

HEADWAY NOTTINGHAM LIMITED

England & Wales · Charity number 1088685

Details

Status Registered

Legal form Charitable company

Company number [04161891](#)

Registered 2001-10-01

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

Contact

Address Headway Nottingham
190 Bagnall Road
Nottingham
NG6 8SF

Phone 0115 9679669

Email sayhello@headwaynottingham.org.uk

Website www.headwaynottingham.org.uk

Activities

Objects: TO PROMOTE UNDERSTANDING OF ALL ASPECTS OF BRAIN INJURY AND TO PROVIDE INFORMATION, SUPPORT AND SERVICES TO PEOPLE WITH BRAIN INJURY, THEIR FAMILIES AND CARERS IN AREA OF NOTTINGHAMSHIRE

Activities: A charity offering information, support, and specialised day services for adults in Nottingham and Nottinghamshire living with disability following brain injury. Staff work with service users to encourage participation in individually constructed programs, building upon strengths & rebuilding skills & confidence. Headway Nottingham aims to promote understanding of all aspects of brain injury.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** NOTTINGHAMSHIRE
- Nottingham City
- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£599,505	£200,860	£461,482	6
2024-03-31	£185,176	£184,169	-	-
2023-03-31	£159,105	£190,531	-	-
2022-03-31	£137,032	£196,334	-	-
2021-03-31	£294,935	£218,897	-	-

Trustees

Name	Role	Appointed
Adam Sutcliffe		2019-10-15
DR Jennifer Ditchfield		2017-11-30
Gregory Almond		2022-07-01
Hilary Rapinet		2021-02-16
James Blakey		2015-09-26
Stephen Lowe		2024-04-01
Vicky Davison		2024-11-03

HEADWAY NOTTINGHAM LIMITED

England & Wales - Charity number 1088685

Accounts

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025
FOR
HEADWAY (NOTTINGHAM) LIMITED**

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HEADWAY (NOTTINGHAM) LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS for the year ended 31 March 2025

	Page
Report of the Trustees	1 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Cash Flow Statement	11
Notes to the Cash Flow Statement	12
Notes to the Financial Statements	13 to 23
Detailed Statement of Financial Activities	24

HEADWAY (NOTTINGHAM) LIMITED

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

Charitable objects

What does Brain Injury Mean?

There are no certainties or 'one size fits all' approaches in the field of brain injury. Whilst some people do have physical disabilities meaning they are reliant on wheelchairs or walkers, every one of our clients struggles with profound cognitive disability. By the nature of this invisible disability, on arriving at Headway Nottingham people often find that their relationships with family are strained, friendship groups have fallen away and they may have lost the ability to plan and execute straightforward tasks independently. Long and short term memory loss is invariably a difficult area for most, potentially making them vulnerable in terms of safety in the home and community, and causing profound upset for many with the feeling that they simply don't know who they are any longer. This can mean that without intensive support, the individual and their families can experience spiralling debt, housing insecurity and experience exclusion from their communities.

Behaviourally, clients frequently struggle with impulsive behaviour and disinhibition, struggle to manage their mood and as a result can be alienated from their support networks. The effects of brain injury can reach into every part of someone's life and take away everything that they knew about themselves prior to their injury. The disproportionate amount of depression, anxiety and family breakdown experienced in those with brain injuries demonstrates the urgent need for Headway Nottingham to provide accessible therapeutic processes to improve quality of life for clients and their families.

Brain Injury in the UK

Every 90 seconds someone is admitted to hospital with an acquired brain injury related illness -this could be from a head injury, stroke or other cause.

Comparison - "Every two minutes someone in the UK is diagnosed with cancer."**

There were 335,409 UK admissions to hospital with acquired brain injury in 2023-24. That is 919 admissions each and every day.

[**Cancer Research UK, <https://www.cancerresearchuk.org/health-professional/cancer-statistics-for-the-uk#heading-Zero>, Accessed July 2024.]

Headway Nottingham shares its Nottingham roots with national charity, Headway - the brain injury association, who's UK-wide services include an invaluable information Helpline, downloadable web-based information on the effects of brain injury and nationwide campaigning to highlight the prevalence and significance of disabilities resulting from brain injury. This more generalised support complements the work of Headway Nottingham and aids some local residents to find our day centre for their person-centred, long term rehabilitation. Headway Nottingham remains a separate charity to its national neighbour, with responsibility for its own strategic direction, governance and fundraising.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2025

OBJECTIVES AND ACTIVITIES

Public benefit

Brain Injury in Nottingham

Headway Nottingham operates on the doorstep of one of the UK's foremost Major Trauma Centres at Nottingham Queens Medical Centre. As a result, this incredible medical care sees local survival rates following brain injury ever-increasing. As our clients often report though, long term support for the profound and potentially devastating disabilities resulting from brain injury is severely lacking. Headway Nottingham continues to be the only brain injury specific service available in Nottinghamshire without time limit and for as long as each person needs us.

