

HEADWAY PORTSMOUTH AND SOUTH-EAST HAMPSHIRE

England & Wales · Charity number 1086140

Details

Status Registered

Legal form Charitable company

Company number [04184335](#)

Registered 2001-04-12

Register [View on the Charity Commission register](#)

Contact

Address The Mountbatten Centre
Alexandra Park
Twyford Avenue
Portsmouth
PO2 9QA

Phone 023 9266 4972

Email info@headwayportsmouth.co.uk

Website www.headwayportsmouth.co.uk

Activities

Objects: A) TO PROMOTE UNDERSTANDING OF ALL ASPECTS OF HEAD INJURY (AND SOME FORMS OF ACQUIRED BRAIN INJURY), AND TO PROVIDE INFORMATION, SUPPORT, AND SERVICES TO PEOPLE WITH HEAD INJURIES, THEIR FAMILY, AND CARERS RESIDING IN PORTSMOUTH & SOUTH-EAST HAMPSHIRE; TO INCLUDE HAVANT, PETERSFIELD, PARTS OF EAST HAMPSHIRE, HAYLING ISLAND, FAREHAM, GOSPORT, AND PORTSMOUTH ("THE AREA OF COVER")B) TO PROMOTE A CO-ORDINATED, MULTI-DISCIPLINARY APPROACH TO HEAD INJURY SCREENING, ACUTE CARE, ASSESSMENT, REHABILITATION, AND COMMUNITY RE-ENTRY.C) TO ASSIST PEOPLE WITH HEAD INJURY TO RETURN TO COMMUNITY LIVING, INCLUDING ACCESS TO APPROPRIATE ACCOMMODATION, EMPLOYMENT, SOCIAL OUTLETS, AND MEANINGFUL ACTIVITY; THEREBY ASSISTING THOSE WITH HEAD INJURY WITH REINTEGRATION INTO SOCIETY, REGAINING INDEPENDENCE, AND ACHIEVING THEIR HIGHEST LEVEL OF QUALITY OF LIFE.D) THROUGH SUPPORT, ADVOCACY AND SOCIAL ACTIVITIES; TO PROVIDE OPPORTUNITIES FOR SHARING EXPERIENCES.E) TO RAISE AWARENESS OF THE EFFECTS OF HEAD INJURY AND REPRESENT THE INTERESTS OF THOSE WITH HEAD INJURY WITH THE STATUTORY SERVICES AS WELL AS OTHER ORGANISATIONS AND TO LOBBY FOR IMPROVED, SPECIALISED SERVICES LOCALLY.F) THROUGH PUBLICITY, TRAINING CONFERENCES, AND MEETINGS; TO EDUCATE AND INCREASE PUBLIC AWARENESS AND UNDERSTANDING OF HEAD INJURY.G) TO PARTICIPATE IN HEALTH EDUCATION/HEALTH PROMOTION ACTIVITIES THAT WILL REDUCE THE INCIDENCE AND SEVERITY OF HEAD INJURY.H) AT ALL TIMES HEADWAY PORTSMOUTH & SOUTH-EAST HAMPSHIRE ENDEAVOURS TO WORK IN PARTNERSHIP WITH LIKE-MINDED ORGANISATIONS AND STATUTORY BODIES AND TO PROVIDE MEETINGS, LECTURES AND FORUMS TO DISCUSS AND PURSUE THE OBJECTIVES

Activities: Provide information and support for people with brain injuries, their families and carers.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** PORTSMOUTH & SOUTH-EAST HAMPSHIRE; TO INCLUDE HAVANT, PETERSFIELD, PARTS OF EAST HAMPSHIRE, HAYLING ISLAND, .FAREHAM, GOSPORT, AND PORTSMOUTH.
- Hampshire
- Portsmouth City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£311,395	£307,839	-	-
2024-03-31	£291,538	£274,719	-	-
2023-03-31	£264,756	£240,115	-	-
2022-03-31	£239,349	£229,608	-	-
2021-03-31	£166,304	£139,989	-	-

Trustees

Name	Role	Appointed
SUE BOWLER	Chair	2013-01-04
Dr Warren Neil Dunger		2018-03-21
Jennifer Beverley Dallas		2022-01-19
Ruth Victoria Johnson		2021-09-15

Accounts

REGISTERED COMPANY NUMBER: 04184335 (England and Wales)
REGISTERED CHARITY NUMBER: 1086140

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025
FOR
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

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FOR THE YEAR ENDED 31 MARCH 2025**

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**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Purposes and Aims

The main objectives of the charity are:-

- To provide information and support for people with brain injuries, their families and carers;
- To assist people with brain injuries to return to community living;
- To increase public awareness and understanding of brain injury;
- To participate in activities that will reduce the incidence of brain injury;
- To promote co-ordinated multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-entry, with clear accountability at all stages.

In furtherance of these objectives, during the financial year 2024/25 Headway continued to offer support through sessions provided at the Mountbatten Centre and in the community. Outreach services, family members' meetings and structured activities were offered. All figures below are for service users from all geographic areas covered by Headway Portsmouth and South East Hampshire.

Public benefit

How our activities deliver public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and activities and in planning future activities.

All of our charitable activities deliver public benefit because they are focused upon supporting those who have suffered brain injury, their families and carers, increasing public awareness of brain injury, improving treatment and rehabilitation / re enablement of those who have suffered brain injury and providing information to the public to promote the steps which can be taken to reduce or eliminate the prospects of others sustaining brain injury.

HEADWAY PORTSMOUTH & SOUTH-EAST HAMPSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

ACHIEVEMENTS AND PERFORMANCE

Session support

We currently have 130 Service Users (SU) attending one or more of our outreach sessions in either Portsmouth, Gosport, or Petersfield, with an average of 19 carers attending one of the weekly sessions. By March 2025 our monthly throughput was 467 service users attending our sessions throughout the month, which was up the same as last year. New service users continued to be invited along to join the sessions and the average service user monthly attendance for Headway Portsmouth and South East Hampshire's Social Inclusion Community Outreach programmes was up by 4 from last year to 130.

Service User Feedback

It has never been easy for me to open up about the depression and anxiety, how the pain effects those and my day to day life and how this all effects those around me, but I am getting better at it and have a better understanding of it, thanks to you, Headway I wanted you to know that I really appreciate all the help, support and advice you have given me and how much our catch-ups mean to me and how much they have helped.

It cannot be easy to adjust the assistance that you provide to every person or family that comes your way and I felt that you had exactly the right approach.

It's all down to you recognising my desperation (by emailing on Xmas Day) and knowing what questions to ask of who!

Awards

Headway Portsmouth and South East Hampshire had the privilege of being nominated to receive a Civic Award, which is a local honour to recognise outstanding service or achievement and were invited to attend the Annual Mayor Making event at the Guildhall to receive the award.

The following citation was read out at the event:

"In recognition of the vital support given to the people of Portsmouth suffering brain injury, the dedication and tireless work of a small team helping people through participation and engagement to improve their quality of life, wellbeing, outcomes and have a positive impact on people's lives."

1 to 1 Support

Headway provides 1 to 1 support for many different needs during the year: -

- Dropping into the office or contacting by other means, where people want to know if we can help them.
- Carers with new service users.
- Assessment of service users - both initial and review assessments with all service users.
- Crisis 1 to 1s around the issues of relationships, benefits, housing, conflict and finance which can result in a referral to another agency. We are also seeing big increases in numbers of tribunals and appeals supported.

Hospital project

Despite the hospital remaining under immense pressure the Senior Support Worker managed to continue to maintain the link between the hospital workers and patients, which has led to a continued stream of referrals. We are part way through the 3 years of National Lottery funding that was awarded in June 2023 for a part-time employee to oversee the Outreach Programme. There were 228 referrals from the hospital and other health professionals during this period, a 37% increase from last year, which demonstrates the need for the second staff member to help in this area along with 60 enquiries/advice. We are currently still supporting 92 of them until they are ready to join one of our outreach sessions or do not require any further support from Headway.

Part of the service we provide is offering advice and information for people who have sustained a brain injury and assist in the following areas:

- **Benefits** - PIP, Attendance Allowance, Universal Credit, Employment Support Allowance
- **Travel** - blue badge parking permits, bus passes, travel schemes
- **Cards** - Brain injury card
- **Information** - Headway UK, advice leaflets, support & information
- **Brain Injury Courses** - Brain injury Awareness, Confidence Building, Communication & Behavioural

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

- A listening ear and coffee

Over the year we supported a monthly average of 12 individuals affected by brain injury whilst as an inpatient at the QA Hospital and then on discharge we continued their journey until they were ready to move into the community and attend one of our outreach sessions.

We provided an initial meet and greet service to 87 individuals, assisted 131 people with their benefits such as PIP, AA, UC and ESA and supported another 23 with their Blue Badge, Brain Injury Card, Bus Pass etc.

Training Courses

We continue to offer training and the Cognitive Reablement Programme included practical support sessions and activities that support personal safety, improved communication, improved behavioural and relationship skills and improved executive function, skills that have been lost because of brain injury. With this programme we were able to provide much needed support by assisting new Service Users in improving their skills, health, and wellbeing, building confidence and self-esteem, in a relaxed, supported, and safe secure, online format, hosted and facilitated by a skilled tutor with extensive knowledge of brain injury.

Brain Injury Awareness - 4 Brain Injury Awareness (BIA) courses for service users' families, friends and carers were run, one in April with 11 attendees, one in June with 10 attendees, one in October with 9 attendees, and one in January 2025 with 12 attendees. We continue to offer free places on this course to QA Hospital staff and over this period 17 staff members from the QA Hospital attended one of these courses.

Cognitive Reablement course - We ran one course with 6 attendees.

Feedback on Training Courses

Very interesting interactive - trainer very knowledgeable
Very nice training helpful and loads of knowledge for those of us who work in hospital
More information about location otherwise everything fantastic
Excellent training the activities were good and helped to explain things

The Family members / Carers Support Programme

Family members appreciate having the opportunity to talk with others who have been through similar traumatic experiences. To share stories and discuss the challenges of caring for someone is of immense value. There is a range of experience within the group who can help with new contacts and are available to meet on an individual basis either by phone or 1-2-1 for a coffee and chat, with an invitation to join the groups if and when ready.

Volunteer Support

Volunteers returned to sessions during the year to provide invaluable support and links continue with Portsmouth University to encourage students to volunteer with the Charity

Charity Shops

The shops once again contributed extremely well to income.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

FINANCIAL REVIEW

Funding

The results for this year show a surplus of £3,556 (2024: £16,819).

The on-going expenses mean that there are no funds available for long term investment and in the current financial climate the trustees do not consider that investment in funds other than those which are completely secure can be justified. Consequently, the funds available remain within the charity's bank accounts.

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure. Budgeted expenditure for the charity for 2025/26 is £206,000 excluding shop expenditure.

The target reserves are therefore at least £51,500 in general funds with an upper target of £103,000. The reserves are needed to meet the ongoing cost of running the charity, including the shops. The present level of free reserves is £90,023, and therefore there are sufficient funds to meet the reserves policy.

Budget projections have been prepared for the forthcoming year, which demonstrate that the free reserves position of the charity should not deteriorate significantly in the coming year. As long as the income targets are met and expenditure is rigorously controlled then the cash and reserves position should continue to improve.

The strategy is to continue to build income through fundraising activity, statutory funding and grant funding, whilst controlling expenditure.

PLANS FOR FUTURE PERIODS

The charity plans to continue activities in the forthcoming years subject to satisfactory funding arrangements. In addition, working in partnership with other organisations is a key aspect of our work.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated under the Companies Act 1985 on 21 March 2001, as a company limited by guarantee (company number 4184335) and is governed by its Memorandum and Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purpose of charity law. Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for an indefinite period and at each annual general meeting one third of the trustees are subject to retirement by rotation or, if their number is not 3 or a multiple of 3, the number nearest to one third shall retire from office. Trustees retiring from office by rotation are eligible for re-election. New trustees are recommended by the trustees for appointment at the annual general meeting or nominated by a member. However, the charity may by ordinary resolution appoint a person willing to act to be a trustee either to fill a vacancy or as an additional trustee. The trustee appointed will hold office until the following annual general meeting and then they will be formally appointed.

All directors give their time voluntarily and receive no benefits from the charity. Whilst directors are entitled to claim expenses from the charity none have elected to claim any such expenses. There is a broad mix of skills amongst the directors which serves the charity well.

Organisational structure

The trustees, numbering 4 at the end of the financial year 2024/25, meet monthly and are responsible for the strategic direction and policy of the charity. The CEO also attends each meeting. The operational day to day running, administration and organisation is undertaken by the CEO who is overseen by the trustees. The CEO also has responsibility for individual supervision of the staff team within the centre and shops and also ensuring that the team continues to develop their skills and working practices in line with good practice.

The trustees supervise the CEO.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

Most trustees are already familiar with the practical work of the charity due to their background in brain injury. New trustees are invited to attend the centre to familiarise themselves with the charity and the context within which it operates.

Related parties

Insofar as it is complementary to the charity's objectives, the charity is guided by both local and national policy. At a national level Headway UK sets out service standards which all local branches are expected to adhere to. In addition, Headway UK provides guidance and information. We have received Headway UK accreditation where our governance was described as 'exemplary'.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate systems or procedures have been established to mitigate the risks the charity faces. Significant external risks in relation to funding have led to the development of the business plan and the strategic plan for fundraising. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the centre and outreach drop-in sessions. All staff, volunteers and trustees undergo a Disclosure and Barring Service (DBS) check.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04184335 (England and Wales)

Registered Charity number

1086140

Registered office

Grandstand Suite
Mountbatten Centre
Twyford Avenue
Portsmouth
Hampshire
PO2 9QA

Trustees

S J Bowler
W Dunger
J Steventon-Kiy - resigned 16 February 2025
R V Johnson
Jennifer Dallas

The charity continues to be managed by Joanne Dallas, the CEO, who also has responsibility for funding/fundraising.

