraged by observing clients within groups gaining confidence and that our support could help reduce worry, anxiety and social isolation, still evident because of the impact of the Covid restrictions.

Throughout the year we developed and reenergised our Living Well Support Group service provision in five locations - Brighton and Hove, Eastbourne, Crawley, Bognor Regis and Worthing. In addition to these we have continued to grow our on-line options for this service. These meetings give the opportunity for everyone living with an ABI, to meet other people in similar situations. They give people a chance to exchange information and get advice from the facilitators, speakers, and each other in an understanding and supportive setting. New friendships are often formed, providing an ongoing source of help and support. Mutual support and expertise through lived experience are central to the running of groups which are attended by brain injury survivors, family carers and friends.



COMMITMENT TO WEST SUSSEX

Commitment to cover West Sussex

It is now more than 3 years since we amalgamated with West Sussex Headway to become Headway Sussex.

Our strategy and aims have continue reflect this geographical enlargement of our services and to provide services spanning the whole of East and West Sussex, Brighton and Hove.

In addition to the support groups that run in Eastbourne and Brighton we have support groups in Worthing, Crawley and Bognor Regis. Much valued volunteers have also continued to offer their time and expertise in providing support to the facilitators of the Support Groups.

We have also secured partnership funding through George Ide to appoint a Living Well Hospital Liaison Facilitator to St. Richards hospital in Chichester.



DIGITAL TRANSFORMATION

Information Technology

We continue to purchase our external IT support from ABCOM. Our experience of their service has been extremely positive as they continue to provide our digital security and timely system support when required.

Digital Transformation

Our Digital Marketing and Fundraising Programme Lead has updated our website, which now plays a pivotal role in raising Headway's profile and enabling digital service delivery. This has accelerated the development of online services, raised our profile and increased Headway's opportunity of increasing our income through fundraising. We have also increased our social media posts which has increased awareness of our services in addition to publicly thanking fundraisers.



Some of the major outcomes from this transition have been:

- Continued to hold many of our Headway meetings online eliminating time, cost and stress of travel
- Staff digital skills markedly improved as Headway devoted time to induct people in using online conferencing for Support Group meetings and other communications including access to webinars
- Greater efficiency and improved online messaging and publicity to reach more people
- Delivering virtual Support Groups broke down barriers for some clients and carers experiencing difficulties in accessing support through technology
- One to one support for clients, family members and carers in using smart phones and tablets to join activities, promoting wellbeing through digital inclusion
- Long-term loan of tablets where there was no alternative
- Virtual groups enabled clients to return to the safe environment of groups and allowed new and isolated clients to join for the first time, increasing connections and links to services and opportunities
- Increasing zoom groups gradually allowed old friends and new to meet and catch up on how they were coping with all the changes encountered

LIVING WELL PROGRAMME

The Living Well Programme

The third year Living Well Programme Lottery funding was allocated to cover the following: -

- Extra day and evening Living Well Support Groups and workshops
- Appointment of a member of staff to initiate and develop the Response and Call Back service
- Low-cost specialist counselling, affordable by and accessible to those who need it most
- Vital additional capacity for the development of our Hospital Liaison at Royal Sussex County Hospital, Brighton and Princess Royal Hospital, Haywards Heath



Our two part-time Programme Lead roles continued to develop and support the team of Wellbeing Support Workers who deliver our services.

We continued to coordinate a vibrant Programme of group support activities and extend our Living Well Support Group Programme workshops for clients offered out in our community venues, in client's own homes, outside settings and online. The aim is to continue working collaboratively through partnerships.

In summary the overall aim of all our service provision is to deliver a locally based approach, promote and offer greater choice and control, personal wellbeing, rehabilitation and reablement, independence, improved quality of life, social interaction and inclusion. Also, to work through individual Headway staff and volunteers to be more efficient with a common purpose to fully embrace and increase use of social media and digital communication.

