

ANNUAL REPORT

2024 - 2025

**HEADWAY SUSSEX LTD
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL
STATEMENTS
31ST MARCH 2025**

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

Headway Sussex LTD

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(incorporating the Director's report)
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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 2025.

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 Ayling FCA

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

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 wellbeing through personalised programmes, community partnerships, and advocacy, ensuring they have the tools and confidence to rebuild their lives.

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT)

Year Ended 31st March 2025

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

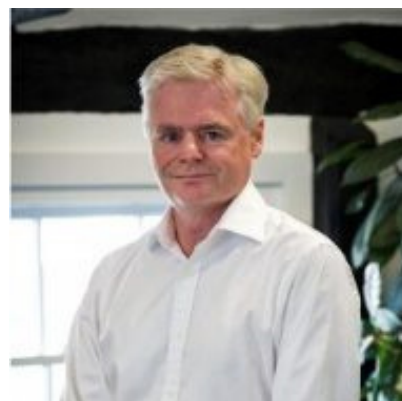
This has been a year of steady progress at Headway Sussex and we continue to plan and organise the charity for the future taking account of the challenges in front of us with lower income from local authorities, higher employment costs and a rising demand and need for our services.

This year, we have extended our reach with a new support group in Crawley and have helped many new people over the course of the year. Our major challenge remains the funding levels provided by local authorities and some re assessments have resulted in clients being unable to continue to access our services which they desperately need. Fundraising efforts are at an all time high and we are grateful to every individual and every organisation who supported us during the year.

The need for our charity remains very high and enquiries continue to reflect changes in social care and the growing awareness of the valuable help and assistance we can provide. Our support groups, hubs, outreach services, hospital liaison and counselling services all provided essential help for clients.

We are always thankful for the grants and financial support we have received from all quarters, especially from East Sussex County Council, Brighton & Hove City Council, Headway UK and The Charity Bank. Whilst we finished the year with a loss of £100,708, we remain in a strong financial position due to the ownership of our property and careful financial management. Our increasing efforts and focus on fundraising and community support remain vital to strengthen and grow our charity so that we can provide services for many years ahead.

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



REVIEW FROM THE CEO



IAN FOSTER

CEO

Another year of recovery, optimism and building services.

2024- 2025 was another period of consolidation and determination to get our services back to the level they were pre-COVID.

We welcomed new clients and at the same time existing clients were financially reassessed by the local authority and decided to leave Headway Services.

We continued to deliver our support groups both in person and online. We reacted to demand and set up a new support group in Crawley.

The strength and guidance of our experienced Headway Sussex Board of Trustees continued to be invaluable in guiding the charity and in negotiating a loan from Headway UK.

We had several staff changes during the year, including the retirement of our facilities manager. We welcomed two new wellbeing support workers and a digital marketing and fundraising lead.

We continued our link with Brighton University and again accepted a placement of two occupational therapy students who proved very popular with clients.

During the year, we were successful in securing funding from trusts, grants and community fund raising, which enabled us to benefit from providing new activities (art, gardening and pottery).

Our response and callback service continued to prove invaluable to the clients that call the helpline. This is a crucial service that we are seeking to secure partnership funding for in 2025-2026.

The counselling partnership continued to be popular and proved invaluable to 20 clients and carers who accessed the service. The sessions were delivered by a dedicated team of specialist counsellors, 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 and other consequences that were still evident due to the impact of the pandemic.

In December 2024, the trustees took action to secure a loan from Headway UK of £150,000 to ensure continuation of our charitable activities and availability of adequate cash flow. This was in addition to the HSBC Bounce Back loan and the Charity Bank loan facility. These loans are still in place and being repaid monthly.

The grant from the National Lottery Reaching Communities Fund ran out at the end of September 2023. Notwithstanding the lack of funding, we have continued to deliver the programme to the communities in Sussex.

Headway Sussex's plan to reach and support people living with brain injury across town communities in Sussex remains integral to any changes and decisions made within the organisation.