Independent Examiner

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

Unity Trust Bank PLC,
Four Brindleyplace,
Birmingham,
B1 2HB

Approved by order of the board of trustees on 19 November 2025 and signed on its behalf by:

Ms S J Bowler - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

Independent examiner's report to the trustees of Headway Portsmouth & South-East Hampshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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 Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

Gavin Whitter
The Institute of Chartered Accountants in England and Wales

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

10 December 2025

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	Unrestricted funds £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	19,130	-	19,130	8,685
Charitable activities	5				
Assistance and activities for people with head injuries		71,527	62,472	133,999	128,852
Other trading activities	3	158,243	-	158,243	153,970
Investment income	4	23	-	23	31
Total		<u>248,923</u>	<u>62,472</u>	<u>311,395</u>	<u>291,538</u>
EXPENDITURE ON					
Raising funds	6	163,552	-	163,552	142,815
Charitable activities	7				
Assistance and activities for people with head injuries		83,700	60,587	144,287	131,904
Total		<u>247,252</u>	<u>60,587</u>	<u>307,839</u>	<u>274,719</u>
NET INCOME		1,671	1,885	3,556	16,819
RECONCILIATION OF FUNDS					
Total funds brought forward		89,885	3,441	93,326	76,507
TOTAL FUNDS CARRIED FORWARD		<u><u>91,556</u></u>	<u><u>5,326</u></u>	<u><u>96,882</u></u>	<u><u>93,326</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET
31 MARCH 2025**

	Notes	31.3.25 £	31.3.24 £
FIXED ASSETS			
Tangible assets	14	3,410	4,734
CURRENT ASSETS			
Debtors	15	8,092	9,781
Cash at bank		142,795	128,399
		<u>150,887</u>	<u>138,180</u>
CREDITORS			
Amounts falling due within one year	16	(57,415)	(49,588)
NET CURRENT ASSETS		<u>93,472</u>	<u>88,592</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		96,882	93,326
NET ASSETS		<u>96,882</u>	<u>93,326</u>
FUNDS	19		
Unrestricted funds		91,556	89,885
Restricted funds		5,326	3,441
TOTAL FUNDS		<u>96,882</u>	<u>93,326</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 19 November 2025 and were signed on its behalf by:

Ms S J Bowler - Trustee

The notes form part of these financial statements

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to raise funds, such as recharge of wages, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Volunteers and donated services

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

Expenditure

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 25% on cost

Tangible fixed assets costing £250 or more are capitalised at cost.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

1. ACCOUNTING POLICIES - continued

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	31.3.25	31.3.24
	£	£
Donations	19,130	8,685
	<u> </u>	<u> </u>

The Charity would like to express special thanks to all the Grantmakers, Charitable Trusts and Charitable Foundations for supporting our vital work this year:

Garfield Weston
National Lottery
Awards for All
Portsmouth City Council
HIWCF - MoneyBarn
HIWCF - Portsmouth
HIWCF - Hampshire Playing Fields
EHDC Supporting Communities Fund
Friends of Emsworth
Petersfield Lion Club
Petersfield Town Council
Sport England Movement Fund
Shroder Charity Trust

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

3. OTHER TRADING ACTIVITIES

	31.3.25	31.3.24
	£	£
Shop income	158,243	153,970
	<u>158,243</u>	<u>153,970</u>

4. INVESTMENT INCOME

	31.3.25	31.3.24
	£	£
Interest received	23	31
	<u>23</u>	<u>31</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	31.3.25	31.3.24
	£	£
Grants		
Assistance and activities for people with head injuries	98,477	90,199
Session income		
Assistance and activities for people with head injuries	35,522	38,653
	<u>133,999</u>	<u>128,852</u>

Grants received, included in the above, are as follows:

	31.3.25	31.3.24
	£	£
Hampshire Adult Services	533	1,567
Portsmouth City Community Fund	8,000	8,000
People's Health Trust	-	3,748
Other grants (below £1,000)	1,100	4,181
Hampshire and Isle of Wight Community Foundation	10,678	15,299
The Hospital Saturday Fund	3,000	-
Petersfield Town Council	614	136
Friends of Emsworth Hospitals	1,440	576
East Hampshire District Council	4,423	1,092
Garfield Weston Foundation	3,750	-
National Lottery Community Fund grant	58,939	39,794
Energise Me	-	6,939
South Western Railway	-	8,867
Hive Portsmouth	1,000	-
Schroder Charity Trust	3,000	-
Sported Foundation	2,000	-
	<u>98,477</u>	<u>90,199</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

6. RAISING FUNDS

Raising donations and legacies

	31.3.25 £	31.3.24 £
Staff costs	115,569	92,492
Fundraising costs	389	626
Other shop costs	16,043	17,842
Shop rent and service charges	31,551	31,855
	<u>163,552</u>	<u>142,815</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8) £	Support costs (see note 9) £	Totals £
Assistance and activities for people with head injuries	<u>91,332</u>	<u>52,955</u>	<u>144,287</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.25 £	31.3.24 £
Staff costs	68,479	63,521
Drop in and activity costs	16,120	13,368
Staff travel	6,733	4,940
	<u>91,332</u>	<u>81,829</u>

9. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Assistance and activities for people with head injuries	<u>51,980</u>	<u>975</u>	<u>52,955</u>

Support costs, included in the above, are as follows:

Other

	31.3.25 Assistance and activities for people with head injuries £	31.3.24 Total activities £
Wages	8,326	7,571
Rent and service charges	7,824	7,366
Insurance	4,395	1,825
Carried forward	<u>20,545</u>	<u>16,762</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

9. SUPPORT COSTS - continued

Other - continued

	31.3.25 Assistance and activities for people with head injuries £	31.3.24 Total activities £
Brought forward	20,545	16,762
Telephone	516	1,477
Postage and stationery	798	966
Miscellaneous expenses	950	2,251
Training and books	1,755	1,648
Affiliation fees	185	10
Computer expenses	6,023	5,584
Bank charges	2,143	957
Bookkeeping and payroll processing	15,725	15,075
Depreciation of tangible fixed assets	1,324	2,219
Irrecoverable VAT	2,016	2,150
Loss on disposal of subsidiary	-	1
	<u>51,980</u>	<u>49,100</u>

Governance costs

	31.3.25 Assistance and activities for people with head injuries £	31.3.24 Total activities £
Accountancy fees	<u>975</u>	<u>975</u>

10. NET INCOME/(EXPENDITURE)

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

	31.3.25 £	31.3.24 £
Depreciation - owned assets	1,324	2,218
Other operating leases	7,824	7,366
Deficit on disposal of fixed assets	-	1
Independent examination - Gibson Whitter	<u>975</u>	<u>975</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

During the year no trustee (31.3.24: none) was reimbursed for out of pocket expenses.

12. STAFF COSTS

	31.3.25 £	31.3.24 £
Wages and salaries	185,457	156,512
Social security costs	4,646	5,116
Other pension costs	2,271	1,956
	<u>192,374</u>	<u>163,584</u>

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

	31.3.25	31.3.24
Charitable	7	7
Raising funds	5	4
	<u>12</u>	<u>11</u>

The full time equivalent number of employees was 7 (31.3.24: 7).

No employees received emoluments in excess of £60,000 (31.3.24: none).

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	8,685	-	8,685
Charitable activities			
Assistance and activities for people with head injuries	76,598	52,254	128,852
Other trading activities	153,970	-	153,970
Investment income	31	-	31
Total	<u>239,284</u>	<u>52,254</u>	<u>291,538</u>
EXPENDITURE ON			
Raising funds	142,815	-	142,815
Charitable activities			
Assistance and activities for people with head injuries	78,678	53,226	131,904
Total	<u>221,493</u>	<u>53,226</u>	<u>274,719</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	17,791	(972)	16,819
 RECONCILIATION OF FUNDS			
Total funds brought forward	72,094	4,413	76,507
 TOTAL FUNDS CARRIED FORWARD	<u>89,885</u>	<u>3,441</u>	<u>93,326</u>

14. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2024 and 31 March 2025	<u>22,834</u>	<u>20,775</u>	<u>43,609</u>
 DEPRECIATION			
At 1 April 2024	20,380	18,495	38,875
Charge for year	491	833	1,324
At 31 March 2025	<u>20,871</u>	<u>19,328</u>	<u>40,199</u>
 NET BOOK VALUE			
At 31 March 2025	<u>1,963</u>	<u>1,447</u>	<u>3,410</u>
At 31 March 2024	<u>2,454</u>	<u>2,280</u>	<u>4,734</u>

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25 £	31.3.24 £
Trade debtors	669	2,279
Other debtors	3,389	2,916
VAT	1,240	1,048
Prepayments	2,794	3,538
	<u>8,092</u>	<u>9,781</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Trade creditors	3,389	6,081
Social security and other taxes	2,391	1,842
Other creditors	486	279
Deferred income	47,840	38,285
Accrued expenses	3,309	3,101
	<u>57,415</u>	<u>49,588</u>

Deferred income carried forward at 31 March 2025 primarily relates to grant funding for future periods.

	31.3.25	31.3.24
	£	£
Brought forward	38,285	24,360
Released to incoming resources in year	(38,285)	(24,360)
Income deferred in year	47,840	38,285
	<u>47,840</u>	<u>38,285</u>
Carried forward	<u>47,840</u>	<u>38,285</u>

17. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.25	31.3.24
	£	£
Within one year	29,250	21,250
Between one and five years	13,750	41,250
	<u>43,000</u>	<u>62,500</u>

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	31.3.25 Total funds	31.3.24 Total funds
	£	£	£	£
Fixed assets	1,533	1,877	3,410	4,734
Current assets	147,438	3,449	150,887	138,180
Current liabilities	(57,415)	-	(57,415)	(49,588)
	<u>91,556</u>	<u>5,326</u>	<u>96,882</u>	<u>93,326</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

19. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	89,885	1,671	91,556
Restricted funds			
SEIF fund	1,161	(108)	1,053
The Hospital Saturday Fund	-	2,826	2,826
Big Lottery Fund	2,280	(833)	1,447
	<u>3,441</u>	<u>1,885</u>	<u>5,326</u>
TOTAL FUNDS	<u>93,326</u>	<u>3,556</u>	<u>96,882</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	248,923	(247,252)	1,671
Restricted funds			
SEIF fund	-	(108)	(108)
The Hospital Saturday Fund	3,000	(174)	2,826
National Lottery Community Fund	59,472	(59,472)	-
Big Lottery Fund	-	(833)	(833)
	<u>62,472</u>	<u>(60,587)</u>	<u>1,885</u>
TOTAL FUNDS	<u>311,395</u>	<u>(307,839)</u>	<u>3,556</u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	72,094	17,791	89,885
Restricted funds			
SEIF fund	1,293	(132)	1,161
Big Lottery Fund	3,120	(840)	2,280
	<u>4,413</u>	<u>(972)</u>	<u>3,441</u>
TOTAL FUNDS	<u>76,507</u>	<u>16,819</u>	<u>93,326</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

19. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	239,284	(221,493)	17,791
Restricted funds			
SEIF fund	-	(132)	(132)
The Hospital Saturday Fund	3,000	(3,000)	-
National Lottery Community Fund	42,315	(42,315)	-
Energise Me	6,939	(6,939)	-
Big Lottery Fund	-	(840)	(840)
	<u>52,254</u>	<u>(53,226)</u>	<u>(972)</u>
TOTAL FUNDS	<u>291,538</u>	<u>(274,719)</u>	<u>16,819</u>

Social Enterprise Investment Fund (SEIF)

This funding has been awarded to allow the charitable company to adapt to the new financing and operating processes in social care. The fund has been used to obtain PQASSO accreditation, improved ability to assess impact and also to upgrade IT systems and the website. Some of this funding has been used to fund tangible fixed assets and therefore £1,161 of the balance on this fund represents the net book value of these assets at the balance sheet date. Depreciation on these assets in future years will be attributed to this fund.

The Saturday Hospital Fund

Grant funding received from The Saturday Hospital Fund for the Early Intervention Support programme.

Bridging the Gap Fund

Grant funding received from Portsmouth County Council.

National Lottery Community Awards For All Fund

Grant funding received from the National Lottery Community Fund for the Cognitive Reablement Programme.

Betty Messenger

Grant funding received from Betty Messenger to provide telephone and face to face support to users after the Covid-19 pandemic.

Big Lottery Fund

Grant funding received from Big Lottery Fund for the purchase of laptops. The laptops were acquired during the year. The balance of £2,280 on this fund represents the net book value of these assets at the balance sheet date. Depreciation on these assets in future years will be attributed to this fund.

Energise Me

Grant funding received from Energise Me for the Investing in Communities project.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

20. RELATED PARTY DISCLOSURES

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

21. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members. No one member has control of the charitable company.

22. SHARE CAPITAL AND LIABILITY OF MEMBERS

The charitable company is a company limited by guarantee and its members have undertaken to contribute to the assets of the company in the event of it being wound such amounts as may be required not exceeding £10.

Accounts

REGISTERED COMPANY NUMBER: 04184335 (England and Wales)
REGISTERED CHARITY NUMBER: 1086140

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024
FOR
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

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FOR THE YEAR ENDED 31 MARCH 2024**

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**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Purposes and Aims

The main objectives of the charity are:-

- To provide information and support for people with brain injuries, their families and carers;
- To assist people with brain injuries to return to community living;
- To increase public awareness and understanding of brain injury;
- To participate in activities that will reduce the incidence of brain injury;
- To promote co-ordinated multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-entry, with clear accountability at all stages.

In furtherance of these objectives, during the financial year 2023/24 Headway continued to offer support through sessions provided at the Mountbatten Centre and in the community. Outreach services, family members' meetings and structured activities were offered. All figures below are for service users from all geographic areas covered by Headway Portsmouth and South East Hampshire.

Public benefit

How our activities deliver public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and activities and in planning future activities.

All of our charitable activities deliver public benefit because they are focused upon supporting those who have suffered brain injury, their families and carers, increasing public awareness of brain injury, improving treatment and rehabilitation / re enablement of those who have suffered brain injury and providing information to the public to promote the steps which can be taken to reduce or eliminate the prospects of others sustaining brain injury.

HEADWAY PORTSMOUTH & SOUTH-EAST HAMPSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

ACHIEVEMENT AND PERFORMANCE

Session support

We currently have 126 Service Users (SU) attending our outreach sessions in either Portsmouth, Gosport, or Petersfield. During the year there were 126 regular service users attending one or more sessions a week with an average of 19 carers attending one of the weekly sessions. By March 2024 our monthly throughput had increased to 466 service users attending our sessions throughout the month, which was up by 6% from last year. New service users continued to be invited along to join the sessions and the average service user monthly attendance for Headway Portsmouth and South East Hampshire's Social Inclusion Community Outreach programmes was 126 up from 110 last year.

Feedback

They have only been coming for 3 months but feel that the group has literally transformed their lives. 'a life saver' 'made a massive difference'. From deep conversation it seems to have helped them both come to terms with Martin's situation and they appeared to very much be enjoying the socialisation - so much they have gone from no groups 3 months ago to 2 groups now. They 'wouldn't miss it'.

Child Brain Injury Trust - I just wanted to say a big thank you for having me yesterday as your "surprise" visitor! It was fantastic to see a session in action and to meet your brilliant service users. It was very eye-opening for me when thinking about the needs of my older cases - I just wish there were more groups like yours across my area.

Awards

Headway UK Annual Awards 2023 - Innovation Award Finalist

1 to 1 Support

Headway provides 1 to 1 support for many different needs during the year: -

- Dropping into the office or contacting by other means, where people want to know if we can help them.
- Carers with new service users.
- Assessment of service users - both initial and review assessments with all service users.
- Crisis 1 to 1s around the issues of relationships, benefits, housing, conflict and finance which can result in a referral to another agency. We are also seeing big increases in numbers of tribunals and appeals supported.

Hospital project

Despite the hospital remaining under immense pressure the Hospital and Bridging the Gap Coordinator managed to continue to maintain the link between the hospital workers and patients, which has led to a continued stream of referrals. Through 3 years of National Lottery Funding we were able to employ a part time employee in June 2023 to oversee the Outreach Programme. Between them they dealt with 166 referrals, compared to 125 the previous year and 76 enquiries, compared to 57 the previous year. 171 referrals from the hospital and other health professionals during this period, and 58 enquiries/advice and we are currently still supporting 96 referrals until they are ready to join one of our outreach sessions or do not require any further support from Headway.

Part of the service we provide is offering advice and information for people who have sustained a brain injury and assist in the following areas:

- **Benefits** - PIP, Attendance Allowance, Universal Credit, Employment Support Allowance
- **Travel** - blue badge parking permits, bus passes, travel schemes
- **Cards** - Brain injury card
- **Information** - Headway UK, advice leaflets, support & information
- **Brain Injury Courses** - Brain injury Awareness, Confidence Building, Communication & Behavioural
- **A listening ear and coffee**

Over the year we supported 66 individuals affected by brain injury whilst as an inpatient at the QA Hospital and then on discharge we continue their journey with them until they were ready to move into the community and attending one of our outreach sessions.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

We provided an initial meet and greet service to 45 individuals, assisted 111 people with their benefits such as PIP, AA, UC and ESA and supported another 18 with their Blue badge, Brain Injury Card, Bus Pass etc.

Training Courses

We continue to offer training and the Cognitive Reablement Programme included practical support sessions and activities that support personal safety, improved communication, improved behavioural and relationship skills and improved executive function, skills that have been lost because of brain injury. With this programme we were able to provide much needed support by assisting new Service Users in improving their skills, health, and wellbeing, building confidence and self-esteem, in a relaxed, supported, and safe secure, online format, hosted and facilitated by a skilled tutor with extensive knowledge of brain injury.