SUPPORT & WELLBEING ACTIVITY DELIVERED

Support Groups

- 32 Support Groups were held in **Brighton and Hove & East Sussex** with 260 attendances
- 20 **Online** support groups covering all Sussex and B&H with 132 attendances
- 35 Support Groups were held in **West Sussex** with 358 attendances
- 49 **Future Groups** for 441 participants continued across the year for clients with moderate support needs focusing on achieving optimum independence, reintegrating into communities or returning to work.
- **Young Persons** Group started in Nov 23 – 5 meetings, 24 attendances.

Hubs

- 352 Activity Groups based in our three Centre based hubs were held across Brighton & Hove and East Sussex for 4338 attendees.

Outreach

- 4815 client support hours were delivered via individual Community Outreach

Counsellors

- Our 5 Counsellors saw 29 clients. They offered a total of 348 hours of Counselling, this means that our clients had on average 12 hours of counselling each.

Helpline & Counselling

- Headway Sussex received 1090 calls to the charity, 584 of these were for our Helpline Service. (This is an average of 49 calls a month and a range between 21 to 80 calls.)

CONNECTIONS

Headway connects with VCSE, NHS, adult social care and community partner organisations to raise awareness and to leverage additional free and low-cost specialist information and resources across these sectors to benefit clients, carers and staff. Examples have been -

Public Sector

- NHS Critical Care Nursing - experiences in ICU
- Brighton and Hove City Council - training and development courses and Healthy Lifestyles Team
- DWP - awareness raising for work coaches advising on benefits and PIP
- Brighton and Sussex University Hospital - expert speakers
- NHS ICB and Continuing Healthcare colleagues - links and Support Plan
- Hospital Liaison Service Lead - membership of UK and Sussex Brain Injury Forum
- University of Brighton - BSC and MSC OT and Social Work student placements
- Sussex Trauma Network - participation alongside NHS and other specialist providers
- Hospital Liaison Service staff - liaison with rehabilitation practitioners (ward-level, other specialists)

Voluntary and Community Sector

- MIND - liaison on mental health and access to services
- St Lukes and Money Advice Plus / Possability People - welfare benefits and PIP
- Media Trust - digital training via Charity Spring School
- Membership and information - through VCSE organisations Brighton and Hove, East and West Sussex
- Headway UK regional meetings - including regular briefings.
- Carer Services organisations - liaison and referrals

Business

- Developing partnerships with Cardinal, Field Fisher and George Ide and other businesses to fund specific posts
- Independent practitioners and Counsellors - Headway Counselling Partnership set up and actively counselled 37 clients amounting to 308 hours.

Headway Connection

Headway Sussex has long maintained a close relationship with Headway UK, working in collaboration to improve the lives of individuals affected by brain injury. This partnership has grown even stronger with the appointment of Luke Griggs as the new CEO of Headway UK. His fresh vision and commitment to fostering unity across the regional branches have made an immediate impact.

Luke's appointment has reaffirmed the importance of maintaining strong charity partnerships, which are essential to sustaining and expanding the vital services offered to brain injury survivors and their families.

By working closely with national and regional organisations like Headway UK, Headway Sussex can amplify its voice, share resources, and tap into a broader network of support. This collaboration ensures that regional branches not only benefit from shared expertise but also contribute to shaping national strategies and raising awareness.

VOLUNTEERING AND FUNDRAISING

It was another year of wonderful community support through fundraising, volunteering and donations. We would not be able to operate without the support of our wonderful network of donors. On behalf of clients and carers, the Trustees and Headway Team are sincerely grateful and thank everyone who supported us.

Our Digital Fundraising & Digital Marketing Lead successfully took over the management of community fundraisers so our Trust & Grants Lead could concentrate on larger projects. We were in awe of local fundraiser, Judy Tilbury, who continued to be a powerhouse of making and selling masks and intricate beaded Christmas decorations for us. It also became apparent that it was a time-consuming task to find and manage community fundraisers. The Fundraising & Marketing Committee took the decision to support those that came to us with fundraising plans in place, rather than securing places in expensive events and looking for participants to take part.