Our key objective continues to be to deliver reablement and the wellbeing support services that people need closer to their home.

We have continued to provide activities for our clients at 3 centres. All day Wednesday and Friday we provide services at Newick. Monday morning, we utilise the community room at the large Tesco store in Eastbourne. On Tuesday we provide services from Wayfield Avenue, in Brighton. As the number of referrals continues to increase, we are exploring the possibility of increasing the number of days we operate out of these three hubs. As reported in the 2023-2024 Annual Report, we have terminated our contract with OLM for the provision of the Eclipse database. This has saved the charity £10,000 a year. We are now using Microsoft 365 SharePoint to store our data securely.

As an organisation we have been involved in piloting an assessment tool called My Brain Star. This allows us to chart the progress of our clients and identify areas that need further development. In addition, this will provide valuable monitoring data for client reviews and grant applications.

Throughout the year, we continued to run our Living Well Support group service. This operated in five locations, including Brighton and Hove, Eastbourne, Crawley, Bognor Regis and Worthing. These face-to-face meetings give the opportunity for everyone living with an Acquire Brain Injury (ABI), their families and carers to meet others in similar situations. It crucially gives them a chance to exchange information and get advice from the facilitators and speakers 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 is central to the running of the groups.

SUPPORT & WELLBEING ACTIVITY DELIVERED

Support Groups

Between April 2024 and March 2025, our support groups welcomed members across Sussex — here's a look at how many people joined us throughout the year:

- Brighton & Hove Daytime Support Group -114
- Brighton & Hove Evening Support Group - 145
- Eastbourne Support Group - 94
- Bognor Regis Support Group - 96
- Worthing Support Group - 240
- Crawley Support Group – 84
- Online day Support Group – 99
- Online evening Support Group – 96
- Young persons Support Group – 48
- Futures Support Group– 182 (fortnightly group)

Hubs

- 357 Activity Groups based at our Eastbourne, Wayfield and Newick Hubs. In Brighton & Hove, we offered 1634 Hubs hours (817 hub sessions).

Outreach

- Client support hours were delivered via individual Community Outreach. We supported our clients with 1893 hours of Outreach.

Counselling

- Our 5 Counsellors provided 148 hrs of counselling, supporting 15 clients.

Helpline

Annual

1792 emails contacts
1218 Helpline contacts
630 Calls to 01825 724323
517 Helpline calls

Monthly average

149 contacts
101 emails
53 calls
43 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

- Sussex Partnership NHS Foundation Trust Critical Care Nursing - training in ABI
- Brighton & Hove City Council and Partner Agencies - training and development courses.
- Brighton and Sussex medical School - expert speakers.
- Support Groups & Hospital Liaison Service Lead - trustee at UK Brain Injury Forum
- University of Brighton - Occupational Therapy student placements
- East Sussex and B&H HLS Worker - Trustee at Brain Injury Social Work Group
- Hospital Liaison Service staff - liaison with rehabilitation practitioners (ward-level, other specialists)
- Liaison with Adult Social Care across all three Local Authorities.

Voluntary and Community Sector

- 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
- Collaboration with NHS and charity partners through the Sussex Integrated Stroke Delivery Network.

Business

- Developing partnerships with Cardinal, Field Fisher and George Ide and other businesses to fund specific posts.
We appointed two Hospital Liaison facilitators to work in the Hospitals in West & East Sussex.
- 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 under the leadership of Luke Griggs CEO of Headway UK. His fresh vision and commitment to fostering unity across the regional branches have made an immediate impact.

Luke 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.

FUNDRAISING, VOLUNTEERING AND COMMUNITY SUPPORT

It has been another year of incredible community support through fundraising, volunteering and donations. We would not be able to operate without the generosity of our wonderful network of supporters. On behalf of our clients and carers, the Trustees and the Headway Sussex team are sincerely grateful and thank everyone who has contributed.