Brain Injury Awareness - Three Brain Injury Awareness (BIA) courses for service users' families, friends and carers were run, one in April with 8 attendees, one in October with 12 attendees, and one in January 2024 with 6 attendees. We offer free places on the BIA Courses to QA Hospital staff.

Cognitive Reablement course - We ran one cognitive reablement courses with 9 attendees

Feedback

Headway have been a lifeline for my dad after his acquired brain injury; the weekly meetings and the courses have been a huge help to him in building skills such as planning, organisation and speech, but also as a social network. Brain injury is a very complex issue and one which many people do not know much about, so raising awareness and increasing understanding of the associated visible and invisible disabilities is so important.

The class was really good easy to follow and enjoyable and was good to have a session for how a carer can manage the side effects too.

The course made me think that I am not alone and it made me understand more about how to cope.

The Family members / Carers Support Programme

Family members appreciate having the opportunity to talk with others who have been through similar traumatic experiences. To share stories and discuss the challenges of caring for someone is of immense value. There is a range of experience within the group who can help with new contacts and are available to meet on an individual basis either by phone or 1-2-1 for a coffee and chat, with an invitation to join the groups if and when ready.

Volunteer Support

Volunteers returned to sessions during the year to provide invaluable support and strong links continue with Portsmouth University to encourage students to volunteer with the Charity.

Charity Shops

The shops once again contributed extremely well to income.

HEADWAY PORTSMOUTH & SOUTH-EAST HAMPSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

FINANCIAL REVIEW

Funding

The results for this year show a surplus of £16,819 (2023: £24,641).

The on-going expenses mean that there are no funds available for long term investment and in the current financial climate the trustees do not consider that investment in funds other than those which are completely secure can be justified. Consequently, the funds available remain within the charity's bank accounts.

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure. Budgeted expenditure for the charity for 2023/2024 is £200,000 excluding shop expenditure.

The target reserves are therefore at least £50,000 in general funds with an upper target of £100,000. The reserves are needed to meet the ongoing cost of running the charity, including the shops. The present level of free reserves is £87,969, and therefore there are sufficient funds to meet the reserves policy.

Budget projections have been prepared for the forthcoming year, which demonstrate that the free reserves position of the charity should not deteriorate significantly in the coming year. As long as the income targets are met and expenditure is rigorously controlled then the cash and reserves position should continue to improve.

The strategy is to continue to build income through fundraising activity, statutory funding and grant funding, whilst controlling expenditure.

PLANS FOR FUTURE PERIODS

The charity plans to continue activities in the forthcoming years subject to satisfactory funding arrangements. In addition, working in partnership with other organisations is a key aspect of our work.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated under the Companies Act 1985 on 21 March 2001, as a company limited by guarantee (company number 4184335) and is governed by its Memorandum and Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purpose of charity law. Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for an indefinite period and at each annual general meeting one third of the trustees are subject to retirement by rotation or, if their number is not 3 or a multiple of 3, the number nearest to one third shall retire from office. Trustees retiring from office by rotation are eligible for re-election. New trustees are recommended by the trustees for appointment at the annual general meeting or nominated by a member. However, the charity may by ordinary resolution appoint a person willing to act to be a trustee either to fill a vacancy or as an additional trustee. The trustee appointed will hold office until the following annual general meeting and then they will be formally appointed.

All directors give their time voluntarily and receive no benefits from the charity. Whilst directors are entitled to claim expenses from the charity none have elected to claim any such expenses. There is a broad mix of skills amongst the directors which serves the charity well.

Organisational structure

The trustees, numbering 5 at the end of the financial year 2023/2024, meet monthly and are responsible for the strategic direction and policy of the charity. The CEO also attends each meeting. The operational day to day running, administration and organisation is undertaken by the CEO who is overseen by the trustees. The CEO also has responsibility for individual supervision of the staff team within the centre and shops, and also ensuring that the team continues to develop their skills and working practices in line with good practice.

The trustees supervise the CEO.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

Most trustees are already familiar with the practical work of the charity due to their background in brain injury. New trustees are invited to attend the centre to familiarise themselves with the charity and the context within which it operates.

Related parties

Insofar as it is complementary to the charity's objectives, the charity is guided by both local and national policy. At a national level Headway UK sets out service standards which all local branches are expected to adhere to. In addition, Headway UK provides guidance and information. The charity worked closely with Headway UK's South East regional co-ordinator who helps to ensure that information is shared between local groups. We have received Headway UK accreditation where our governance was described as 'exemplary'.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate systems or procedures have been established to mitigate the risks the charity faces. Significant external risks in relation to funding have led to the development of the business plan and the strategic plan for fundraising. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the centre and outreach drop-in sessions. All staff, volunteers and trustees undergo a Disclosure and Barring Service (DBS) check

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04184335 (England and Wales)

Registered Charity number

1086140

Registered office

Grandstand Suite
Mountbatten Centre
Twyford Avenue
Portsmouth
Hampshire
PO2 9QA

Trustees

S J Bowler

A Davies

Resigned 31 July 2023

W Dunger

J Steventon-Kiy

R V Johnson

Jennifer Dallas

The charity continues to be managed by Joanne Dallas, the CEO, who also has responsibility for funding/fundraising.

Independent Examiner

Gibson Whitter

Chartered Accountants

and Chartered Tax Advisers

Larch House

Parklands Business Park

Denmead

Hampshire

PO7 6XP

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

Unity Trust Bank PLC,
Four Brindleyplace,
Birmingham,
B1 2HB

Approved by order of the board of trustees on 20 November 2024 and signed on its behalf by:

Ms S J Bowler - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

Independent examiner's report to the trustees of Headway Portsmouth & South-East Hampshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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 Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

Gavin Whitter
The Institute of Chartered Accountants in England and Wales

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

22 November 2024

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	8,685	-	8,685	39,113
Charitable activities	5				
Assistance and activities for people with head injuries		76,598	52,254	128,852	77,649
Other trading activities	3	153,970	-	153,970	147,183
Investment income	4	31	-	31	31
Other income	6	-	-	-	780
Total		<u>239,284</u>	<u>52,254</u>	<u>291,538</u>	<u>264,756</u>
EXPENDITURE ON					
Raising funds	7	142,815	-	142,815	121,076
Charitable activities	8				
Assistance and activities for people with head injuries		78,678	53,226	131,904	119,039
Total		<u>221,493</u>	<u>53,226</u>	<u>274,719</u>	<u>240,115</u>
NET INCOME/(EXPENDITURE)		17,791	(972)	16,819	24,641
RECONCILIATION OF FUNDS					
Total funds brought forward		72,094	4,413	76,507	51,866
TOTAL FUNDS CARRIED FORWARD		<u>89,885</u>	<u>3,441</u>	<u>93,326</u>	<u>76,507</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET
31 MARCH 2024**

	Notes	31.3.24 £	31.3.23 £
FIXED ASSETS			
Tangible assets	15	4,734	6,952
Investments	16	-	1
		4,734	6,953
CURRENT ASSETS			
Debtors	17	9,781	11,132
Cash at bank		128,399	90,610
		138,180	101,742
CREDITORS			
Amounts falling due within one year	18	(49,588)	(32,188)
NET CURRENT ASSETS		88,592	69,554
TOTAL ASSETS LESS CURRENT LIABILITIES		93,326	76,507
NET ASSETS		93,326	76,507
FUNDS	21		
Unrestricted funds		89,885	72,094
Restricted funds		3,441	4,413
TOTAL FUNDS		93,326	76,507

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET - continued
31 MARCH 2024**

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

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 20 November 2024 and were signed on its behalf by:

Ms S J Bowler - Trustee

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to raise funds, such as recharge of wages, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Volunteers and donated services

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

Expenditure

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 25% on cost

Tangible fixed assets costing £250 or more are capitalised at cost.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES - continued

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	31.3.24	31.3.23
	£	£
Donations	8,685	39,113
	<u>8,685</u>	<u>39,113</u>

The Charity would like to express special thanks to all the Grantmakers, Charitable Trusts and Charitable Foundations for supporting our vital work this year:

Portsmouth City Council
Hampshire County Council
East Hampshire District Council
Petersfield Town Council
Friends of Emsworth
Lawn Tennis Association
National Lottery
South Western Railway
Hampshire and isle of Wight Community Fund - Moneybarn and GVC
Saturday Hospital Fund
Zurich Community Trust
Energise Me

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

3. OTHER TRADING ACTIVITIES

	31.3.24	31.3.23
	£	£
Shop income	153,970	147,183
	<u>153,970</u>	<u>147,183</u>

4. INVESTMENT INCOME

	31.3.24	31.3.23
	£	£
Interest received	31	31
	<u>31</u>	<u>31</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	31.3.24	31.3.23
	£	£
Grants		
Assistance and activities for people with head injuries	90,199	42,449
Session income		
Assistance and activities for people with head injuries	38,653	35,200
	<u>128,852</u>	<u>77,649</u>

Grants received, included in the above, are as follows:

	31.3.24	31.3.23
	£	£
Hampshire Adult Services	1,567	-
Portsmouth City Community Fund	8,000	8,000
People's Health Trust	3,748	4,682
Other grants (below £1,000)	4,181	3,194
Hampshire and Isle of Wight Community Foundation	15,299	-
The Henry Smith Charity	-	1,167
Petersfield Town Council	136	1,200
Friends of Emsworth Hospitals	576	1,566
East Hampshire District Council	1,092	-
Edward Gostling Foundation	-	2,500
National Lottery Community Fund grant	39,794	3,529
HIWCF - Kenwood Community Fund	-	1,286
Shanly Foundation	-	2,800
The Grocers' Charity	-	2,195
Gosport Community Lottery	-	1,403
HIWCF - GVC Fund	-	1,622
The Screwfix Foundation	-	1,805
Skills for Care - Workforce Development Fund	-	1,500
Big Lottery Fund	-	4,000
Energise Me	6,939	-
South Western Railway	8,867	-
	<u>90,199</u>	<u>42,449</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

6. OTHER INCOME

	31.3.24	31.3.23
	£	£
Training courses	-	780
	<u> </u>	<u> </u>

7. RAISING FUNDS

Raising donations and legacies

	31.3.24	31.3.23
	£	£
Staff costs	92,492	72,838
Fundraising costs	626	531
Other shop costs	17,842	15,950
Shop rent and service charges	31,855	31,757
	<u> </u>	<u> </u>
	<u>142,815</u>	<u>121,076</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 9) £	Support costs (see note 10) £	Totals £
Assistance and activities for people with head injuries	<u>81,829</u>	<u>50,075</u>	<u>131,904</u>

9. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.24	31.3.23
	£	£
Staff costs	63,521	57,803
Drop in and activity costs	13,368	9,137
Staff travel	4,940	3,671
	<u> </u>	<u> </u>
	<u>81,829</u>	<u>70,611</u>

10. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Assistance and activities for people with head injuries	<u>49,100</u>	<u>975</u>	<u>50,075</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

10. SUPPORT COSTS - continued

Support costs, included in the above, are as follows:

Other

	31.3.24 Assistance and activities for people with head injuries £	31.3.23 Total activities £
Wages	7,571	7,091
Rent and service charges	7,366	7,224
Rates and water	-	115
Insurance	1,825	368
Telephone	1,477	1,196
Postage and stationery	966	473
Miscellaneous expenses	2,251	2,444
Training and books	1,648	3,256
Affiliation fees	10	327
Computer expenses	5,584	4,149
Repairs and renewals	-	1,260
Bank charges	957	978
Bookkeeping and payroll processing	15,075	14,400
Depreciation of tangible fixed assets	2,219	2,478
Irrecoverable VAT	2,150	1,669
Loss on disposal of subsidiary	1	-
	<u>49,100</u>	<u>47,428</u>

Governance costs

	31.3.24 Assistance and activities for people with head injuries £	31.3.23 Total activities £
Accountancy fees	<u>975</u>	<u>1,000</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

11. NET INCOME/(EXPENDITURE)

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

	31.3.24	31.3.23
	£	£
Depreciation - owned assets	2,218	2,478
Other operating leases	7,366	7,224
Deficit on disposal of fixed assets	1	-
Independent examination - Gibson Whitter	975	1,000
	<u> </u>	<u> </u>

12. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

During the year no trustee (31.3.23: none) was reimbursed for out of pocket expenses.

13. STAFF COSTS

	31.3.24	31.3.23
	£	£
Wages and salaries	156,512	132,436
Social security costs	5,116	4,004
Other pension costs	1,956	1,292
	<u> </u>	<u> </u>
	<u>163,584</u>	<u>137,732</u>

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

	31.3.24	31.3.23
Charitable	7	5
Raising funds	4	4
	<u> </u>	<u> </u>
	<u>11</u>	<u>9</u>

The full time equivalent number of employees was 7 (31.3.23: 6).

No employees received emoluments in excess of £60,000 (31.3.23: none).

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	39,113	-	39,113
Charitable activities			
Assistance and activities for people with head injuries	67,962	9,687	77,649
Other trading activities	147,183	-	147,183
Investment income	31	-	31
Other income	780	-	780

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Total	<u>255,069</u>	<u>9,687</u>	<u>264,756</u>
EXPENDITURE ON			
Raising funds	121,076	-	121,076
Charitable activities			
Assistance and activities for people with head injuries	106,742	12,297	119,039
Total	<u>227,818</u>	<u>12,297</u>	<u>240,115</u>
NET INCOME/(EXPENDITURE)	27,251	(2,610)	24,641
RECONCILIATION OF FUNDS			
Total funds brought forward	44,843	7,023	51,866
TOTAL FUNDS CARRIED FORWARD	<u>72,094</u>	<u>4,413</u>	<u>76,507</u>

15. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2023 and 31 March 2024	<u>22,834</u>	<u>20,775</u>	<u>43,609</u>
DEPRECIATION			
At 1 April 2023	19,756	16,901	36,657
Charge for year	624	1,594	2,218
At 31 March 2024	<u>20,380</u>	<u>18,495</u>	<u>38,875</u>
NET BOOK VALUE			
At 31 March 2024	<u>2,454</u>	<u>2,280</u>	<u>4,734</u>
At 31 March 2023	<u>3,078</u>	<u>3,874</u>	<u>6,952</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

16. FIXED ASSET INVESTMENTS

The charitable company's wholly owned trading subsidiary, Headway Portsmouth Trading Company Limited, ceased trading on 31 March 2021 and has now been dissolved.

17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade debtors	2,279	863
Other debtors	2,916	4,488
VAT	1,048	1,839
Prepayments	3,538	3,942
	<u>9,781</u>	<u>11,132</u>

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade creditors	6,081	2,629
Social security and other taxes	1,842	2,071
Other creditors	279	197
Deferred income	38,285	24,360
Accrued expenses	3,101	2,931
	<u>49,588</u>	<u>32,188</u>

Deferred income carried forward at 31 March 2024 primarily relates to grant funding for future periods.