The frequency of brain injury-related hospital admissions has remained consistently high at every 90 seconds, with the support needs of those affected remaining extremely diverse. Reaching more people who urgently need us remains a priority for Headway Nottingham and we intend to pro-actively increase the number of referrals into the service through partnership working.

*In 2023-24 Nottingham city and county saw 5,638 admissions to hospital as a result of an acquired brain injury.

Headway Nottingham supports and represents people living throughout Nottingham city and Nottinghamshire county - a vast geographical remit for our small charity. Our catchment area is diverse in terms of affluence and does include areas included in the National Indices of Deprivation. As a result, many of our clients experience multiple and complex deprivation in addition to the disabilities they experience following brain injury.

The majority of Headway Nottingham's clients are not supported by any other organisation and often struggle to accurately advocate for themselves. This exacerbates the likelihood of people living with brain injuries slipping 'through the net' of available support and demonstrates a wider failure of statutory services to recognise and acknowledge the nature of brain injury as distinct from other types of disability. Indeed, over the year we witnessed a marked increase of referrals for individuals whose brain injury symptoms are compounded by mental health challenges. With pressure from the Headway network, United Kingdom Acquired Brain Injury Forum and other concerned organisations the then Government initiated an All-Party Parliamentary Group on Acquired Brain Injury, with the aim of improving the provision of services by local authorities, NHS, Department for Education, Ministry of Defence, Prison Service, DWP and The Department of Digital, Culture, Media and Sport. Progress on the strategy has been slow, however we fully support Headway's ongoing national campaign to see increased understanding and awareness of brain injury, an end to the neurorehabilitation postcode lottery, investment in local brain injury reablement services, enhanced support for brain injury survivors' loved ones, and a reform to social care making it equitable and sustainable.

We sincerely hope to see a nationwide ABI Strategy introduced that facilitates the ongoing care and support that our community deserves.

100% of Headway Nottingham clients surveyed agree that attending Headway Nottingham's centre helps to improve their quality of life.

100% of Headway Nottingham's clients surveyed agree that the staff at Headway Nottingham treat them with respect and dignity.

93% of Headway Nottingham clients surveyed agree that the activities offered at Headway Nottingham are meaningful and engaging.

100% of Headway Nottingham clients surveyed believe that their individual needs are understood and supported by Headway Nottingham.

[*Figures from national charity, Headway - the brain injury association's analysis of ABI admission statistics from 2023-24.]

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2025

STRATEGIC REPORT

Achievements and performance

Charitable activities

Achievements

"Headway Nottingham is an amazing place. I always say [Queens Medical Centre] saved my brain but Headway saved my soul"

Annie - previous Headway Nottingham client

For the first time since Covid struck we are happy to be beginning this part of the report with positivity and hope. Instead of telling you what we've managed to achieve through the prism of the hurdles we've had to face to get there, we're just straight up telling you all that we've had an amazing year!

Continuing in our beautiful home in Old Basford (courtesy of our national affiliate charity, Headway - the brain injury association) we have sought to build on the generous lease terms given to us, and the success of our urgent appeal at the beginning of 2024 to gain some financial security and reach more people who need us. After spending time building our relationship with medical staff at Queens Medical Centre (QMC) we are delighted to have entered into a partnership with the Neuro-Trauma Service at Nottingham University Hospitals Trust to launch our "By the Bedside" project. This project allows us to talk with families from the earliest point in their brain injury journey, offering practical advice, a listening ear and the knowledge that there is brain injury specific support available at Headway Nottingham that can help them when their clinical rehabilitation ends. So often we've heard that our clients have been managing on their own, or rather, not managing on their own after NHS services end. It's vital that we do all we can to reduce this problem and make sure people know that support is available; this project is doing just that. We're so proud to have been able to push forward with this initiative to reach more people at an earlier point, lessening the likelihood of those living with disability after brain injury falling through gaps. We hope to be able to expand this project with the Trust in coming years, offering similar services for all acquired brain injury in a hospital setting, including wards helping people after strokes, brain tumours and illnesses like meningitis or encephalitis.