We are proud to share that community fundraising efforts this year have raised £41,920.45. From sponsored challenges and local business donations to creative initiatives by individuals, our community has continued to champion Headway Sussex with passion and dedication.

It became clear that identifying and managing community fundraisers can be time-consuming, so the Fundraising & Marketing Committee made the decision to focus our support on individuals and groups who approach us with their own fundraising plans, rather than purchasing charity places in large-scale events. This approach has allowed us to make the most of community enthusiasm while using resources more efficiently.

Volunteers also help to maintain the grounds at Newick, delivering produce to the office from the Walled Garden. The National Trust at Sheffield Park sent a fantastic team of volunteers to hold regular “Garden working parties” to keep on top of our wonderful land. This partnership continues to flourish, with our clients contributing ideas and advice to the development of their sensory garden.

We are still seeking to recruit new Trustees from a broad range of backgrounds to bring greater diversity and expertise to the Board, ensuring strong governance and strategic direction for the future.

Headway Sussex remains committed to working with a combined team of staff and volunteers as valued members of the organisation. We continue to operate as a charity strengthened through equal partnership with our expert volunteers.

We would also like to extend our sincere thanks to **George Ide, Fieldfisher**, and **Cardinal** for their generous charity sponsorships and ongoing support throughout the year.



FUNDRAISING

We are deeply grateful to the individuals, groups, and organisations who fundraised and donated to support people living with brain injury across Sussex. Between April 2024 and March 2025, community fundraising raised just shy of **£42,000!**

With Special thanks to the following Community Fundraisers:

- Uckfield Lions Club
- Judy Tilbury
- Peter Howes
- Foresters Friendly Society
- NBS Street Collection
- Beverley Brady
- Molly Browne (Burgess Hill Girls School)
- Phillip Straker
- Scaynes Hill Community Choir
- Hardy Marchant's Plants
- Cass Art Brighton
- Alex McCaffrey
- Catherine Train
- Linda Knight
- Seaford Choral Service
- Harley Crookes
- East Hoathly & Halland Carnival Society
- Circle Case Management
- Janice & Justine
- Paul Withers
- Joanna Burdett
- Cowan Architects
- Fieldfisher



FIELDFISHER CHARITY EVENT



Fieldfisher 'Illuminating Futures' Fundraising Event

In September 2024, we were honoured to partner with Fieldfisher and Headway Milton Keynes for the inspiring Illuminating Futures fundraising evening in London. The event brought together colleagues, supporters, and members of the Headway community to celebrate creativity, recovery, and the strength of those living with brain injury.

A highlight of the evening was the art exhibition, featuring ten remarkable pieces created by clients from both Headway Sussex and Headway Milton Keynes. Each artwork told a personal story of resilience, reflection, and rediscovery — and our clients were incredibly proud to have their pieces displayed in such a professional and meaningful setting. Our amazing volunteer, Jill, beautifully captured the stories behind each Sussex artist's work, helping attendees connect with the powerful journeys that inspired them.

Our amazing colleagues Sam Shephard and Kate Mellor also took to the stage to share powerful personal stories of life after brain injury. Their heartfelt presentations offered guests a moving insight into the challenges and triumphs faced by those we support, and the difference Headway Sussex makes every day.

The evening raised a fantastic £6,248, shared equally between the two charities. These funds have helped continue our vital services, to support people navigating life after brain injury.

We're deeply grateful to Fieldfisher, who have now supported our Helpline for two consecutive years as their chosen charity partner. Their generosity, enthusiasm, and belief in our work have made a tangible difference to the lives of those we support.

Thank you to everyone who contributed to the success of Illuminating Futures. It was truly an evening that shone a light on what's possible after brain injury.