We continue to value our team of volunteers who welcome visitors and assist our Support groups across the county. Volunteers also help to maintain the grounds at Newick, delivering produce to the office from the Walled Garden. The National Trust (Sheffield Park) sent a team of volunteers to help clear the orchard area of brambles. This has been a fantastic partnership in which we have also taken our clients to visit and advise the development of their sensory garden. This is a continuing positive relationship. We are still trying to recruit Trustees to the Board from a broad background to create greater diversity and expertise in order to guide Headway in the future.

We maintain our commitment to work with a combined team of staff and volunteers as valued members of the Headway team. Headway Sussex aims to remain a charity and voluntary organisation strengthened through an equal partnership with expert volunteers.



VOLUNTEERING AND FUNDRAISING

Important acknowledgements for the year include: -

- Judy Tilbury – a dedicated and generous supporter of Headway Sussex who has worked tirelessly making and selling many items including facemasks and intricate beaded Christmas decorations all of which raised funds for us.
- Sheffield Park (National Trust) volunteers who helped with our ground maintenance.
- Judy Tilbury was nominated and won a prestigious Headway UK award for Fundraiser of the year.
- Sally Hylands who is a carer for her ABI husband was nominated and won a prestigious Headway UK award for Carer of the Year.
- MP Mims Davies
- The Brighton District Nursing Association Trust
- Ernest Kleinwort
- Percy Bilton
- Field Fisher
- George Ide
- Cardinal
- National Lottery
- CO-OP Local Community Fund
- A F Blakemore
- Ladbrokes Coral
- The Grace Trust
- Frankel Topping
- Crawley Borough Council
- Lawley CT
- Shanly Foundation



GOVERNANCE & MANAGEMENT



The organisation is a charitable company limited by guarantee.

The company was established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association.

The objects of the charity are the rehabilitation and care of people who suffer brain injuries and who reside in East and West Sussex and adjoining counties and the provision of such services and facilities as are required from time to time by such persons.

The Patron of the Charity is Baroness Julia Cumberledge.

We continued to actively seek Trustees through a digital campaign across our social media channels and web site. Trustees were sought from West Sussex, and we are very keen to widen the gender balance and diversity of the board.

Board Governance

Board Governance Committees are Finance, Fundraising and Marketing, Standards and Compliance and Site Development. All Committees met regularly across the year.

Audits and Inspections

There were no audits or inspections during this period.

Related Parties

The Charity is affiliated to Headway UK, the national brain injury Charity.

GOVERNANCE & MANAGEMENT

Trustees

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

Trustee	Profession	Board Role
Henrik Bjorn	Retired Banker	Finance Committee
Michael Gaughan	Non-Executive Director	Chair of Trustees & Finance Committee
Mark O'Hara	Chartered Accountant	Chair of Finance Committee
Lucy Moorewood	Marketing Manager	Fundraising & Marketing Committee
Michele Fleming	Retired Occupational Therapist Former CEO	Fundraising & Marketing Committee Lottery Committee
Dr John Norris	Retired Consultant Neurosurgeon	NHS engagement
Jonathan Clement	Senior Partner in law firm specialising in personal injury	Standards & Compliance Committee
Claire Glasgow	Senior Associate in the Personal Injury team of a law firm	Counselling Feedback Coordinator, Standards and Compliance Committee Member
Tara Lacey	Programme management for the NHS	Standards & Compliance Committee Member



FUTURE OF HEADWAY SUSSEX

In 2020/2021 financial year the Board agreed a new draft Strategy for 2021-2024. This will be updated in 2024/2025. The following summarises key points from the Strategy: -

Vision

Headway's vision is to remain a trusted specialist provider organisation so that people with brain injury right across Sussex are supported to rebuild lives and to live well.