	31.3.24	31.3.23
	£	£
Brought forward	24,360	29,071
Released to incoming resources in year	(24,360)	(29,071)
Income deferred in year	38,285	24,360
	<u>38,285</u>	<u>24,360</u>
Carried forward	<u>38,285</u>	<u>24,360</u>

19. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.24	31.3.23
	£	£
Within one year	28,750	21,250
Between one and five years	42,500	41,250
	<u>71,250</u>	<u>62,500</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
Fixed assets	1,916	2,818	4,734	6,952
Investments	-	-	-	1
Current assets	137,557	623	138,180	101,742
Current liabilities	(49,588)	-	(49,588)	(32,188)
	<u>89,885</u>	<u>3,441</u>	<u>93,326</u>	<u>76,507</u>

21. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	72,094	17,791	89,885
Restricted funds			
SEIF fund	1,293	(132)	1,161
Big Lottery Fund	3,120	(840)	2,280
	<u>4,413</u>	<u>(972)</u>	<u>3,441</u>
TOTAL FUNDS	<u>76,507</u>	<u>16,819</u>	<u>93,326</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	239,284	(221,493)	17,791
Restricted funds			
SEIF fund	-	(132)	(132)
The Hospital Saturday Fund	3,000	(3,000)	-
National Lottery Community Fund	42,315	(42,315)	-
Energise Me	6,939	(6,939)	-
Big Lottery Fund	-	(840)	(840)
	<u>52,254</u>	<u>(53,226)</u>	<u>(972)</u>
TOTAL FUNDS	<u>291,538</u>	<u>(274,719)</u>	<u>16,819</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

21. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	44,843	27,251	72,094
Restricted funds			
SEIF fund	1,461	(168)	1,293
The Hospital Saturday Fund	5,562	(5,562)	-
Big Lottery Fund	-	3,120	3,120
	<u>7,023</u>	<u>(2,610)</u>	<u>4,413</u>
TOTAL FUNDS	<u>51,866</u>	<u>24,641</u>	<u>76,507</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	255,069	(227,818)	27,251
Restricted funds			
SEIF fund	-	(168)	(168)
The Hospital Saturday Fund	-	(5,562)	(5,562)
Bridging the Gap	1,167	(1,167)	-
National Lottery Community Fund	3,529	(3,529)	-
Energise Me	991	(991)	-
Big Lottery Fund	4,000	(880)	3,120
	<u>9,687</u>	<u>(12,297)</u>	<u>(2,610)</u>
TOTAL FUNDS	<u>264,756</u>	<u>(240,115)</u>	<u>24,641</u>

Social Enterprise Investment Fund (SEIF)

This funding has been awarded to allow the charitable company to adapt to the new financing and operating processes in social care. The fund has been used to obtain PQASSO accreditation, improved ability to assess impact and also to upgrade IT systems and the website. Some of this funding has been used to fund tangible fixed assets and therefore £1,161 of the balance on this fund represents the net book value of these assets at the balance sheet date. Depreciation on these assets in future years will be attributed to this fund.

The Saturday Hospital Fund

Grant funding received from The Saturday Hospital Fund for the Early Intervention Support programme.

Bridging the Gap Fund

Grant funding received from Portsmouth County Council.

National Lottery Community Awards For All Fund

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

21. MOVEMENT IN FUNDS - continued

Grant funding received from the National Lottery Community Fund for the Cognitive Reablement Programme.

Betty Messenger

Grant funding received from Betty Messenger to provide telephone and face to face support to users after the Covid-19 pandemic.

Big Lottery Fund

Grant funding received from Big Lottery Fund for the purchase of laptops. The laptops were acquired during the year. The balance of £2,280 on this fund represents the net book value of these assets at the balance sheet date. Depreciation on these assets in future years will be attributed to this fund.

Energise Me

Grant funding received from Energise Me for the Investing in Communities project.

22. RELATED PARTY DISCLOSURES

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

23. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members. No one member has control of the charitable company.

24. SHARE CAPITAL AND LIABILITY OF MEMBERS

The charitable company is a company limited by guarantee and its members have undertaken to contribute to the assets of the company in the event of it being wound such amounts as may be required not exceeding £10.

Accounts

REGISTERED COMPANY NUMBER: 04184335 (England and Wales)
REGISTERED CHARITY NUMBER: 1086140

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023
FOR
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

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FOR THE YEAR ENDED 31 MARCH 2023**

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**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Purposes and Aims

The main objectives of the charity are:-

- To provide information and support for people with brain injuries, their families and carers;
- To assist people with brain injuries to return to community living;
- To increase public awareness and understanding of brain injury;
- To participate in activities that will reduce the incidence of brain injury;
- To promote co-ordinated multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-entry, with clear accountability at all stages.

In furtherance of these objectives, during the financial year 2022/23 Headway continued to offer support through sessions provided at the Mountbatten Centre and in the community. Outreach services, family members' meetings and structured activities were offered. All figures below are for service users from all geographic areas covered by Headway Portsmouth and South East Hampshire.

Public benefit

How our activities deliver public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and activities and in planning future activities.

All of our charitable activities deliver public benefit because they are focused upon supporting those who have suffered brain injury, their families and carers, increasing public awareness of brain injury, improving treatment and rehabilitation / re enablement of those who have suffered brain injury and providing information to the public to promote the steps which can be taken to reduce or eliminate the prospects of others sustaining brain injury.

HEADWAY PORTSMOUTH & SOUTH-EAST HAMPSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

ACHIEVEMENT AND PERFORMANCE

Session support

We currently have 110 Service Users (SU) attending our outreach sessions in either Portsmouth, Gosport, or Petersfield. During the year there were 110 regular service users attending one or more sessions a week with an average of 16 carers attending one of the weekly sessions. By March 2023 our monthly throughput had increased to 479 service users attending our sessions throughout the month, which was up by 12% from last year. New service users continued to be invited along to join the sessions and over the year 39 new service users attended at least one session.

At the start of 2023 funding from GVC enabled a men's only group to be set up and a grant from Moneybarn enabled us to create a new young person's group. Sessions were provided in Portsmouth, Gosport, and Petersfield areas. The average service user monthly attendance for Headway Portsmouth and South East Hampshire's Social Inclusion Community Outreach programmes was 109 up from 99 last year.

Service User Feedback

I wanted to write to thank you for the wonderful service you offer to both Stephen and myself. Before he started at Headway he was a recluse, spending his days in his bedroom staring at a wall. He was unable/did not want to engage with people and his quality of life was zero. This impacted greatly on me as I work fulltime and felt guilty leaving him alone every day. Headway has opened up a huge window of opportunity for him and he looks forward to his days with you, he would come five days a week if you could offer the service! He is now getting regular contact with a group of people whose company he genuinely seems to enjoy, the activities he joins in with ensure he is getting exercise, both mentally and physically, and best of all he is out of his room and engaging with people. For me, I can feel less guilty about him sitting at home alone all day and it has given him back some independence and confidence to leave the house alone to visit the local shops or collect his prescription.

I cannot praise enough the care and dedication of all the staff who work with you who provide such an important service to patients with brain injuries and their families, thank you for being there.

Awards

Winners of the Hampshire and Isle of Wight LTA Connecting Communities Tennis Award.

1 to 1 Support

Headway provides 1 to 1 support for many different needs during the year: -

- Dropping into the office or contacting by other means, where people want to know if we can help them.
- Carers with new service users.
- Assessment of service users - both initial and review assessments with all service users.
- Crisis 1 to 1s around the issues of relationships, benefits, housing, conflict and finance which can result in a referral to another agency. We are also seeing big increases in numbers of tribunals and appeals supported.

Hospital project

Despite the hospital remaining under immense pressure the Senior Support Worker managed to continue to maintain the link between the hospital workers and patients, which has led to a continued stream of referrals. There were 125 referrals from the hospital and other health professionals during this period, and 57 enquiries/advice and we are currently still supporting 60 of them until they are ready to join one of our outreach sessions.

Part of the service we provide is offering advice and information for people who have sustained a brain injury and assist in the following areas:

Benefits - PIP, Attendance Allowance, Universal Credit, Employment Support Allowance

Travel - blue badge parking permits, bus passes, travel schemes

Cards - Brain injury card

Information - Headway UK, advice leaflets, support & information

Brain Injury Courses - Brain injury Awareness, Confidence Building, Communication & Behavioural

A listening ear and coffee

HEADWAY PORTSMOUTH & SOUTH-EAST HAMPSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Over the year we supported 52 individuals affected by brain injury whilst as an inpatient at the QA Hospital and then on discharge we continue their journey with them until they were ready to move into the community and attending one of our outreach sessions.

We provided an initial meet and greet service to 48 individuals, assisted 79 people with their benefits such as PIP, AA, UC and ESA and supported another 22 with their Blue Badge, Brain Injury Card, Bus Pass etc.

Training Courses

We continue to offer training and the Cognitive Reablement Programme included practical support sessions and activities that support personal safety, improved communication, improved behavioural and relationship skills and improved executive function, skills that have been lost because of brain injury. With this programme we were able to provide much needed support by assisting new Service Users in improving their skills, health, and wellbeing, building confidence and self-esteem, in a relaxed, supported, and safe secure, online format, hosted and facilitated by a skilled tutor with extensive knowledge of brain injury.

Brain Injury Awareness - Four Brain Injury Awareness (BIA) courses for service users' families, friends and carers were run, one in May with 18 attendees, one in September with 4 attendees, one external in October for HM Prison and Probation Service with 63 attendees and the last one in March 2023 with 18 attendees.

Cognitive Reablement course - We ran 3 x 14-week cognitive reablement courses during this period. The first one was run in Portsmouth with 5 attendees, another was held in October based over in Gosport and had 12 attendees booked on it and the last one started in February again in Portsmouth with 8 people attending.

Feedback

Each service user contracts to do courses and feedback is provided at the end of the course. Examples of feedback received during the year following completion of the Cognitive Reablement course is as follows: -

Very informative

You're doing an amazing job, keep it up certainly making a difference

Thank you this has given me a better understanding

The Family members / Carers Support Programme

Family members appreciate having the opportunity to talk with others who have been through similar traumatic experiences. To share stories and discuss the challenges of caring for someone is of immense value. There is a range of experience within the group who can help with new contacts and are available to meet on an individual basis either by phone or 1-2-1 for a coffee and chat, with an invitation to join the groups if and when ready.

Volunteer Support

Volunteers returned to sessions during the year to provide invaluable support and links were resumed with Portsmouth University to encourage students to volunteer with the Charity

Charity Shops

The shops once again contributed extremely well to income.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

FINANCIAL REVIEW

Funding

The results for this year show a surplus of £24,641 (2022: £9,741).

The on-going expenses mean that there are no funds available for long term investment and in the current financial climate the trustees do not consider that investment in funds other than those which are completely secure can be justified. Consequently, the funds available remain within the charity's bank accounts.

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure. Budgeted expenditure for the charity for 2023/2024 is £150,000 excluding shop expenditure.

The target reserves are therefore at least £37,500 in general funds with an upper target of £75,000. The reserves are needed to meet the ongoing cost of running the charity, including the shops. The present level of free reserves is £68,931, and therefore there are sufficient funds to meet the reserves policy.

Budget projections have been prepared for the forthcoming year, which demonstrate that the free reserves position of the charity should not deteriorate significantly in the coming year. As long as the income targets are met and expenditure is rigorously controlled then the cash and reserves position should continue to improve.

The strategy is to continue to build income through fundraising activity, statutory funding and grant funding, whilst controlling expenditure.

PLANS FOR FUTURE PERIODS

The charity plans to continue activities in the forthcoming years subject to satisfactory funding arrangements. In addition, working in partnership with other organisations is a key aspect of our work.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated under the Companies Act 1985 on 21 March 2001, as a company limited by guarantee (company number 4184335) and is governed by its Memorandum and Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purpose of charity law. Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for an indefinite period and at each annual general meeting one third of the trustees are subject to retirement by rotation or, if their number is not 3 or a multiple of 3, the number nearest to one third shall retire from office. Trustees retiring from office by rotation are eligible for re-election. New trustees are recommended by the trustees for appointment at the annual general meeting or nominated by a member. However, the charity may by ordinary resolution appoint a person willing to act to be a trustee either to fill a vacancy or as an additional trustee. The trustee appointed will hold office until the following annual general meeting and then they will be formally appointed.

All directors give their time voluntarily and receive no benefits from the charity. Whilst directors are entitled to claim expenses from the charity none have elected to claim any such expenses.

There is a broad mix of skills amongst the directors which serves the charity well.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The trustees, numbering 5 at the end of the financial year 2022/2023, meet monthly and are responsible for the strategic direction and policy of the charity. The Service Manager also attends each meeting. The operational day to day running, administration and organisation is undertaken by the Service Manager who is overseen by the trustees. The Service Manager also has responsibility for individual supervision of the staff team within the centre and shops, and also ensuring that the team continues to develop their skills and working practices in line with good practice.

The trustees supervise the Service Manager.

Induction and training of new trustees

Most trustees are already familiar with the practical work of the charity due to their background in brain injury. New trustees are invited to attend the centre to familiarise themselves with the charity and the context within which it operates.

Related parties

Insofar as it is complementary to the charity's objectives, the charity is guided by both local and national policy. At a national level Headway UK sets out service standards which all local branches are expected to adhere to. In addition, Headway UK provides guidance and information. The charity worked closely with Headway UK's South East regional co-ordinator who helps to ensure that information is shared between local groups. We have received Headway UK accreditation where our governance was described as 'exemplary'.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate systems or procedures have been established to mitigate the risks the charity faces. Significant external risks in relation to funding have led to the development of the business plan and the strategic plan for fundraising. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the centre and outreach drop-in sessions. All staff, volunteers and trustees undergo an enhanced Disclosure and Barring Service (DBS) check.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04184335 (England and Wales)

Registered Charity number

1086140

Registered office

Grandstand Suite
Mountbatten Centre
Twyford Avenue
Portsmouth
Hampshire
PO2 9QA

Trustees

S J Bowler	
A Davies	Resigned 31 July 2023
W Dunger	
J Steventon-Kiy	
R V Johnson	
Jennifer Dallas	

The charity continues to be managed by Joanne Dallas, the Service Manager. She also now has responsibility for funding/fundraising.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

Bankers

Unity Trust Bank PLC,
Four Brindleyplace,
Birmingham,
B1 2HB

Approved by order of the board of trustees on 15 November 2023 and signed on its behalf by:

Ms S J Bowler - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

Independent examiner's report to the trustees of Headway Portsmouth & South-East Hampshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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 Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

Gavin Whitter
The Institute of Chartered Accountants in England and Wales

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

15 November 2023

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

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

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	39,113	-	39,113	17,645
Charitable activities	5				
Assistance and activities for people with head injuries		67,962	9,687	77,649	93,166
Other trading activities	3	147,183	-	147,183	123,059
Investment income	4	31	-	31	30
Other income	6	780	-	780	5,449
Total		<u>255,069</u>	<u>9,687</u>	<u>264,756</u>	<u>239,349</u>
EXPENDITURE ON					
Raising funds	7	121,076	-	121,076	121,736
Charitable activities	8				
Assistance and activities for people with head injuries		106,742	12,297	119,039	107,872
Total		<u>227,818</u>	<u>12,297</u>	<u>240,115</u>	<u>229,608</u>
NET INCOME/(EXPENDITURE)		27,251	(2,610)	24,641	9,741
RECONCILIATION OF FUNDS					
Total funds brought forward		44,843	7,023	51,866	42,125
TOTAL FUNDS CARRIED FORWARD		<u>72,094</u>	<u>4,413</u>	<u>76,507</u>	<u>51,866</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET
31 MARCH 2023**

	Notes	31.3.23 £	31.3.22 £
FIXED ASSETS			
Tangible assets	15	6,952	6,100
Investments	16	1	1
		<u>6,953</u>	<u>6,101</u>
CURRENT ASSETS			
Debtors	17	11,132	23,320
Cash at bank		90,610	59,614
		<u>101,742</u>	<u>82,934</u>
CREDITORS			
Amounts falling due within one year	18	(32,188)	(37,169)
		<u>69,554</u>	<u>45,765</u>
NET CURRENT ASSETS			
		<u>76,507</u>	<u>51,866</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>76,507</u>	<u>51,866</u>
NET ASSETS			
		<u>76,507</u>	<u>51,866</u>
FUNDS	21		
Unrestricted funds		72,094	44,843
Restricted funds		4,413	7,023
TOTAL FUNDS		<u>76,507</u>	<u>51,866</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET - continued
31 MARCH 2023**

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

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 15 November 2023 and were signed on its behalf by:

Ms S J Bowler - Trustee

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to raise funds, such as recharge of wages, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Volunteers and donated services

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

Expenditure

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 25% on cost

Tangible fixed assets costing £250 or more are capitalised at cost.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

1. ACCOUNTING POLICIES - continued

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	31.3.23 £	31.3.22 £
Donation from trading company	-	2,141
Donations	39,113	15,504
	<u>39,113</u>	<u>17,645</u>