GRANTS & TRUSTS

Headway Sussex would like to thank the following funders and organisations for their generous support throughout the year. Their contributions have helped sustain our core services, fund equipment and materials, and expand our community-based Navigator programme:

- Benefact Group – £200 (Core funding)
- Screwfix Community Fund – £6,200 (Capital grant for building materials)
- Boshier–Hinton Foundation – £1,115 (Capital grant for patio furniture)
- Sport England – £540 (Capital funding for curling equipment)
- Yorkshire Building Society – £500 (Service grant supporting carers' teas and events)
- The Souter Charitable Trust – £2,000 (Funding two volunteers for the ABI Navigator programme within the Hospital Liaison Service)
- Co-op Community Fund – £2,536.30 (Core funding for the Newick Centre)
- National Lottery Awards for All – £19,702 (Project funding for the Navigator programme)
- Blakemore Foundation (Spar Shops) – £120 (Capital grant for LEGO and gardening equipment)
- Shanly Foundation – £5,075 (Contribution towards costs of three Navigators in Crawley)
- Ford Britain Trust - £250 (IT equipment for Hospital Liaison)

Total Funding Received: £38,237.30



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.

We were successful in appointing three new Trustees which allowed us to address the gender imbalance 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

Headway Sussex is proud to be affiliated with Headway – the brain injury association (Headway UK), sharing their vision to improve life after brain injury.

While we are part of the national network of Headway groups, we are an independent local charity and receive no direct funding from Headway UK. All of our services and community projects are funded through local fundraising, donations, grants, and the dedication of our supporters across Sussex.

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
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
Ian Kerr	Complimentary Practitioner	Fundraising & Marketing Committee
Susan Bradley	Retired Teacher & Creative Director	Fundraising & Marketing Committee
Antonia Yendell	Civil Servant/ Carer	Finance Committee



FUTURE OF HEADWAY SUSSEX

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

Vision

Headway's vision is to remain a trusted specialist provider organisation so that people living 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.



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, the £150K Charity Bank Loan, and £150k Headway UK 5 year 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 2024/2025, 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 18/12/2025 and signed on behalf of the board of trustees by:
Michael Gaughan (Chair of Trustees)

Michael J Gaughan

The trustees' annual report and the strategic report were approved on 18/12/2025 and signed on behalf of the board of trustees by:

Michael Gaughan
Chair of Trustees

CORPORATE SOCIAL RESPONSIBILITY



Butterfly feeders
(created and painted by our clients)



Bat & Bird boxes
(created in Woodwork by our clients)

Corporate Social Responsibility at Headway Sussex

At Headway Sussex, we recognise that corporate social responsibility (CSR) is not only about protecting the environment but also about strengthening the communities we serve. Our commitment to sustainability, inclusion, and wellbeing underpins everything we do — from our daily operations to the opportunities we create for people living with brain injury.

Throughout 2024–2025, we have continued to embed eco-conscious practices across our services and centres, including:

- Minimising waste through ongoing recycling and reuse initiatives.
- Reducing our carbon footprint by encouraging hybrid working and remote participation in our programmes — such as the Young Persons' Online Support Group, which helps reduce travel emissions while improving accessibility.
- Promoting energy efficiency through responsible energy use and investment in low-consumption appliances across our Newick Hub.

We also continue to champion inclusivity and social impact through our community partnerships and fundraising collaborations. By working alongside local organisations, businesses, and volunteers, we ensure our CSR efforts deliver tangible benefits — not only for the environment but also for the people who rely on our support.

Our approach to CSR reflects our broader mission: to create inclusive, sustainable communities where people affected by brain injury can rebuild their independence, contribute positively to society, and thrive.