Values

- the best interest of each client and family Carer is the focus of all decisions
- always providing caring, safe support to promote wellbeing, independence and quality of life
- fully engaging clients and carers in shaping their own support and our wider services
- a warm, welcoming, listening charity: efficient, affordable and reliable.
- embracing difference and diversity in all we do
- welcoming expert volunteers as valued members of a combined workforce



FUTURE OF HEADWAY SUSSEX...

Partners and Supporters

The views of people who use our services, staff, partners, supporters and stakeholders will help shape delivery and we will strengthen engagement, gathering feedback and opinion in a range of different ways.

Headway Sussex will work proactively alongside the community, social care and the NHS partners.

However, the right funding must be in place to reflect the complex and often hidden needs of the people we support. We will foster a clear understanding and stronger working partnership approach to sustain Headway's specialist support role for the Sussex community.

Headway Sussex has relied on fundraising income in the region of £100,000 per year and is indebted to the generosity of donors and supporters. We will continue to value the significant added contribution which comes from the expertise and time given by volunteers and Trustees and in fundraising.



The Living Well Programme managed to stand alone at the end of the grant funding in October 2023 due to natural staff movement. We are keen to work within collaboratives and social enterprise. We continue to draw on best practice from the larger Headway network and organisations of excellence.

There is strong client voice in favour of far greater NHS liaison, and we need to extend our staffing in this critical area. We will therefore lobby hard to secure health and social care funding investment at the earliest point.

Reserves and Investment Policy

The Charity still benefits from the £50k Bounce Back Loan and the £150K Charity Bank Loan. These loans ensure that we have adequate cash flow. No financial investments were made during this accounting period.

The main asset of the Charity remains the freehold property Headway House, Jackies Lane, Newick. During 2023/2024 the Board continued to develop a plan for the future of the Newick site to underpin Headway's financial security.

FUTURE OF HEADWAY SUSSEX...

Trustees' responsibilities statement

The trustees, who are also directors 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 charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the 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 in the applicable Charities SORP;
- make judgments and accounting 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.
- 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.

The trustees' annual report and the strategic report were approved on 28/11/2024 and signed on behalf of the board of trustees by:

Michael Gaughan (Chair of Trustees)

Michael J Gaughan



CORPORATE SOCIAL RESPONSIBILITY



Corporate Social Responsibility at Headway Sussex

At Headway Sussex, we recognise the importance of corporate social responsibility (CSR) in contributing positively to the environment and the communities we serve. We actively implement environmentally friendly practices to support sustainability and promote well-being.

One of our key initiatives involves repurposing recycled wood for woodwork projects. Our clients participate in creating bird and bat boxes from this material, which we then donate to our charity partner, the National Trust at Sheffield Park. This initiative not only supports wildlife conservation but also encourages our clients to engage in meaningful, hands-on activities that benefit the environment.

In addition to our woodworking projects, we adopt eco-conscious practices across our operations, including:

- Minimising waste through recycling programmes.
- Reducing our carbon footprint by encouraging remote participation in our services, including our young persons' support group, which meets online.
- Promoting energy efficiency in our offices by using energy-saving appliances and responsible power usage policies.

Our commitment to environmental stewardship aligns with our broader mission to foster inclusive, sustainable communities while improving the lives of individuals living with brain injuries.

CLIENT FEEDBACK

**"Oh my words have been understood"
-JM-**

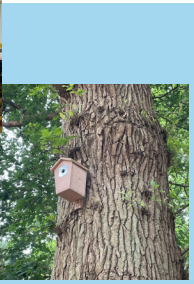
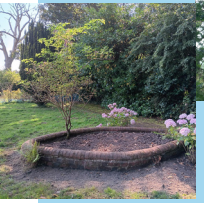
**"Well it gives you purpose and then
having people to lean on ready.
Well i feel you need confidence, you
gave me that." -TH-**

**"The strength I have found from talking about
my problems with everyone in the Headway
groups and putting into practice their advice
from their experiences with similar issues was
eye opening." -GM-**

**"Headway Brighton group meetings and counselling has
been monumental in my development since having a
Traumatic Brain Injury. Since having access to Headways
services I have been able to accept my brain injury and
progress with this new stage of my life." -SF-**



Headway Sussex Recap 2023-2024



**Woodworking:
National Trust Sheffield Park
Partnership**



Art Therapy

"Since having access to Headways services, I have been able to accept my brain injury and progress with this new stage of my life."