The Charity would like to express special thanks to all the Grantmakers, Charitable Trusts and Charitable Foundations for supporting our vital work this year:

- Irwin Mitchell
- Portsmouth City Council
- Hampshire & Isle of Wight Community Foundation (HIWCF) - GVC (3 Jan 2023 - 15 Dec 2023)
- Friends of Emsworth Community Health
- Petersfield Town Council
- Boost Charitable Trust (March 2022 - Aug 2022)
- Peoples Health Trust (May 2022 - April 2023)
- Scewfix Foundation
- Grocers Charity
- Shanly Foundation
- Energise Me (30 Jan 2023- 29 Sept 2023)
- Gosport Voluntary Action Grant
- Arnold Clark Community Fund
- Magic Little Grants
- Lawn Tennis Association
- Edward Gosling Foundation - (Jan - June 2022)
- Awards for All - (1 Sept 2022 - Aug 2023)

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

3. OTHER TRADING ACTIVITIES

	31.3.23	31.3.22
	£	£
Shop income	147,183	120,391
Restart grant	-	2,668
	<u>147,183</u>	<u>123,059</u>

4. INVESTMENT INCOME

	31.3.23	31.3.22
	£	£
Interest received	<u>31</u>	<u>30</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	31.3.23	31.3.22
Activity	£	£
Grants Assistance and activities for people with head injuries	42,449	69,072
Session income Assistance and activities for people with head injuries	<u>35,200</u>	<u>24,094</u>
	<u>77,649</u>	<u>93,166</u>

Grants received, included in the above, are as follows:

	31.3.23	31.3.22
	£	£
Hampshire Adult Services	-	3,464
Portsmouth City Community Fund	8,000	16,456
People's Health Trust	4,682	1,509
Other grants (below £1,000)	3,194	4,253
The Henry Smith Charity	1,167	5,833
Petersfield Town Council	1,200	1,000
Friends of Emsworth Hospitals	1,566	2,273
Edward Gostling Foundation	2,500	4,167
National Lottery Community Fund grant	3,529	-
Good Things Foundation	-	3,920
National Emergency Trust (NET)	-	14,312
HIWCF - Kenwood Community Fund	1,286	1,800
SHF Early Intervention	-	2,000
Charities Health Foundation	-	1,920
Green Hall Foundation	-	1,667
Hendy Foundation	-	1,092
Versus Arthritis	-	3,406
Shanly Foundation	2,800	-
The Grocers' Charity	2,195	-
Gosport Community Lottery	1,403	-
HIWCF - GVC Fund	1,622	-
The Screwfix Foundation	1,805	-
Skills for Care - Workforce Development Fund	1,500	-
Big Lottery Fund	4,000	-
	<u>42,449</u>	<u>69,072</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

6. OTHER INCOME

	31.3.23	31.3.22
	£	£
Coronavirus Job Retention Scheme grant	-	4,749
Training courses	780	700
	<u>780</u>	<u>5,449</u>

7. RAISING FUNDS

Raising donations and legacies

	31.3.23	31.3.22
	£	£
Staff costs	72,838	82,404
Fundraising costs	531	502
Other shop costs	15,950	9,456
Shop rent and service charges	31,757	29,374
	<u>121,076</u>	<u>121,736</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 9) £	Support costs (see note 10) £	Totals £
Assistance and activities for people with head injuries	<u>70,611</u>	<u>48,428</u>	<u>119,039</u>

9. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.23	31.3.22
	£	£
Staff costs	57,803	51,049
Drop in and activity costs	9,137	4,615
Staff travel	3,671	3,709
	<u>70,611</u>	<u>59,373</u>

10. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Assistance and activities for people with head injuries	<u>47,428</u>	<u>1,000</u>	<u>48,428</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

10. SUPPORT COSTS - continued

Support costs, included in the above, are as follows:

Other

	31.3.23 Assistance and activities for people with head injuries £	31.3.22 Total activities £
Wages	7,091	5,802
Rent and service charges	7,224	7,595
Rates and water	115	-
Insurance	368	1,237
Light and heat	-	1,526
Telephone	1,196	1,135
Postage and stationery	473	504
Miscellaneous expenses	2,444	701
Training and books	3,256	3,805
Affiliation fees	327	641
Computer expenses	4,149	4,757
Repairs and renewals	1,260	-
Bank charges	978	717
Bookkeeping and payroll processing	14,400	14,091
Depreciation of tangible fixed assets	2,478	2,452
Irrecoverable VAT	1,669	1,926
	<u>47,428</u>	<u>46,889</u>

Governance costs

	31.3.23 Assistance and activities for people with head injuries £	31.3.22 Total activities £
Accountancy fees	1,000	980
Legal and professional fees	-	630
	<u>1,000</u>	<u>1,610</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

11. NET INCOME/(EXPENDITURE)

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

	31.3.23	31.3.22
	£	£
Depreciation - owned assets	2,478	2,453
Other operating leases	7,224	7,595
Independent examination - Gibson Whitter	1,000	980
	<u> </u>	<u> </u>

12. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

During the year no trustee (31.3.22: none) was reimbursed for out of pocket expenses.

13. STAFF COSTS

	31.3.23	31.3.22
	£	£
Wages and salaries	132,436	133,930
Social security costs	4,004	4,277
Other pension costs	1,292	1,048
	<u> </u>	<u> </u>
	<u>137,732</u>	<u>139,255</u>

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

	31.3.23	31.3.22
Charitable	5	5
Raising funds	4	5
	<u> </u>	<u> </u>
	<u>9</u>	<u>10</u>

The full time equivalent number of employees was 6 (31.3.22: 6).

No employees received emoluments in excess of £60,000 (31.3.22: none).

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	17,645	-	17,645
Charitable activities			
Assistance and activities for people with head injuries	71,188	21,978	93,166
Other trading activities	123,059	-	123,059
Investment income	30	-	30
Other income	5,449	-	5,449
	<u> </u>	<u> </u>	<u> </u>
Total	217,371	21,978	239,349

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Raising funds	120,736	1,000	121,736
Charitable activities			
Assistance and activities for people with head injuries	87,133	20,739	107,872
Total	207,869	21,739	229,608
NET INCOME	9,502	239	9,741
RECONCILIATION OF FUNDS			
Total funds brought forward	35,341	6,784	42,125
TOTAL FUNDS CARRIED FORWARD	44,843	7,023	51,866

15. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2022	22,834	17,445	40,279
Additions	-	3,330	3,330
At 31 March 2023	22,834	20,775	43,609
DEPRECIATION			
At 1 April 2022	18,976	15,203	34,179
Charge for year	780	1,698	2,478
At 31 March 2023	19,756	16,901	36,657
NET BOOK VALUE			
At 31 March 2023	3,078	3,874	6,952
At 31 March 2022	3,858	2,242	6,100

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

16. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 April 2022 and 31 March 2023	1
	<u>1</u>
NET BOOK VALUE	
At 31 March 2023	1
	<u>1</u>
At 31 March 2022	1
	<u>1</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Headway Portsmouth Trading Company Ltd

The charity owns 100% of Headway Portsmouth Trading Company Ltd (registered company number (09666130) whose registered address is Grandstand Suite, Mountbatten Centre, Twyford Avenue, Portsmouth, Hampshire, PO2 9QA. The trading subsidiary ran two charity shops until 31 March 2021 when the activities came back within the charity. The company was dormant in the year ended 31 March 2023.

17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23 £	31.3.22 £
Trade debtors	863	17,484
Other debtors	4,488	2,891
VAT	1,839	855
Prepayments	3,942	2,090
	<u>11,132</u>	<u>23,320</u>

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23 £	31.3.22 £
Trade creditors	2,629	3,226
Social security and other taxes	2,071	2,115
Other creditors	197	211
Deferred income	24,360	29,071
Accrued expenses	2,931	2,546
	<u>32,188</u>	<u>37,169</u>

Deferred income carried forward at 31 March 2023 primarily relates to grant funding for future periods.

	31.3.23 £	31.3.22 £
Brought forward	29,071	23,986
Released to incoming resources in year	(29,071)	(23,986)
Income deferred in year	24,360	29,071
	<u>24,360</u>	<u>29,071</u>
Carried forward	24,360	29,071

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

19. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.23 £	31.3.22 £
Within one year	21,250	28,750
Between one and five years	41,250	62,500
	<u>62,500</u>	<u>91,250</u>

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
Fixed assets	3,162	3,790	6,952	6,100
Investments	1	-	1	1
Current assets	101,119	623	101,742	82,934
Current liabilities	(32,188)	-	(32,188)	(37,169)
	<u>72,094</u>	<u>4,413</u>	<u>76,507</u>	<u>51,866</u>

21. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	44,843	27,251	72,094
Restricted funds			
SEIF fund	1,461	(168)	1,293
The Hospital Saturday Fund	5,562	(5,562)	-
Big Lottery Fund	-	3,120	3,120
	<u>7,023</u>	<u>(2,610)</u>	<u>4,413</u>
TOTAL FUNDS	<u>51,866</u>	<u>24,641</u>	<u>76,507</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

21. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	255,069	(227,818)	27,251
Restricted funds			
SEIF fund	-	(168)	(168)
The Hospital Saturday Fund	-	(5,562)	(5,562)
Bridging the Gap	1,167	(1,167)	-
National Lottery Community Fund	3,529	(3,529)	-
Energise Me	991	(991)	-
Big Lottery Fund	4,000	(880)	3,120
	<u>9,687</u>	<u>(12,297)</u>	<u>(2,610)</u>
TOTAL FUNDS	<u><u>264,756</u></u>	<u><u>(240,115)</u></u>	<u><u>24,641</u></u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	35,341	9,502	44,843
Restricted funds			
SEIF fund	1,664	(204)	1,460
The Hospital Saturday Fund	2,167	3,396	5,563
Bridging the Gap	2,953	(2,953)	-
	<u>6,784</u>	<u>239</u>	<u>7,023</u>
TOTAL FUNDS	<u><u>42,125</u></u>	<u><u>9,741</u></u>	<u><u>51,866</u></u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

21. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	217,371	(207,869)	9,502
Restricted funds			
SEIF fund	-	(204)	(204)
The Hospital Saturday Fund	3,600	(204)	3,396
Bridging the Gap	17,378	(20,331)	(2,953)
Betty Messenger	1,000	(1,000)	-
	<u>21,978</u>	<u>(21,739)</u>	<u>239</u>
TOTAL FUNDS	<u>239,349</u>	<u>(229,608)</u>	<u>9,741</u>

Social Enterprise Investment Fund (SEIF)

This funding has been awarded to allow the charitable company to adapt to the new financing and operating processes in social care. The fund has been used to obtain PQASSO accreditation, improved ability to assess impact and also to upgrade IT systems and the website. Some of this funding has been used to fund tangible fixed assets and therefore £1,293 of the balance on this fund represents the net book value of these assets at the balance sheet date. Depreciation on these assets in future years will be attributed to this fund.

The Saturday Hospital Fund

Grant funding received from The Saturday Hospital Fund for the Early Intervention Support programme.

Bridging the Gap Fund

Grant funding received from Portsmouth County Council.

National Lottery Community Awards For All Fund

Grant funding received from the National Lottery Community Fund for the Cognitive Reablement Programme.

Betty Messenger

Grant funding received from Betty Messenger to provide telephone and face to face support to users after the Covid-19 pandemic.

Big Lottery Fund

Grant funding received from Big Lottery Fund for the purchase of laptops. The laptops were acquired during the year. The balance of £3,120 on this fund represents the net book value of these assets at the balance sheet date. Depreciation on these assets in future years will be attributed to this fund.

Energise Me

Grant funding received from Energise Me for the Investing in Communities project.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

22. RELATED PARTY DISCLOSURES

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

23. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members. No one member has control of the charitable company.

24. SHARE CAPITAL AND LIABILITY OF MEMBERS

The charitable company is a company limited by guarantee and its members have undertaken to contribute to the assets of the company in the event of it being wound such amounts as may be required not exceeding £10.

Accounts

REGISTERED COMPANY NUMBER: 04184335 (England and Wales)
REGISTERED CHARITY NUMBER: 1086140

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022
FOR
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

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**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Purposes and Aims

The main objectives of the charity are:-

- To provide information and support for people with brain injuries, their families and carers;
- To assist people with brain injuries to return to community living;
- To increase public awareness and understanding of brain injury;
- To participate in activities that will reduce the incidence of brain injury;
- To promote co-ordinated multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-entry, with clear accountability at all stages.

In furtherance of these objectives, during the financial year 2021/22 Headway moved back to offering support through sessions following the easing of COVID-19 restrictions. Sessions were provided at the Mountbatten Centre and in the community. Outreach services, family members' meetings and structured activities were offered. All figures below are for service users from all geographic areas covered by Headway Portsmouth and South East Hampshire.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and activities and in planning future activities.

All our charitable activities deliver public benefit because they are focused upon supporting those who have suffered brain injury, their families and carers, increasing public awareness of brain injury, improving treatment and rehabilitation / re enablement of those who have suffered brain injury and providing information to the public to promote the steps which can be taken to reduce or eliminate the prospects of others sustaining brain injury.

Public benefit

How our activities deliver public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and activities and in planning future activities.

All of our charitable activities deliver public benefit because they are focused upon supporting those who have suffered brain injury, their families and carers, increasing public awareness of brain injury, improving treatment and rehabilitation / re enablement of those who have suffered brain injury and providing information to the public to promote the steps which can be taken to reduce or eliminate the prospects of others sustaining brain injury.

HEADWAY PORTSMOUTH & SOUTH-EAST HAMPSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

ACHIEVEMENT AND PERFORMANCE

Session support

The sessions started back in April 2021 with 62 service users attending sessions in the first month. Numbers were reduced and procedures were put in place to comply with the COVID guidance. Gradually as the restrictions eased and our service users became more comfortable about going outside our numbers increased. By March 2022 our monthly throughput had increased to 429 service users attending our sessions. From June new service users were being invited along to join the sessions and over the year 41 new service users attended at least one session. During the year there were 109 regular service users attending one or more sessions a week with an average of 16 carers attending one of the weekly sessions.

Sessions were provided in Portsmouth, Gosport, and Petersfield areas. The average service user monthly attendance for Headway Portsmouth and South East Hampshire's Social Inclusion Community Outreach programmes was 109 up from 99 last year.

Service User Feedback

Below are some comments from our Service users.

"Fantastic team, have done so much for Karen and my family"

"Well done and thank you for all your support over the last few years"

"Brilliant well done I was so impressed with what you do to help those with ABI when I visited a well-deserved award, I wish we had the same over the border in West Sussex"

"Thank you for all your help you have given me"

"Such a good day with great company thanks to all the ladies who make Wednesdays such fun"

Awards

Winners of the Hampshire and Isle of Wight LTA Communities and Parks Tennis Award

Winners of Peter Grinier Hampshire and Isle of Wight Innovation Tennis Award

Winners of Regional LTA Communities and Parks Tennis Award

Prestige Award Disability Support Charity of the Year - South England

1 to 1 Support

Headway provides 1 to 1 support for many different needs during the year: -

- Dropping into the office or contacting by other means, where people want to know if we can help them.
- Carers with new service users.
- Assessment of service users - both initial and review assessments with all service users.
- Crisis 1 to 1s around the issues of relationships, benefits, housing, conflict and finance which can result in a referral to another agency. We are seeing big increases in numbers of tribunals and appeals supported, which doubled during the year.

Hospital project

Despite the hospital remaining under immense pressure following to the pandemic the Senior Support Worker managed to continue to maintain the link between the hospital workers and patients, which has led to a continued stream of referrals. There were 169 referrals from the hospital and other health professionals during this period, and 44 enquiries/advice. We assisted 62 service users with their benefits, such as PIP and a further 30 with other support such as applying for a brain injury card, blue badge, bus pass.