CLIENT FEEDBACK

"I wouldn't be where I am today
without Headway Sussex".
-Anonymous-

Headway Sussex is an
underrepresented vital source which I
did not find through the NHS or
Doctors.
-S-

"HSX is so precious to us. The staff are so
friendly and give myself and my wife some
much needed respite. We are both retired and
have health issues to manage."
-J-

"Thank you again so much. Thank you is such a much-
used word and can never convey the meaning behind it.
You have really helped me gain new insights safely,
and supported me so well over these last few months.
Bless you..."
-Anonymous-



Headway Sussex Recap 2024-2025



Garden Work Parties:
National Trust Sheffield Park
Partnership



Fundraising



*'Headway Sussex
really opened
the door for me
and changed my
life'*

*'It's wonderful to know you're
still leading such a
fundamental and incredible
support network. It changed
things for me and it will
continue to do so for everyone
that comes to you.'*



Our new
Defibrillator which was
purchased by our client's
husband!



Our Art Therapy
Sessions



*"If it wasn't
for Headway I
probably
wouldn't be
here now."*



Music Therapy

Headway Sussex Ltd

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway Sussex Ltd

Year ended 31st March 2025

I report to the trustees on my examination of the financial statements of Headway Sussex Ltd ('the charity') for the year ended 31st March 2025.

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).

Headway Sussex Ltd

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway Sussex Ltd *(continued)*

Year ended 31st March 2025

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 Ayling
Independent Examiner

Date: 19/12/2025

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

Headway Sussex Ltd

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31st March 2025

		2025				2024
	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Income and endowments						
Donations and legacies	5	46,507	45,084	–	91,591	74,460
Charitable activities	6	275,248	–	–	275,248	368,523
Investment income	7	1,433	–	–	1,433	1,338
Total income		<u>323,188</u>	<u>45,084</u>	<u>–</u>	<u>368,272</u>	<u>444,321</u>
Expenditure						
Expenditure on raising funds:						
Costs of raising donations and legacies	8	17,398	–	–	17,398	16,552
Expenditure on charitable activities	10	290,588	151,629	9,366	451,583	477,672
Total expenditure		<u>307,986</u>	<u>151,629</u>	<u>9,366</u>	<u>468,981</u>	<u>494,224</u>
Net expenditure		<u>15,202</u>	<u>(106,545)</u>	<u>(9,366)</u>	<u>(100,709)</u>	<u>(49,903)</u>
Transfers between funds		(128,927)	128,927	–	–	–
Net movement in funds		<u>(113,725)</u>	<u>22,382</u>	<u>(9,366)</u>	<u>(100,709)</u>	<u>(49,903)</u>
Reconciliation of funds						
Total funds brought forward		(91,136)	2,646	515,708	427,218	477,122
Total funds carried forward		<u>(204,861)</u>	<u>25,028</u>	<u>506,342</u>	<u>326,509</u>	<u>427,218</u>

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

Headway Sussex Ltd

Company Limited by Guarantee

Statement of Financial Position

31st March 2025

	Note	2025 £	£	2024 £	£
Fixed assets					
Tangible fixed assets	15		514,033		526,234
Current assets					
Debtors	16	44,965		61,395	
Cash at bank and in hand		174,786		102,649	
		219,751		164,044	
Creditors: amounts falling due within one year	17	118,577		105,818	
Net current assets			101,174		58,226
Total assets less current liabilities			615,207		584,460
Creditors: amounts falling due after more than one year	18		288,698		157,242
Net assets			326,509		427,218
Funds of the charity					
Endowment funds			506,342		515,708
Restricted funds			25,028		2,646
Unrestricted funds			(204,861)		(91,136)
Total charity funds	19		326,509		427,218

For the year ending 31st March 2025 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 statement of financial position
continues on the following page.

Headway Sussex Ltd

Company Limited by Guarantee

Statement of Financial Position *(continued)*

31st March 2025

These financial statements were approved by the board of trustees and authorised for issue on 18/12/25, and are signed on behalf of the board by:


M Gaughan
Trustee

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31st March 2025

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 £100,708 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 15, gives the charity options to raise finance. The trustees are continuing to develop a plan for the future of the Newick site to underpin financial security.

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.

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2025

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.

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2025

3. Accounting policies *(continued)*

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.

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	-	on endowed property, 10% reducing balance on other property
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.