Fundraising



**MP Mimms Davies
Christmas Competition**

"Headway Sussex has helped me to leave my flat whenever I feel like it and in doing so, I have regained a huge amount of my confidence & strength back."



Pantomime



"I felt nervous coming to Headway Sussex. I needed help from Stroke. I started to come along in June 2023. You helped me to find my confidence. Thank you a whole heaps."



The Flying Seagulls



Carer of the Year 2023

**Winner
Sally Hylands**



**Outstanding Contribution
2023**

**Winner
Judy Tilbury**

UNAUDITED FINANCIAL STATEMENTS 2023 - 2024

**HEADWAY SUSSEX LTD
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL
STATEMENTS
31ST MARCH 2024**

Registered charity name: Headway Sussex Ltd
Charity registration number: 1084715
Company registration number: 04027768

UNAUDITED FINANCIAL STATEMENTS

Company Limited by Guarantee Trustees' Annual Report (Incorporating the Director's Report) Year ended 31st March 2024

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31st March 2024.

Reference and Administrative details

Registered charity name:

Headway Sussex Ltd

Registration number:

1084715

Company registration number:

04027768

Principal office and registered office:

Headway House

Reedens

Jackies Lane

Newick

East Sussex

BN8 4QX

Independent examiner:

K Lo

Kingfisher House

Hurstwood Grange

Hurstwood Lane

Haywards Heath

West Sussex

RH17 7QX

UNAUDITED FINANCIAL STATEMENTS

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY SUSSEX LTD

I report to the trustees on my examination of the financial statements of Headway Sussex Ltd ('the charity') for the year ended 31st March 2024.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies. I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

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

K Lo



Independent Examiner 05/12/2024

Kingfisher House Hurstwood Grange Hurstwood Lane Haywards Heath West Sussex RH17 7QX

UNAUDITED FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

2024					2023	
	Notes	Unrestricted funds £	Restricted funds £	Unrestricted property funds £	Total funds £	Total funds £
Income and endowments						
Donations and legacies	5	44,549	29,911	–	74,460	205,531
Charitable activities	6	368,523	–	–	368,523	182,656
Investment income	7	1,338	–	–	1,338	380
Total income		414,410	29,911	–	444,321	388,567

CONTINUED...

	Notes	Unrestricted funds £	Restricted funds £	Unrestricted property funds £	Total funds £	Total funds £
Expenditure Expenditure on raising funds:						
Costs of raising donations and legacies	8	16,552	–	–	16,552	25,725
Expenditure on charitable activities	9	416,281	42,662	18,730	477,672	432,005
Total expenditure		432,833	42,662	18,730	494,224	457,730

	Notes	Unrestricted funds £	Restricted funds £	Unrestricted property funds £	Total funds £	Total funds £
Net expenditure and net movement in funds		(18,423)	(12,751)	(18,730)	(49,903)	(69,163)
Reconciliation of funds: Total funds brought forward		(72,713)	15,397	534,438	477,122	546,285
Total funds carried forward		(91,136)	2,646	515,708	427,218	477,122

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

The notes on pages 30 - 41 form part of these financial statements

UNAUDITED FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION

31ST MARCH 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Tangible fixed assets	14		526,234		538,557
Current assets					
Debtors	15	61,395		56,180	
Cash at bank and in hand		102,649		127,033	
		164,044		183,213	

UNAUDITED FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION CONTINUED...