Training Courses

A variety of training programmes designed to support individual needs are run with the Tutor working with the individuals enabling them to understand and adjust to the effects of their brain injury, relearn lost skills, learn new skills, employs strategies and achieve personal progression goals at a pace that suits them. The following courses were held:

Brain Injury Awareness no courses ran this year due to the impact of the pandemic

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

Building confidence course - 1 course was held this year with 4 people attending, and one 1:1 course ran

Cognitive Reablement course - 1 course was held with 5 people attending, and three 1:1 courses were run

Fatigue Management course - 5 courses were run in Dec with a total 50 people attending

Feedback

Each service user contracts to do courses and feedback is provided at the end of the course. Examples of feedback received during the year following completion of the Cognitive Reablement course is as follows: -

"We're so grateful that you've given so much kind extra time and wish you all the very best as well!"

"I'm so grateful for your continued support!"

The Family members / Carers Support Programme

Family members appreciate having the opportunity to talk with others who have been through similar traumatic experiences. To share stories and discuss the challenges of caring for someone is of immense value. There is a range of experience within the group who can help with new contacts and are available to meet on an individual basis either by phone or 1-2-1 for a coffee and chat, with an invitation to join the groups if and when ready.

During the pandemic the group met at Northney Farm Tea Rooms, Hayling Island and they enjoyed the opportunity to meet in a normal relaxed environment where they could enjoy a coffee and treat in a comfortable atmosphere where they can meet inside during the winter and outdoor during the summer.

Volunteer Support

Volunteers returned to sessions during the year to provide invaluable support and links were resumed with Portsmouth University to encourage students to volunteer with the Charity

Charity Shops

The shops were fully back within the charity for this financial year and contributed extremely well to income.

FINANCIAL REVIEW

Funding

The results for this year show a surplus of £9,741

The on-going expenses mean that there are no funds available for long term investment and in the current financial climate the trustees do not consider that investment in funds other than those which are completely secure can be justified. Consequently, the funds available remain within the charity's bank accounts.

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of charitable activities expenditure. Budgeted expenditure for the charity for 2022/2023, is £124K.

The target reserves are therefore at least £31,000 in general funds. The reserves are needed to meet the ongoing cost of running the charity, including the shops. The level of free reserves at 31 March 2022 is £39,580 and therefore meet the requirement of the reserves policy.

Budget projections have been prepared for the forthcoming year, which demonstrate that the cash position of the charity should not deteriorate further in the coming year. As long as the income targets are met and expenditure is rigorously controlled then the cash and reserves position should continue to improve.

The strategy is to continue to build income through fundraising activity, statutory funding and grant funding, whilst controlling expenditure.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

PLANS FOR FUTURE PERIODS

The charity plans to continue activities in the forthcoming years subject to satisfactory funding arrangements. In addition, working in partnership with other organisations is a key aspect of our work.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated under the Companies Act 1985 on 21 March 2001, as a company limited by guarantee (company number 4184335) and is governed by its Memorandum and Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purpose of charity law. Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for an indefinite period and at each annual general meeting one third of the trustees are subject to retirement by rotation or, if their number is not 3 or a multiple of 3, the number nearest to one third shall retire from office. Trustees retiring from office by rotation are eligible for re-election. New trustees are recommended by the trustees for appointment at the annual general meeting or nominated by a member. However, the charity may by ordinary resolution appoint a person willing to act to be a trustee either to fill a vacancy or as an additional trustee. The trustee appointed will hold office until the following annual general meeting and then they will be formally appointed.

All directors give their time voluntarily and receive no benefits from the charity. Whilst directors are entitled to claim expenses from the charity none have elected to claim any such expenses.

There is a broad mix of skills amongst the directors which serves the charity well.

Organisational structure

The trustees, numbering 6 at the end of the financial year 2021/2022, meet monthly and are responsible for the strategic direction and policy of the charity. The Service Manager also attends each meeting. The operational day to day running, administration and organisation is undertaken by the Service Manager who is overseen by the trustees. The Service Manager also has responsibility for individual supervision of the staff team within the centre and shops, and also ensuring that the team continues to develop their skills and working practices in line with good practice.

The trustees supervise the Service Manager.

Induction and training of new trustees

Most trustees are already familiar with the practical work of the charity due to their background in brain injury. New trustees are invited to attend the centre to familiarise themselves with the charity and the context within which it operates.

Related parties

Insofar as it is complementary to the charity's objectives, the charity is guided by both local and national policy. At a national level Headway UK sets out service standards which all local branches are expected to adhere to. In addition, Headway UK provides guidance and information. The charity worked closely with Headway UK's South East regional co-ordinator who helps to ensure that information is shared between local groups. We have received Headway UK accreditation where our governance was described as 'exemplary'.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate systems or procedures have been established to mitigate the risks the charity faces. Significant external risks in relation to funding have led to the development of the business plan and the strategic plan for fundraising. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the centre and outreach drop-in sessions. All staff, volunteers and trustees undergo an enhanced Disclosure and Barring Service (DBS) check.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04184335 (England and Wales)

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

Registered Charity number

1086140

Registered office

Grandstand Suite
Mountbatten Centre
Twyford Avenue
Portsmouth
Hampshire
PO2 9QA

Trustees

S J Bowler	
A Davies	Appointed 19 January 2022
M Lightfoot	Resigned 18 January 2022
M Wornham	Resigned 25 August 2021
W Dunger	
J Steventon-Kiy	
R V Johnson	Appointed 15 September 2021
Jennifer Dallas	Appointed 19 January 2022

The charity continues to be managed by Joanne Dallas, the Service Manager. She also now has responsibility for funding/fundraising.

Independent Examiner

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

Bankers

Unity Trust Bank PLC,
Four Brindleyplace,
Birmingham,
B1 2HB

Approved by order of the board of trustees on 16 November 2022 and signed on its behalf by:

Ms S J Bowler - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

Independent examiner's report to the trustees of Headway Portsmouth & South-East Hampshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

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

Gavin Whitter
ICAEW
Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

17 November 2022

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

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

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	17,645	-	17,645	81,262
Charitable activities					
Assistance and activities for people with head injuries		71,188	21,978	93,166	84,861
Other trading activities	3	123,059	-	123,059	-
Investment income	4	30	-	30	181
Other income	6	5,449	-	5,449	-
Total		<u>217,371</u>	<u>21,978</u>	<u>239,349</u>	<u>166,304</u>
EXPENDITURE ON					
Raising funds	7	120,736	1,000	121,736	38,301
Charitable activities	8				
Assistance and activities for people with head injuries		87,133	20,739	107,872	101,688
Total		<u>207,869</u>	<u>21,739</u>	<u>229,608</u>	<u>139,989</u>
NET INCOME		9,502	239	9,741	26,315
RECONCILIATION OF FUNDS					
Total funds brought forward		35,341	6,784	42,125	15,810
TOTAL FUNDS CARRIED FORWARD		<u>44,843</u>	<u>7,023</u>	<u>51,866</u>	<u>42,125</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET
31 MARCH 2022**

	Notes	31.3.22 £	31.3.21 £
FIXED ASSETS			
Tangible assets	15	6,100	8,553
Investments	16	1	1
		<u>6,101</u>	<u>8,554</u>
CURRENT ASSETS			
Debtors	17	23,320	25,247
Cash at bank and in hand		59,614	38,851
		<u>82,934</u>	<u>64,098</u>
CREDITORS			
Amounts falling due within one year	18	(37,169)	(30,527)
		<u></u>	<u></u>
NET CURRENT ASSETS		<u>45,765</u>	<u>33,571</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		51,866	42,125
NET ASSETS		<u>51,866</u>	<u>42,125</u>
FUNDS	21		
Unrestricted funds		44,843	35,341
Restricted funds		7,023	6,784
TOTAL FUNDS		<u>51,866</u>	<u>42,125</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET - continued
31 MARCH 2022**

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

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 16 November 2022 and were signed on its behalf by:

Ms S J Bowler - Trustee

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to raise funds, such as recharge of wages, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Volunteers and donated services

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

Expenditure

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 25% on cost

Tangible fixed assets costing £250 or more are capitalised at cost.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

1. ACCOUNTING POLICIES - continued

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	31.3.22	31.3.21
	£	£
Donation from trading company	2,141	7,515
Donations	15,504	21,000
Legacies	-	52,747
	<u>17,645</u>	<u>81,262</u>

The Charity would like to express special thanks to all the Grantmakers, Charitable Trusts and Charitable Foundations for supporting our vital work this year:

- Irwin Mitchell
- Portsmouth City Community Fund
- Hampshire & Isle of Wight Community Foundation (HIWCF)
- Moneybarn & Kenwood Community Fund
- Friends of Emsworth Community Health
- Petersfield Town Council
- Betty Messenger Charitable Foundation
- Henry Smith Charity
- Green Hall Foundation
- Sport England & Versus Arthritis
- Dan Maskell Tennis Foundation
- Hendy Foundation
- Hospital Saturday Fund
- The Edward Gostling Foundation

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

3. OTHER TRADING ACTIVITIES

	31.3.22	31.3.21
	£	£
Shop income	120,391	-
Restart grant	2,668	-
	<u>123,059</u>	<u>-</u>

4. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Interest received	<u>30</u>	<u>181</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	31.3.22	31.3.21
Activity	£	£
Grants Assistance and activities for people with head injuries	69,072	78,156
Session income Assistance and activities for people with head injuries	<u>24,094</u>	<u>6,705</u>
	<u>93,166</u>	<u>84,861</u>

Grants received, included in the above, are as follows:

	31.3.22	31.3.21
	£	£
Hampshire Adult Services	3,464	3,943
Portsmouth City Community Fund	16,456	13,000
People's Health Trust	1,509	5,282
Other grants (below £1,000)	4,253	9,227
Co-Operative Community Fund	-	3,147
The Henry Smith Charity	5,833	-
Petersfield Town Council	1,000	1,500
Friends of Emsworth Hospitals	2,273	1,015
Moneybarn	-	3,911
Edward Gostling Foundation	4,167	9,333
Garfield Weston Foundation	-	5,382
National Lottery Community Fund grant	-	9,859
Good Things Foundation	3,920	1,434
We're All Together Fund – HIWCF Major Donor	-	6,862
National Emergency Trust (NET)	14,312	4,261
HIWCF - Kenwood Community Fund	1,800	-
SHF Early Intervention	2,000	-
Charities Health Foundation	1,920	-
Green Hall Foundation	1,667	-
Hendy Foundation	1,092	-
Versus Arthritis	<u>3,406</u>	<u>-</u>
	<u>69,072</u>	<u>78,156</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

6. OTHER INCOME

	31.3.22	31.3.21
	£	£
Coronavirus Job Retention Scheme grant	4,749	-
Training courses	700	-
	<u>5,449</u>	<u>-</u>

7. RAISING FUNDS

Raising donations and legacies

	31.3.22	31.3.21
	£	£
Staff costs	82,404	19,923
Fundraising costs	502	312
Legal and professional fees	-	18,066
Other shop costs	9,456	-
Shop rent and service charges	29,374	-
	<u>121,736</u>	<u>38,301</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 9) £	Support costs (see note 10) £	Totals £
Assistance and activities for people with head injuries	<u>59,373</u>	<u>48,499</u>	<u>107,872</u>

9. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.22	31.3.21
	£	£
Staff costs	51,049	56,551
Drop in and activity costs	4,615	1,641
Staff travel	3,709	5,204
Volunteer expenses	-	105
	<u>59,373</u>	<u>63,501</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

10. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Assistance and activities for people with head injuries	46,889	1,610	48,499
	<u>46,889</u>	<u>1,610</u>	<u>48,499</u>

Support costs, included in the above, are as follows:

Other

	31.3.22	31.3.21
	Assistance and activities for people with head injuries	Total activities
	£	£
Wages	5,802	12,914
Rent and service charges	7,595	790
Insurance	1,237	197
Light and heat	1,526	45
Telephone	1,135	1,461
Postage and stationery	504	1,164
Miscellaneous expenses	2,627	766
Training and books	3,805	779
Affiliation fees	641	107
Computer expenses	4,757	2,748
Bank charges	717	78
Bookkeeping and payroll processing	14,091	12,392
Depreciation of tangible fixed assets	2,452	3,306
	<u>46,889</u>	<u>36,747</u>

Governance costs

	31.3.22	31.3.21
	Assistance and activities for people with head injuries	Total activities
	£	£
Accountancy fees	980	770
Legal and professional fees	630	670
	<u>1,610</u>	<u>1,440</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

11. NET INCOME/(EXPENDITURE)

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

	31.3.22	31.3.21
	£	£
Depreciation - owned assets	2,453	3,305
Other operating leases	7,595	790
Independent examination - Gibson Whitter	980	770
	<u> </u>	<u> </u>

12. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

During the year no trustee (31.3.21: none) was reimbursed for out of pocket expenses.

13. STAFF COSTS

	31.3.22	31.3.21
	£	£
Wages and salaries	133,930	87,159
Social security costs	4,277	1,754
Other pension costs	1,048	475
	<u> </u>	<u> </u>
	<u>139,255</u>	<u>89,388</u>

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

	31.3.22	31.3.21
Charitable	5	4
Raising funds	5	1
	<u> </u>	<u> </u>
	<u>10</u>	<u>5</u>

The full time equivalent number of employees was 6 (31.3.21: 3).

No employees received emoluments in excess of £60,000 (31.3.21: none).

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	78,862	2,400	81,262
Charitable activities			
Assistance and activities for people with head injuries	70,002	14,859	84,861
Investment income	181	-	181
	<u> </u>	<u> </u>	<u> </u>
Total	<u>149,045</u>	<u>17,259</u>	<u>166,304</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Raising funds	38,301	-	38,301
Charitable activities			
Assistance and activities for people with head injuries	89,285	12,403	101,688
Total	127,586	12,403	139,989
NET INCOME	21,459	4,856	26,315
RECONCILIATION OF FUNDS			
Total funds brought forward	13,881	1,929	15,810
TOTAL FUNDS CARRIED FORWARD	35,340	6,785	42,125

15. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2021 and 31 March 2022	22,834	17,445	40,279
DEPRECIATION			
At 1 April 2021	18,016	13,710	31,726
Charge for year	960	1,493	2,453
At 31 March 2022	18,976	15,203	34,179
NET BOOK VALUE			
At 31 March 2022	3,858	2,242	6,100
At 31 March 2021	4,818	3,735	8,553

16. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 April 2021 and 31 March 2022	1
NET BOOK VALUE	
At 31 March 2022	1
At 31 March 2021	1

There were no investment assets outside the UK.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

16. FIXED ASSET INVESTMENTS - continued

The company's investments at the balance sheet date in the share capital of companies include the following:

Headway Portsmouth Trading Company Ltd

The charity owns 100% of Headway Portsmouth Trading Company Ltd (registered company number (09666130) whose registered address is Grandstand Suite, Mountbatten Centre, Twyford Avenue, Portsmouth, Hampshire, PO2 9QA. The trading subsidiary ran two charity shops until 31 March 2021 when the activities came back within the charity. The company was dormant in the year ended 31 March 2022.

17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	17,484	3,163
Other debtors	2,891	19,702
VAT	855	-
Prepayments	2,090	2,382
	<u>23,320</u>	<u>25,247</u>

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	3,226	2,814
Social security and other taxes	2,115	1,888
Other creditors	211	120
Deferred income	29,071	23,986
Accrued expenses	2,546	1,719
	<u>37,169</u>	<u>30,527</u>

Deferred income carried forward at 31 March 2022 primarily relates to grant funding for future periods.