With a focus in this year of reaching more people who need us, we have also developed an 8-week long "Living Well with Brain Injury" course which can be delivered in person or online. This course aims to support those adapting to life with brain injury, who, for whatever reason cannot attend our day centre. We offer huge thanks to Headway Thames Valley for sharing with us the content of their own 8-week course. Without their generosity it would have taken far more time and money to land at this point. We intend to launch the inaugural course in 2025-26 and cannot wait to extend our support offering to even more people who are struggling to adapt to life after brain injury.

Another area of focus for Headway Nottingham this year has been to develop a training offering suitable for businesses and organisations across a variety of specialities. Offering training ranging from a basic 1 hour long "Brain Injury Awareness" course to a far more in depth half day training that delves deeper into the difficulties people with brain injury face in their day to day lives, and what we can do to successfully work with them. This is another offering being prepared in 2024/25 that will become available in 2025-26 and not only helps our mission to raise awareness of brain injury, but will also offer a valuable income source for our valuable small charity, helping us to move closer to our goal of becoming more sustainable in the future.

This year in our friendly social rehabilitation hub we saw an astonishing 3,230 attendances, an 11% increase on the previous year. We responded to 35 new referrals, conducted 28 Initial Assessments of support needs and 16 client trial visits to our centre. 72 people benefitted from regular attendance at our centre, with 34 clients receiving additional casework support with pressing matters requiring 1-1 enabling advocacy. In addition, we continue to be a valuable hub of support and information for those (often coping with the adjustment stages of brain injury) requiring signposting, benefits guidance and support to navigate the realm of brain injury, providing 1,148 telephone and email interventions. Our Caseworker maintained a 100% success rate in securing appropriate financial welfare awards for clients, ensuring their medium-term financial stability, whilst also attending and advocating at tribunals, medical assessments and award assessments.

Our timetable of creative and active rehabilitation activities is the cornerstone of skills redevelopment that empowers our community to regain a sense of personal autonomy, nurture and grow their abilities and promote their safe independence. **We are proud to have facilitated 2,569 attendances at our rehabilitation workshops over the year**, across a diverse range of sessions to engage, encourage and improve, as well as celebrate achievements and build on successes.

Workshops delivered include:

- **English and Maths Functional Skills** - using real-world tasks clients are supported to redevelop skills for feeling confident with daily living activities, such as managing correspondence and budgeting, overall supporting their literacy and numeracy.
- **Creative Writing** - consistently popular with our clients, all of whom take tremendous steps forward with their confidence to express themselves in written form (some are supported by a scribe to ensure inclusivity) then share their work aloud with the group. Sessions improve written skills, speed up coherent thought processing and demonstrate to the individual that their thoughts, feelings and creations are valuable and recognition-worthy.
- **Therapeutic Textiles** - our clients work on individual textile projects, tailored to their abilities and areas for progression, to improve manual dexterity, hand-eye coordination, planning and organisation and a sense of achievement.
- **Indoor Bowls** - following on from our collaboration with researchers at Sheffield Hallam University. Sessions provide inclusive physical activity to improve balance and coordination, dexterity, physical fitness and mobility while also encouraging gentle competition and a sense of fun.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2025

- **Cognitive / Understanding your Brain workshops** - focussing on different, practical areas of daily living each week, sessions support our clients to create strategies for safety, communication, household management, appropriate behaviours and many other areas. Sessions are extremely well-attended and provide an excellent and encouraging introduction to long term rehabilitation and a foundation for safe independence.
- **Dramatherapy** - during group and one-to-one sessions, our Dramatherapist supports clients to reflect and process events from their lives, recognise and understand their feelings and emotions whilst expressing themselves appropriately and respectfully. The dynamic of trust, particularly in group workshops, allows our clients to appreciate their value amongst their peers.
- **Mindfulness and Meditation** - sessions practice techniques for stress reduction, mood management and pain reduction, all of which can be transferred back to the home for clients to independently self-manage their symptoms. These foundational tools improve clients' feelings of personal control and bolster coping skills.
- **Nordic Walking** - particularly empowering for our clients with physical disabilities, these sessions improve balance and co-ordination, stamina, posture and breathing. This project is especially valuable for our clients who face additional barriers to accessing physical exercise due to an increased likelihood of becoming lost if walking alone or for whom expensive gym memberships are prohibitive.
- **Crafting Workshop** - a new introduction this year, the crafting workshops is facilitated by staff and volunteers offering the opportunity to try lots of different crafting skills, from drawing to jewellery making, to pottery, mosaic making and more. All these sessions help to develop fine motor skills, planning and execution of a task and a lift in confidence for those creating beautiful works of art.
- **Benefits Workshops** - another new introduction this year and facilitated by our resident welfare and benefits expert, these sessions have been vital to our clients as many make the switch to Universal Credit. These workshops, given early on in the process, have helped clients to prepare what they need for the process of switching to a new benefit and has given them lots of time to gather the evidence required. Crucially though, it has helped them to understand that they need to save some money as when the time comes there will be a delay in payments that has proved difficult for many during the switch. We firmly believe that these sessions have empowered our clients to feel in control of their own financial affairs and reduced the stress all too often associated with the claiming of disability related benefits.