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2025

3. Accounting policies *(continued)*

Impairment of fixed assets *(continued)*

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.

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.

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2025

4. Limited by guarantee

Headway Sussex Ltd is a private company limited by guarantee.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Donations			
Donations	46,507	10,121	56,628
Grants			
Grants receivable	—	34,963	34,963
	<u>46,507</u>	<u>45,084</u>	<u>91,591</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Donations			
Donations	41,549	5,860	47,409
Grants			
Grants receivable	3,000	24,051	27,051
	<u>44,549</u>	<u>29,911</u>	<u>74,460</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Services provided under contract	<u>275,248</u>	<u>275,248</u>	<u>368,523</u>	<u>368,523</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Rental income	240	240	—	—
Interest receivable	1,193	1,193	1,338	1,338
	<u>1,433</u>	<u>1,433</u>	<u>1,338</u>	<u>1,338</u>

8. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Costs of raising donations and legacies - Donations	<u>17,398</u>	<u>17,398</u>	<u>16,552</u>	<u>16,552</u>

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2025

9. Costs of other trading activities

	2025 £	2024 £
Staging fundraising events	<u>17,398</u>	<u>16,552</u>

10. Expenditure on charitable activities by activity type

Activities undertaken directly:

	2025 £	2024 £
Staff costs	305,552	334,601
Premises	46,819	22,271
Transport	5,995	5,044
Printing, stationary and advertising	2,034	2,964
Other expenses	38,815	56,440
Depreciation	11,320	12,323
Loss on disposal of asset	3,521	-
Governance and finance costs	12,106	11,407
Staff training and recruitment	696	1,003
Staff and volunteers expenses	11,633	10,986
Day care, food etc.	884	1,243
Therapy and care	12,208	19,390
	<u>451,583</u>	<u>477,672</u>

11. Net expenditure

Net expenditure is stated after charging/(crediting):

	2025 £	2024 £
Depreciation of tangible fixed assets	11,320	12,323
Loss on disposal of assets	<u>3,521</u>	<u>-</u>

12. Independent examination fees

	2025 £	2024 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>3,900</u>	<u>5,400</u>

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2025 £	2024 £
Wages and salaries	<u>322,890</u>	<u>350,700</u>

The average head count of employees during the year was 18 (2024: 19).

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2025

14. Trustee remuneration and expenses

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

15. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Total £
Cost				
At 1st April 2024	613,793	224,960	34,220	872,973
Additions	–	2,640	–	2,640
Disposals	–	–	(34,220)	(34,220)
At 31st March 2025	<u>613,793</u>	<u>227,600</u>	<u>–</u>	<u>841,393</u>
Depreciation				
At 1st April 2024	98,087	217,953	30,699	346,739
Charge for the year	9,366	1,954	–	11,320
Disposals	–	–	(30,699)	(30,699)
At 31st March 2025	<u>107,453</u>	<u>219,907</u>	<u>–</u>	<u>327,360</u>
Carrying amount				
At 31st March 2025	<u>506,340</u>	<u>7,693</u>	<u>–</u>	<u>514,033</u>
At 31st March 2024	<u>515,706</u>	<u>7,007</u>	<u>3,521</u>	<u>526,234</u>

The land and buildings at Jackies Lane, Newick, are used for the charitable activities of the company. Buildings of £444,672 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.

16. Debtors

	2025 £	2024 £
Trade debtors	14,543	25,218
Prepayments and accrued income	30,422	36,177
	<u>44,965</u>	<u>61,395</u>

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2025

17. Creditors: amounts falling due within one year

	2025	2024
	£	£
Bank loans and overdrafts	18,595	17,197
Trade creditors	43,510	36,063
Accruals and deferred income	7,212	18,487
Social security and other taxes	46,344	31,309
Other creditors	2,916	2,762
	<u>118,577</u>	<u>105,818</u>

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

	2025	2024
	£	£
Bank loans and overdrafts	<u>288,698</u>	<u>157,242</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. £50,949 (2024: £70,193) of this loan is repayable after more than 5 years from 31 March 2025. 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%. £1,067 (2024: £7,384) of this loan is repayable after more than 5 years from 31 March 2025.