	31.3.22	31.3.21
	£	£
Brought forward	23,986	5,793
Released to incoming resources in year	(23,986)	(5,793)
Income deferred in year	29,071	23,986
	<u>29,071</u>	<u>23,986</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

19. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.22 £	31.3.21 £
Within one year	28,750	27,750
Between one and five years	62,500	22,500
	<u>91,250</u>	<u>50,250</u>

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
Fixed assets	5,262	838	6,100	8,553
Investments	1	-	1	1
Current assets	76,749	6,185	82,934	64,098
Current liabilities	(37,169)	-	(37,169)	(30,527)
	<u>44,843</u>	<u>7,023</u>	<u>51,866</u>	<u>42,125</u>

21. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	35,341	9,502	44,843
Restricted funds			
SEIF fund	1,664	(204)	1,460
The Hospital Saturday Fund	2,167	3,396	5,563
Bridging the Gap	2,953	(2,953)	-
	<u>6,784</u>	<u>239</u>	<u>7,023</u>
TOTAL FUNDS	<u>42,125</u>	<u>9,741</u>	<u>51,866</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

21. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	217,371	(207,869)	9,502
Restricted funds			
SEIF fund	-	(204)	(204)
The Hospital Saturday Fund	3,600	(204)	3,396
Bridging the Gap	17,378	(20,331)	(2,953)
Betty Messenger	1,000	(1,000)	-
	<u>21,978</u>	<u>(21,739)</u>	<u>239</u>
TOTAL FUNDS	<u>239,349</u>	<u>(229,608)</u>	<u>9,741</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	13,881	21,460	35,341
Restricted funds			
SEIF fund	1,929	(264)	1,665
The Hospital Saturday Fund	-	2,167	2,167
Bridging the Gap	-	2,952	2,952
	<u>1,929</u>	<u>4,855</u>	<u>6,784</u>
TOTAL FUNDS	<u>15,810</u>	<u>26,315</u>	<u>42,125</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

21. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	149,045	(127,585)	21,460
Restricted funds			
SEIF fund	-	(264)	(264)
The Hospital Saturday Fund	2,400	(233)	2,167
Bridging the Gap	5,000	(2,048)	2,952
National Lottery Community Fund			
Awards For All Grant	9,859	(9,859)	-
	<u>17,259</u>	<u>(12,404)</u>	<u>4,855</u>
TOTAL FUNDS	<u>166,304</u>	<u>(139,989)</u>	<u>26,315</u>

Social Enterprise Investment Fund (SEIF)

This funding has been awarded to allow the charitable company to adapt to the new financing and operating processes in social care. The fund has been used to obtain PQASSO accreditation, improved ability to assess impact and also to upgrade IT systems and the website. Some of this funding has been used to fund tangible fixed assets and therefore £1,432 of the balance on this fund represents the net book value of these assets at the balance sheet date. Depreciation on these assets in future years will be attributed to this fund.

The Saturday Hospital Fund

Grant funding received from The Saturday Hospital Fund for the Early Intervention Support programme.

Bridging the Gap Fund

Grant funding received from Portsmouth County Council.

National Lottery Community Awards For All Fund

Grant funding received from the National Lottery Community Fund to provide Covid-19 service user support.

Betty Messenger

Grand funding received from Betty Messenger to provide telephone and face to face support to users after the Covid-19 pandemic.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

22. RELATED PARTY DISCLOSURES

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

During the year donations totalling £Nil were made by trustees (31.3.21: £568).

23. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members. No one member has control of the charitable company.

24. SHARE CAPITAL AND LIABILITY OF MEMBERS

The charitable company is a company limited by guarantee and its members have undertaken to contribute to the assets of the company in the event of it being wound such amounts as may be required not exceeding £10.

Accounts

REGISTERED COMPANY NUMBER: 04184335 (England and Wales)
REGISTERED CHARITY NUMBER: 1086140

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
FOR
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

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FOR THE YEAR ENDED 31 MARCH 2021**

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**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Purposes and Aims

The main objectives of the charity are:-

- To provide information and support for people with brain injuries, their families and carers;
- To assist people with brain injuries to return to community living;
- To increase public awareness and understanding of brain injury;
- To participate in activities that will reduce the incidence of brain injury;
- To promote co-ordinated multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-entry, with clear accountability at all stages.

In furtherance of these objectives, during the financial year 2020/21 Headway offered one to one support to service users by telephone, text, email and Zoom due to the restrictions on gatherings imposed by the coronavirus pandemic. The year began at the start of the first government-imposed lockdown and ended as restrictions were easing towards the end of the third lockdown.

All figures below are for service users from all geographic areas covered by Headway Portsmouth and South East Hampshire.

Public benefit

How our activities deliver public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and activities and in planning future activities.

All of our charitable activities deliver public benefit because they are focused upon supporting those who have suffered brain injury, their families and carers, increasing public awareness of brain injury, improving treatment and rehabilitation / re enablement of those who have suffered brain injury and providing information to the public to promote the steps which can be taken to reduce or eliminate the prospects of others sustaining brain injury.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

ACHIEVEMENT AND PERFORMANCE

One to one support

People who were particularly vulnerable were met by staff for walks or face to face in PPE, although that was much harder in the third lockdown due to the poor weather.

Four part time staff supported 184 people at the start of the year, contacting each person weekly. By the end of the year the number of people being supported had risen to 303. The work was labour intensive with individual meetings, telephone and video calls. Service users also needed food and medication to be collected, gas/electric for meters, to be taken out for walks when they were struggling to cope, and one of the key developments was also assisting with paperwork such as benefit and housing forms, blue badges and DVLA paperwork. In addition, staff attended meetings about child protection, court, and police arrest warrants where people needed the support.

The Trustees are truly honoured to work with such a dedicated and talented staff team and are in awe of the service that was delivered by them during the pandemic, to some of the most vulnerable people in Portsmouth and South East Hampshire.

Although the year was the final year that the shop staff were employed by the Trading Company, before transferring back to the charity, it was a year that they spent on and off full furlough and flexible furlough. Thanks is also due to them for their ongoing commitment to the organisation and tolerance of the ever-changing lockdown situations.

Hospital project

Despite the hospitals being under immense pressure due to the pandemic the Senior Support Worker managed to continue to maintain the link between the hospital workers and patients, which has led to a continued stream of referrals. As an example, in January 2021, when the third lockdown commenced, there were 21 referrals to the charity from a combination of hospitals as people were discharged early, from individuals who found lockdown harder without support, and from families concerned about people in our area that they could not support from afar as they had been doing.

Brain Injury Awareness course ran 6 times

Southampton University commercial rate - 40 people 3/2/20

Gosport and Fareham Care Team commercial rate - 10 people 14/12/20

5 individual sessions for service users and family by video and face to face between lockdowns.

No volunteers attended the brain injury awareness course as we could not use volunteers in this period.

Building confidence course - 4 people attended.

These were funded by Hampshire children's service as part of a Child Protection Programme for one Service User and by Friends of Emsworth Community Hospital as a specific funded objective for an Emsworth Resident. One was a commercial session joint funded by 4As Autism Awareness and the client.

Cognitive Reablement course

4 people accessed our cognitive reablement course during 2020-21. These were run as individual 1 to 1 training, either face to face or by video. One was funded commercially through joint funding with 4 As Autism support and the client. One was specifically funded by Emsworth Friends as a continuation of a Hampshire Child Protection Plan.

Carers' support funded by the People's Health Trust ran on Thursday Mornings 10-12.30 and included some Brain Injury awareness and some stress reduction training for carers online.

Feedback

Each service user contracts to do courses and feedback is provided at the end of the course. Examples of feedback received during the year following completion of the Cognitive Reablement course is as follows: -

"I wanted to understand what the Brain Injury was and what was the Autism that I have lived with for many years. This course actually gave me tools to deal with both strands - very helpful."

"I have found the Cog course a lifeline as I learn the limitations of my Brain Injury and try to find positives to carry on, this has literally been a life saver."

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

"It has been helpful to see the client using tools provided by your course to enable her to understand her behaviours and interpret them for us and their family."

"I am managing my anger better but want to do more training on this."

External training

An on-line "teaching on zoom" course was attended in April 2020 to enable us to run courses on-line which had not previously been done. Staff also attended Census training in November and December 2020 to enable them to run the Census in April 2021.

The Family members / Carers Support Programme

The group pulled together, supporting each other by setting up a group WhatsApp where they were able to support, offload, laugh, sing and keep each other going. The support from Headway staff on the end of the phone was key. Learning how to live the 'new life' with heightened responsibility for their loved ones, both medically and emotionally, without the direct personal access to GP/NHS services/family meant their friendship bond was key. Some were able to walk daily while others were isolated, but the uplifting messages, videos, and poems shared online kept them all smiling. Following the first lockdown, the group decided to meet up outside every 2 weeks and to have a simple cup of coffee. They have lost loved ones, struggled at times, and not slept but the love and support amongst the group has been amazing.

1 to 1 Support

Staff worked from home once the place of work closed in the first lockdown and all service users were kept in touch by phone, text or email every week, as were the fringe people who didn't attend every session and the carers who would have separate needs. As a result of this, the supported numbers rose to 303 as of 21/1/21 of whom 106 were carers. Some were referrals who were not yet ready to be in a face-to-face session even if this was possible. Some of the carers were also not from people who were in the service as their cared for person did not want to access support, but they did.

Volunteer Support

Unfortunately, due to the pandemic we were not able to utilise any volunteers during this financial year.

Service User Feedback

Feedback was sought from our service users during this pandemic, and as no actual sessions were held it was key to capture the importance of the role of Headway with our service users and carers. Below are some comments from our Service users.

"Looked forward to and enjoyed our weekly zoom quizzes and also when we were able to we met down at the beach 'Stokes Bay' and I felt supported and that I had someone to talk to when I felt low."

"I felt that someone was there for us, I enjoyed the long chats and I used to really look forward to the calls".

"I felt that I had someone that cared about me and understood when I was having a bad day and also really enjoyed some of the giggles that we had during the calls. It helped me feel part of the group still when we did the WhatsApp video chats and really good that we all kept in contact through the lockdowns".

"It was good to hear a friendly voice, I didn't feel alone, great that we didn't lose touch with each other, still felt part of the group, loved the WhatsApp video chats".

"When I had a problem with my shower you contacted the council for me and arranged for them to come out and repair it for me. I couldn't have done it on my own".

"I looked forward to you visiting me I didn't feel so lonely and knew you were there if I had a problem".

"I looked forward to the calls it cheered me up and you helped me sort out a few problems I was having".

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

FINANCIAL REVIEW

Funding

When the first coronavirus lockdown began, income shrank in the first two weeks by 43% as shops shut, staff furloughed and most of the donations lost. Many funders agreed to keep funding Headway, even though normal service was not being provided. The People's Health Trust were the only funding organisation that contacted Headway to reassure us of their support and were quick to vary our contract and send the next amount of funding and enquired how things were. Other funders were not responding to phone and email for the first 2 weeks meaning that the charity's survival beyond 4 weeks was unknown.

Because the service was adapted to providing one to one support to service users during the pandemic the charity met the criteria for a significant number of grants and Joy Ward, the Funding Strategy and Trading Support Manager, reacted immediately when grants became available. Funding support during the crisis was awarded from April 2020 onwards which meant that the staff could remain remote working instead of being furloughed. Enormous success with other grant applications continued.

The staff have all been unswerving in their commitment to supporting service users during these unprecedented times. The charity's financial success during the coronavirus pandemic, in terms of accessing grants and realising a legacy, mean that the charity has not only survived through the pandemic but is now financially stronger than it was beforehand.

The results for this year show a surplus of £26,315.

The on-going expenses mean that there are no funds available for long term investment and in the current financial climate the trustees do not consider that investment in funds other than those which are completely secure can be justified. Consequently, the funds available remain within the charity's bank accounts.

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure. Budgeted expenditure for the charity for 2021/2022, excluding operating costs for shops, is £125,000.

The target reserves are therefore at least £31,250 in general funds. The reserves are needed to meet the ongoing cost of running the charity, including the shops. The level of free reserves (total unrestricted funds less fixed assets) at 31 March 2021 is £27,955, and therefore is just short of meeting the reserves policy.

Budget projections have been prepared for the forthcoming year, which demonstrate that the cash position of the charity should not deteriorate further in the coming year. As long as the income targets are met and expenditure is rigorously controlled then the cash and reserves position should continue to improve.

The strategy is to continue to build income through fundraising activity, statutory funding and grant funding, whilst controlling expenditure.

In July 2015, the Trustees set up a wholly owned trading company, Headway Portsmouth Trading Company Limited, to take on the running of the shops. This trading subsidiary has reduced the risk of adverse trading conditions threatening the Charity and has become a source of donated income. The two shops in Cosham and Fareham trade through the trading company. Due to business rates costs the activities of the trading company have transferred back to the charity with effect from 1 April 2021. The trading company will be dissolved in due course.

PLANS FOR FUTURE PERIODS

At the end of the financial year plans are in place for a slow reopening of sessions as allowed by restrictions, with some on-going one to one support. The charity plans to continue activities in the forthcoming years subject to satisfactory funding arrangements. In addition, working in partnership with other organisations is a key aspect of our work.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated under the Companies Act 1985 on 21 March 2001, as a company limited by guarantee (company number 4184335) and is governed by its Memorandum and Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purpose of charity law. Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for an indefinite period and at each annual general meeting one third of the trustees are subject to retirement by rotation or, if their number is not 3 or a multiple of 3, the number nearest to one third shall retire from office. Trustees retiring from office by rotation are eligible for re-election. New trustees are recommended by the trustees for appointment at the annual general meeting or nominated by a member. However, the charity may by ordinary resolution appoint a person willing to act to be a trustee either to fill a vacancy or as an additional trustee. The trustee appointed will hold office until the following annual general meeting and then they will be formally appointed.

All directors give their time voluntarily and receive no benefits from the charity. Whilst directors are entitled to claim expenses from the charity none have elected to claim any such expenses.

There is a broad mix of skills amongst the directors which serves the charity well.

Organisational structure

The trustees, numbering 5 at the end of the financial year 2020/2021, meet monthly and are responsible for the strategic direction and policy of the charity. The Service Manager and Funding Strategy and Trading Support Manager also attend each meeting. The operational day to day running, administration and organisation is undertaken by the Service Manager who is overseen by the trustees. The Service Manager also has responsibility for individual supervision of the staff team within the centre and also ensuring that the team continues to develop their skills and working practices in line with good practice. The Funding Strategy and Trading Support Manager has responsibility for supervision of the staff teams within the charity shops.

The trustees include a chairperson, a secretary, finance director, and line managers to oversee the day to day workings of the Service Manager and the Funding Strategy and Trading Support Manager.

Induction and training of new trustees

Most trustees are already familiar with the practical work of the charity due to their background in brain injury. New trustees are invited to attend the centre to familiarise themselves with the charity and the context within which it operates.

Related parties

Insofar as it is complementary to the charity's objectives, the charity is guided by both local and national policy. At a national level Headway UK sets out service standards which all local branches are expected to adhere to. The charity retains PQASSO accreditation (quality assurance standard for voluntary & community organisations). In addition, Headway UK provides guidance and information. The charity worked closely with Headway UK's South East regional co-ordinator who helps to ensure that information is shared between local groups. We also received Headway UK accreditation where our governance was described as 'exemplary'.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate systems or procedures have been established to mitigate the risks the charity faces. Significant external risks in relation to funding have led to the development of the business plan and the strategic plan for fundraising. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the centre and outreach drop-in sessions. All staff, volunteers and trustees undergo an enhanced Disclosure and Barring Service (DBS) check.

FINAL NOTE

There were sadly several deaths of service users and family members/carers during the year. We extend our condolences to their family and friends.