31ST MARCH 2024

		2024		2023	
	Notes	£	£	£	£
Creditors					
Amounts falling due within one year	16	105,818		98,001	
Net current assets			58,226		85,212
Total assets less current liabilities			584,460		623,769
Creditors: amounts falling due after more than one year	17		157,242		146,647
Net assets			427,218		477,122
Funds of the charity					
Restricted funds	18		2,646		15,397
Unrestricted funds	18		(91,136)		(72,713)
Unrestricted property funds	18		515,708		534,438
Total charity funds			427,218		477,122

For the year ending 31st March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act 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 notes on pages 30 - 41 form part of these financial statements

UNAUDITED FINANCIAL STATEMENTS

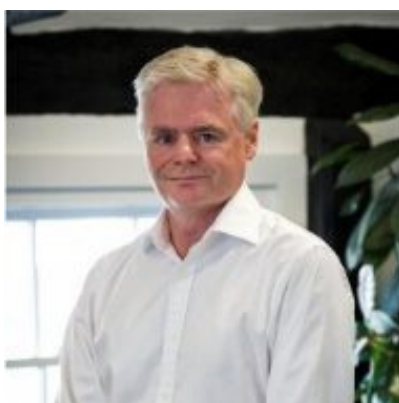
STATEMENT OF FINANCIAL POSITION CONTINUED...

31ST MARCH 2024

These financial statements were approved by the board of trustees and authorised for issue on 28th November 2024 and are signed on behalf of the board by:

Michael J Gaughan

Michael Gaughan
Trustee and Director



UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2024

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Headway House Reedens, Jackies Lane, Newick, East Sussex, BN8 4QX.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The Trustees consider there are no material uncertainties about the charity's ability to continue as a going concern.

Although the charity had net expenditure in the year of £49,903 the balance sheet is solvent. The Trustees Report details the measures the charity has undertaken to improve the financial performance. On the basis of the cash flow performance since the year-end to date, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for at least 12 months from the date of signing these financial statements. The Charity's main asset, being the land and property described in note 14, gives the charity options to raise finance.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

3. Accounting policies (continued)

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

3. Accounting policies (continued)

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property - 2% straight line
Fixtures and fittings - 20% reducing balance
Motor vehicles - 25% reducing balance

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

3. Accounting policies (continued)

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment. Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Limited by guarantee

Headway Sussex Ltd is a private company limited by guarantee.

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

5. Donations and Legacies:

	Total Funds 2024 £	Total Funds 2023 £
Donations and Grants		
Unrestricted	44,549	19,737
Restricted	29,911	185,794
	<u>74,460</u>	<u>205,531</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2004 £	Unrestricted Funds £	Total Funds 2023 £
Services provided under contract	<u>368,523</u>	<u>368,523</u>	<u>182,656</u>	<u>182,656</u>

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

7. Investment income

	Unrestricted Funds £	Total Funds 2004 £	Unrestricted Funds £	Total Funds 2023 £
Rental income	–	–	217	217
Interest receivable	1,338	1,338	163	163
	<u>1,338</u>	<u>1,338</u>	<u>380</u>	<u>380</u>

8. Costs of raising donations and legacies

	Total Funds 2024 £	Total Funds 2023 £
Staging fundraising events	16,552	16,266
Advertising and grant commission	–	9,459
	<u>16,552</u>	<u>25,725</u>
	–	–

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

8. Expenditure on charitable activities by activity type

Activities undertaken directly:	Total Funds 2024 £	Total Funds 2023 £
Staff costs	334,601	296,856
Premises	22,271	1,690
Transport	5,044	5,219
Printing, stationary and advertising	2,964	4,427
Other expenses	56,440	83,439
Depreciation	12,323	13,161
Governance and finance costs	11,407	6,964
Staff training and recruitment	1,003	473
Staff and volunteers expenses	10,986	2,121
Day care, food etc.	1,243	894
Therapy and care	19,390	16,761
	<u>477,672</u>	<u>432,005</u>

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

10. Net expenditure

Net expenditure is stated after charging/(crediting):	Total Funds 2024 £	Total Funds 2023 £
Depreciation of tangible fixed assets	<u>12,323</u>	<u>13,161</u>

11. Independent examination fees

Fees payable to the independent examiner for:	Total Funds 2024 £	Total Funds 2023 £
Independent examination of the financial statements	<u>5,400</u>	<u>5,220</u>

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:	Total Funds 2024 £	Total Funds 2023 £
Wages and salaries	<u>350,700</u>	<u>311,969</u>

The average head count of employees during the year was 19 (2023: 18).