3. A £150,000 loan from Headway - The Brain Injury Association. The capital is repayable on sale of Property/land or 5 years from date of agreement March 2025 or on demand. Interest is charged at the higher of 1% below the base rate or 2%.

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2025

19. Analysis of charitable funds

Unrestricted funds

	At 1st April 2024	Income	Expenditure	Transfers	At 31st March 2025
	£	£	£	£	£
General funds	<u>(91,136)</u>	<u>323,188</u>	<u>(307,986)</u>	<u>(128,927)</u>	<u>(204,861)</u>

	At 1st April 2023	Income	Expenditure	Transfers	At 31st March 2024
	£	£	£	£	£
General funds	<u>(72,713)</u>	<u>414,410</u>	<u>(442,198)</u>	<u>9,365</u>	<u>(91,136)</u>

Restricted funds

	At 1st April 2024	Income	Expenditure	Transfers	At 31st March 2025
	£	£	£	£	£
Restricted Fund	<u>2,646</u>	<u>45,084</u>	<u>(151,629)</u>	<u>128,927</u>	<u>25,028</u>

	At 1st April 2023	Income	Expenditure	Transfers	At 31st March 2024
	£	£	£	£	£
Restricted Fund	<u>15,397</u>	<u>29,911</u>	<u>(42,662)</u>	<u>—</u>	<u>2,646</u>

Endowment funds

	At 1st April 2024	Income	Expenditure	Transfers	At 31st March 2025
	£	£	£	£	£
Freehold Property	<u>515,708</u>	<u>—</u>	<u>(9,366)</u>	<u>—</u>	<u>506,342</u>
	<u>515,708</u>	<u>—</u>	<u>(9,366)</u>	<u>—</u>	<u>506,342</u>

	At 1st April 2023	Income	Expenditure	Transfers	At 31st March 2024
	£	£	£	£	£
Freehold Property	<u>534,438</u>	<u>—</u>	<u>(9,365)</u>	<u>(9,365)</u>	<u>515,708</u>
	<u>534,438</u>	<u>—</u>	<u>(9,365)</u>	<u>(9,365)</u>	<u>515,708</u>

Headway Sussex Ltd
Company Limited by Guarantee
Management Information
Year ended 31st March 2025

The following pages do not form part of the financial statements.

Headway Sussex Ltd

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 31st March 2025

	2025 £	2024 £
Income and endowments		
Donations and legacies		
Donations	56,627	47,409
Grants receivable	34,963	27,051
	<u>91,590</u>	<u>74,460</u>
 Charitable activities		
Services provided under contract	275,248	368,523
 Investment income		
Rental income	240	—
Interest receivable	1,193	1,338
	<u>1,433</u>	<u>1,338</u>
 Total income	<u>368,271</u>	<u>444,321</u>
 Expenditure		
Costs of raising donations and legacies		
Wages and salaries	17,338	16,099
Staging fundraising events	60	453
	<u>17,398</u>	<u>16,552</u>
 Expenditure on charitable activities		
Wages and salaries	305,552	334,601
Rent	46,819	22,271
Other motor/travel costs	5,995	5,044
Telephone	2,034	2,964
Other office costs	38,815	56,440
Depreciation	11,320	12,323
Governance and finance costs	12,106	11,407
Loss on disposal of asset	3,521	—
Staff training & recruitment	696	1,003
Staff & volunteers expenses	11,633	10,986
Day care food etc.	884	1,243
Therapy & care	12,208	19,390
	<u>451,583</u>	<u>477,672</u>
 Total expenditure	<u>468,979</u>	<u>494,224</u>
 Net expenditure	<u>(100,709)</u>	<u>(49,903)</u>