Everyone has been affected in some way by the events of the year, whether that has been through illness, isolation, mental health struggles, home education or just adapting to a new way of life. We send our very best wishes to all contacts of Headway Portsmouth and South East Hampshire for the future.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04184335 (England and Wales)

Registered Charity number

1086140

Registered office

Grandstand Suite
Mountbatten Centre
Twyford Avenue
Portsmouth
Hampshire
PO2 9QA

Trustees

S J Bowler	
J Dallas	Resigned 31 December 2020
M Lightfoot	
M Wornham	Resigned 25 August 2021
W Dunger	
J Steventon-Kiy	
R V Johnson	Appointed 15 September 2021

The charity continued to be managed by Deborah Robinson, the Service Manager. Joanne Dallas joined as Deputy Service Manager in January 2021 in readiness for her to take over as Service Manager on Deborah's retirement in May 2021. The shops are managed by Joy Ward, the Funding Strategy and Trading Support Manager.

Independent Examiner

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

Unity Trust Bank PLC,
Four Brindleyplace,
Birmingham,
B1 2HB

Approved by order of the board of trustees on 17 November 2021 and signed on its behalf by:

Ms S J Bowler - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

Independent examiner's report to the trustees of Headway Portsmouth & South-East Hampshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

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

Gavin Whitter
FCA, CTA
Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

6 December 2021

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	78,862	2,400	81,262	42,724
Charitable activities	4				
Assistance and activities for people with head injuries		70,002	14,859	84,861	77,727
Investment income	3	181	-	181	249
Total		<u>149,045</u>	<u>17,259</u>	<u>166,304</u>	<u>120,700</u>
 EXPENDITURE ON					
Raising funds	5	38,301	-	38,301	25,440
Charitable activities	6				
Assistance and activities for people with head injuries		89,285	12,403	101,688	106,565
Total		<u>127,586</u>	<u>12,403</u>	<u>139,989</u>	<u>132,005</u>
 NET INCOME/(EXPENDITURE)		<u>21,459</u>	<u>4,856</u>	<u>26,315</u>	<u>(11,305)</u>
 RECONCILIATION OF FUNDS					
Total funds brought forward		13,881	1,929	15,810	27,115
 TOTAL FUNDS CARRIED FORWARD		<u><u>35,340</u></u>	<u><u>6,785</u></u>	<u><u>42,125</u></u>	<u><u>15,810</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET
31 MARCH 2021**

	Notes	31.3.21 £	31.3.20 £
FIXED ASSETS			
Tangible assets	13	8,553	11,858
Investments	14	1	1
		<u>8,554</u>	<u>11,859</u>
CURRENT ASSETS			
Debtors	15	25,247	8,816
Cash at bank and in hand		38,851	7,850
		<u>64,098</u>	<u>16,666</u>
CREDITORS			
Amounts falling due within one year	16	(30,527)	(12,715)
		<u>33,571</u>	<u>3,951</u>
NET CURRENT ASSETS			
		<u>33,571</u>	<u>3,951</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		42,125	15,810
NET ASSETS		<u>42,125</u>	<u>15,810</u>
FUNDS	19		
Unrestricted funds		35,341	13,881
Restricted funds		6,784	1,929
TOTAL FUNDS		<u>42,125</u>	<u>15,810</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET - continued
31 MARCH 2021**

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

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 17 November 2021 and were signed on its behalf by:

Ms S J Bowler - Trustee

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to raise funds, such as recharge of wages, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Volunteers and donated services

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

Expenditure

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 25% on cost

Tangible fixed assets costing £250 or more are capitalised at cost.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES - continued

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Donation from trading company	7,515	13,260
Donations	21,000	29,464
Legacies	52,747	-
	<u>81,262</u>	<u>42,724</u>

The charity would like to express special thanks to the following Grantmakers, Charitable Trusts and Charitable Foundations for noting the value of our reablement and COVID-19 programmes and supporting our efforts this year. We would also like to thank Hampshire and Isle of Wight Community Foundation (HIWCF) for supporting us in our vital work:

- Christine Pike
- Irwin Mitchell
- Portsmouth City Community Fund
- Hampshire County Council
- Hampshire and Isle of Wight Community Foundation (HIWCF)
- Friends of Emsworth Hospitals
- Peoples Health Trust
- Co-operative Community fund
- Moneybarn
- The Edward Gostling Foundation
- Garfield Western
- National Lottery Community Fund
- Good Things Foundation
- Petersfield Town Council

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

3. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Interest received	181	249
	<u>181</u>	<u>249</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	31.3.21	31.3.20
	£	£
Grants		
Activity Assistance and activities for people with head injuries	78,156	50,793
Session income		
Assistance and activities for people with head injuries	6,705	26,934
	<u>84,861</u>	<u>77,727</u>

Grants received, included in the above, are as follows:

	31.3.21	31.3.20
	£	£
Hampshire Adult Services	3,943	3,941
Portsmouth City Community Fund	13,000	12,500
People's Health Trust	5,282	8,301
Other grants (below £1,000)	9,227	1,189
Hampshire and Isle of Wight Community Foundation	-	2,324
Co-Operative Community Fund	3,147	-
Lloyds Bank Foundation	-	2,618
The Henry Smith Charity	-	5,000
Petersfield Town Council	1,500	1,500
Groundwork UK	-	841
Eight Foundation	-	3,354
Friends of Emsworth Hospitals	1,015	1,000
East Hampshire District Council	-	1,271
Community Action Hampshire	-	2,589
The Percy Bilton Trust	-	4,365
Moneybarn	3,911	-
Edward Gostling Foundation	9,333	-
Garfield Weston Foundation	5,382	-
National Lottery Community Fund grant	9,859	-
Good Things Foundation	1,434	-
We're All Together Fund – HIWCF Major Donor	6,862	-
National Emergency Trust (NET)	4,261	-
	<u>78,156</u>	<u>50,793</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

5. RAISING FUNDS

Raising donations and legacies

	31.3.21 £	31.3.20 £
Staff costs	19,923	25,100
Fundraising costs	312	340
Legal and professional fees	18,066	-
	<u>38,301</u>	<u>25,440</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7) £	Support costs (see note 8) £	Totals £
Assistance and activities for people with head injuries	<u>63,501</u>	<u>38,187</u>	<u>101,688</u>

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.21 £	31.3.20 £
Staff costs	56,551	51,381
Drop in and activity costs	1,641	7,717
Staff travel	5,204	5,356
Volunteer expenses	105	210
	<u>63,501</u>	<u>64,664</u>

8. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Assistance and activities for people with head injuries	<u>36,747</u>	<u>1,440</u>	<u>38,187</u>

Support costs, included in the above, are as follows:

Other

	31.3.21 Assistance and activities for people with head injuries £	31.3.20 Total activities £
Wages	12,914	10,527
Rent and service charges	790	6,151
Insurance	197	783
Carried forward	<u>13,901</u>	<u>17,461</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

8. SUPPORT COSTS - continued

Other - continued

	31.3.21 Assistance and activities for people with head injuries £	31.3.20 Total activities £
Brought forward	13,901	17,461
Light and heat	45	426
Telephone	1,461	1,574
Postage and stationery	1,164	1,811
Miscellaneous expenses	766	647
Training and books	779	245
Affiliation fees	107	117
Computer expenses	2,748	4,484
Bank charges	78	95
Bookkeeping and payroll processing	12,392	9,872
Depreciation of tangible fixed assets	3,306	2,861
	<u>36,747</u>	<u>39,593</u>

Governance costs

	31.3.21 Assistance and activities for people with head injuries £	31.3.20 Total activities £
Accountancy fees	770	1,680
Legal and professional fees	670	628
	<u>1,440</u>	<u>2,308</u>

9. NET INCOME/(EXPENDITURE)

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

	31.3.21 £	31.3.20 £
Depreciation - owned assets	3,305	2,863
Other operating leases	790	6,151
Independent examination - Gibson Whitter	770	1,680
	<u>4,865</u>	<u>10,694</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

During the year no trustee (31.3.20: none) was reimbursed for out of pocket expenses.

11. STAFF COSTS

	31.3.21 £	31.3.20 £
Wages and salaries	87,159	84,100
Social security costs	1,754	2,652
Other pension costs	475	256
	<u>89,388</u>	<u>87,008</u>

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

	31.3.21	31.3.20
Charitable	4	4
Raising funds	1	1
	<u>5</u>	<u>5</u>

The full time equivalent number of employees was 3 (31.3.20: 3).

No employees received emoluments in excess of £60,000 (31.3.20: none).

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	42,724	-	42,724
Charitable activities			
Assistance and activities for people with head injuries	77,727	-	77,727
Investment income	249	-	249
Total	<u>120,700</u>	<u>-</u>	<u>120,700</u>
EXPENDITURE ON			
Raising funds	25,440	-	25,440
Charitable activities			
Assistance and activities for people with head injuries	104,345	2,220	106,565
Total	<u>129,785</u>	<u>2,220</u>	<u>132,005</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	(9,085)	(2,220)	(11,305)

RECONCILIATION OF FUNDS

Total funds brought forward	22,966	4,149	27,115
TOTAL FUNDS CARRIED FORWARD	<u>13,881</u>	<u>1,929</u>	<u>15,810</u>

13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2020 and 31 March 2021	<u>22,834</u>	<u>17,445</u>	<u>40,279</u>
DEPRECIATION			
At 1 April 2020	16,804	11,617	28,421
Charge for year	<u>1,212</u>	<u>2,093</u>	<u>3,305</u>
At 31 March 2021	<u>18,016</u>	<u>13,710</u>	<u>31,726</u>
NET BOOK VALUE			
At 31 March 2021	<u>4,818</u>	<u>3,735</u>	<u>8,553</u>
At 31 March 2020	<u>6,030</u>	<u>5,828</u>	<u>11,858</u>

14. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 April 2020 and 31 March 2021	<u>1</u>
NET BOOK VALUE	
At 31 March 2021	<u>1</u>
At 31 March 2020	<u>1</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

**HEADWAY PORTSMOUTH & SOUTH-EAST
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

14. FIXED ASSET INVESTMENTS - continued

Headway Portsmouth Trading Company Ltd

The charity owns 100% of Headway Portsmouth Trading Company Ltd (registered company number (09666130) whose registered address is Grandstand Suite, Mountbatten Centre, Twyford Avenue, Portsmouth, Hampshire, PO2 9QA. The trading subsidiary runs charity shops. The activities of the trading subsidiary will transfer back to the charity with effect from 1 April 2021. Below is a summary of the financial statements.

Income statement

	31.3.21	31.3.20
	£	£
Turnover	42,307	113,306
Cost of sales	44,716	55,697
Gross profit / (loss)	(2,409)	57,609
Administrative expenses	57,440	45,008
Other operating income	67,519	866
Operating profit	7,670	13,467
Interest payable and similar expenses	(155)	(206)
Profit before taxation	7,515	13,261
Tax on profit	-	1
Profit for the financial year	7,515	13,260

Balance sheet

Current assets	35,091	4,180
Creditors: amounts falling due within one year	(35,085)	(4,174)
Net current assets	6	6
Creditors: amounts falling due with more than one year	-	-
Total assets less current liabilities	6	6
Retained earnings	5	5
Called up share capital	1	1
Shareholders funds	6	6

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	3,163	1,115
Amounts owed by group undertakings	-	900
Other debtors	19,702	6,689
Prepayments	2,382	112
	25,247	8,816

**HEADWAY PORTSMOUTH & SOUTH-EAST
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	2,814	1,267
Social security and other taxes	1,888	1,824
Other creditors	120	936
Deferred income	23,986	5,793
Accrued expenses	1,719	2,895
	<u>30,527</u>	<u>12,715</u>

Deferred income carried forward at 31 March 2020 primarily relates to grant funding for future periods.

	31.3.21	31.3.20
	£	£
Brought forward	5,793	10,536
Released to incoming resources in year	(5,793)	(10,536)
Income deferred in year	<u>23,986</u>	<u>5,793</u>
Carried forward	<u>23,986</u>	<u>5,793</u>

17. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.21	31.3.20
	£	£
Within one year	27,750	3,436
Between one and five years	22,500	-
	<u>50,250</u>	<u>3,436</u>

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	31.3.21 Total funds	31.3.20 Total funds
	£	£	£	£
Fixed assets	7,385	1,168	8,553	11,858
Investments	1	-	1	1
Current assets	58,482	5,616	64,098	16,666
Current liabilities	<u>(30,527)</u>	<u>-</u>	<u>(30,527)</u>	<u>(12,715)</u>
	<u>35,341</u>	<u>6,784</u>	<u>42,125</u>	<u>15,810</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

19. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	13,881	21,460	35,341
Restricted funds			
SEIF fund	1,929	(264)	1,665
The Hospital Saturday Fund	-	2,167	2,167
Bridging the Gap	-	2,952	2,952
	<u>1,929</u>	<u>4,855</u>	<u>6,784</u>
TOTAL FUNDS	<u>15,810</u>	<u>26,315</u>	<u>42,125</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	149,045	(127,585)	21,460
Restricted funds			
SEIF fund	-	(264)	(264)
The Hospital Saturday Fund	2,400	(233)	2,167
Bridging the Gap	5,000	(2,048)	2,952
National Lottery Community Fund			
Awards For All Grant	9,859	(9,859)	-
	<u>17,259</u>	<u>(12,404)</u>	<u>4,855</u>
TOTAL FUNDS	<u>166,304</u>	<u>(139,989)</u>	<u>26,315</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	22,966	(9,085)	13,881
Restricted funds			
SEIF fund	2,287	(358)	1,929
The Hospital Saturday Fund	1,862	(1,862)	-
	<u>4,149</u>	<u>(2,220)</u>	<u>1,929</u>
TOTAL FUNDS	<u>27,115</u>	<u>(11,305)</u>	<u>15,810</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

19. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	120,700	(129,785)	(9,085)
Restricted funds			
SEIF fund	-	(358)	(358)
The Hospital Saturday Fund	-	(1,862)	(1,862)
	<u>-</u>	<u>(2,220)</u>	<u>(2,220)</u>
TOTAL FUNDS	<u>120,700</u>	<u>(132,005)</u>	<u>(11,305)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	22,966	12,375	35,341
Restricted funds			
SEIF fund	2,287	(622)	1,665
The Hospital Saturday Fund	1,862	305	2,167
Bridging the Gap	-	2,952	2,952
	<u>4,149</u>	<u>2,635</u>	<u>6,784</u>
TOTAL FUNDS	<u>27,115</u>	<u>15,010</u>	<u>42,125</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	269,745	(257,370)	12,375
Restricted funds			
SEIF fund	-	(622)	(622)
The Hospital Saturday Fund	2,400	(2,095)	305
Bridging the Gap	5,000	(2,048)	2,952
National Lottery Community Fund			
Awards For All Grant	9,859	(9,859)	-
	<u>17,259</u>	<u>(14,624)</u>	<u>2,635</u>
TOTAL FUNDS	<u>287,004</u>	<u>(271,994)</u>	<u>15,010</u>

**HEADWAY PORTSMOUTH & SOUTH-EAST
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

19. MOVEMENT IN FUNDS - continued

Social Enterprise Investment Fund (SEIF)

This funding has been awarded to allow the charitable company to adapt to the new financing and operating processes in social care. The fund has been used to obtain PQASSO accreditation, improved ability to assess impact and also to upgrade IT systems and the website. Some of this funding has been used to fund tangible fixed assets and therefore £1,432 of the balance on this fund represents the net book value of these assets at the balance sheet date. Depreciation on these assets in future years will be attributed to this fund.

The Saturday Hospital Fund

Grant funding received from The Saturday Hospital Fund for the Early Intervention Support programme.

Bridging the Gap Fund

Grant funding received from Portsmouth County Council.

National Lottery Community Awards For All Fund

Grant funding received from the National Lottery Community Fund to provide Covid-19 service user support.

20. RELATED PARTY DISCLOSURES

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

During the year donations totalling £568 were made by trustees (31.3.20: £Nil).

21. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members. No one member has control of the charitable company.

**HEADWAY PORTSMOUTH & SOUTH-EAST
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

22. SHARE CAPITAL AND LIABILITY OF MEMBERS

The charitable company is a company limited by guarantee and its members have undertaken to contribute to the assets of the company in the event of it being wound such amounts as may be required not exceeding £10.