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

13. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

14. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Total £
Cost				
At 1st April 2023 and 31st March 2024	<u>613,793</u>	<u>224,960</u>	<u>34,220</u>	<u>872,973</u>
Depreciation				
At 1st April 2023	88,722	216,169	29,525	334,416
Charge for the year	9,365	1,784	1,174	12,323
At 31st March 2024	<u>98,087</u> –	<u>217,953</u> –	<u>30,699</u> –	<u>346,739</u> –
Carrying Amount				
At 31st March 2024	<u>515,706</u> –	<u>7,007</u> –	<u>3,521</u> –	<u>526,234</u> –
At 31st March 2023	<u>525,071</u> –	<u>8,791</u> –	<u>4,695</u> –	<u>538,557</u> –

The land and buildings at Jackie's Lane, Newick, are used for the charitable activities of the company. Buildings of £454,038 are shown at cost less depreciation. Land and buildings of £61,668 are shown at the market value at the date of endowment less a downward revaluation. The trustees are of the opinion that the net carrying amount for land and buildings fairly represents its value in use for the current purpose of charitable activities. The Trustees may alter the use of the land and property in the future. Initial consultations in prior years have shown valuations for the land and property of £1.2-£1.8million with no planning permission.

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

15. Debtors

	2024 £	2023 £
Trade debtors	25,218	51,275
Prepayments and accrued income	36,177	4,905
	<u>61,395</u>	<u>56,180</u>
	–	–

16. Creditors: amounts falling due within one year

	2024 £	2023 £
Bank loans and overdrafts	17,197	6,430
Trade creditors	36,063	31,939
Accruals and deferred income	18,487	29,310
Social security and other taxes	31,309	27,506
Other creditors	2,762	2,816
	<u>105,818</u>	<u>98,001</u>

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

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

	2024 £	2023 £
Bank loans and overdrafts	<u>157,242</u> —	<u>146,647</u> —

Bank loans represent:

1. A £150,000 loan facility from Charity Bank, which was fully drawn during the year. The capital is repayable over thirteen years and commenced in October 2022. Interest is charged at 3.5% above the base rate. £70,193 (2023: £85,995) of this loan is repayable after more than 5 years from 31 March 2024.

The loan is secured as follows:

- By a fixed charge and negative pledge over the freehold property owned by the charity dated 16 December 2019, and
- By a fixed and floating charge and negative pledge over all other freehold property and current assets of the charity dated 16 December 2019.

2. A £50,000 covid support Bounce Bank loan. The capital is repayable over nine years and commenced in June 2021, with a holiday between October 2021 and March 2022. Interest is charged at 2.5%. £7,384 (2023: £13,545) of this loan is repayable after more than 5 years from 31 March 2024.

UNAUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED...)

YEAR ENDED 31ST MARCH 2024

18. Analysis of charitable funds

Restricted Funds	At 1st April 2023	Income	Expenditure	Transfers	At 31st March 2024
Restricted Donor Funds	15,397	29,911	(42,662)	-	2,646
Unrestricted funds					
General funds	(72,713)	414,410	(442,198)	9,365	(91,136)
Unrestricted property funds					
Freehold property	534,438	-	(9,365)	(9,365)	515,708
Total	<u>477,122</u> -	<u>444,321</u> -	<u>(494,225)</u> -	<u>-</u> -	<u>427,218</u> -

The donors that make up restricted funds are acknowledged under Volunteering and Fundraising on page 14.