Our small staff team of 6 worked extremely hard this year to maintain our high-quality service for our clients despite the difficult beginning to the year as we emerged from our Urgent Appeal of 2023-24. The period of uncertainty during our appeal took its toll on our staff team and we can only praise their efforts, resilience and tenacity. We are aware that our restrictive budget has made it difficult in the past to offer as much employee investment as we would like. This year we aim to increase our effort to support and invest in our team as our financial situation improves. They deserve it!

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2025

STRATEGIC REPORT

Financial review

Review of the year

The biggest challenge for people with brain injuries throughout Nottingham and Nottinghamshire continues to be accessing appropriate, long term cognitive and physical rehabilitation and emotional support. For most people, the pathway to accessing brain injury specific support is ambiguous and it is too often left to luck as to whether they are made aware of, or referred to Headway Nottingham. We've worked hard in recent years to make sure we are more visible, and things are improving. However, an ever-tightening public purse only increases barriers to support as subsidised transport to our centre is cut dramatically (leaving many unable to attend due to geography) and contributions of statutory funding reduced per person, sometimes to pence per day.

The overall trend of reduced statutory funding received by Headway Nottingham is reflected in our accounts once again this year, despite the incidence of brain injury remaining largely the same. This continues to be a problem for many small charities providing specialised social care services for local authorities, as they see yearly fee uplifts fall short of the required amount to keep pace with the increased costs of delivering their services. This continual squeezing of the already negative margins does make us question the viability of retaining these contracts. However, we know that for some citizens with brain injury, funding through adult social care is their only chance at receiving our support and we simply cannot justify withdrawing this undeniably valuable brain injury specific service from them. We are only too aware that local authorities are under immense pressure to do more with less, and we remain committed to helping our commissioning colleagues retain their only brain injury specialised day service for adults with brain injuries. Indeed, we thank our commissioners in Nottinghamshire County, who pledged support during our urgent appeal last year and whose contribution undeniably helped us to weather the storm.

Our fundraising efforts last year were well rewarded, and we saw a larger success rate with applications for funding than we have previously enjoyed. We received generous funding from The James Tudor Foundation and The Lady Hind Trust to support our Casework project which is having such a fantastic impact in helping us to find more people earlier in their recovery journey. We also saw contributions towards the costs associated with running our friendly social rehab day centre from The Forman Hardy Trust, The Jessie Spencer Trust, The BNA Charitable Incorporated Organisation, The Hospital Saturday Fund, Garfield Weston Foundation, The Blakemore Foundation, The Gray Trust and The May Hearnshaw Charitable Trust. Along with these fabulous donations to our work, we also had contributions towards our extensive activity timetable from the Bingham Community Events Committee, The Asda Foundation, The Browne Jacobson Foundation and the AbbVie Foundation. Alongside this investment in work that so positively impacts our beneficiaries, we were also successful in applying to Nottinghamshire County Council's Workforce Sustainability Fund which enabled us to offer our loyal and reliable workforce a thank you for their hard-work over the course of the year.

This financial year also brought us an extraordinary moment in Headway Nottingham's history - the largest single donation we have ever received. During our urgent appeal at the end of 2023-24, our communications reached someone who truly understood the importance of our work with the brain injury community here in Nottinghamshire. That person was Alan George Dean, whose generosity has left us all humbled and deeply moved.

After visiting our centre and seeing first-hand the difference we strive to make, Alan astonished us with a remarkable donation of £300,000. Words alone cannot capture the depth of our gratitude for such an unexpected and transformative gift.

For many years, we have worked tirelessly to keep going - stretching every pound to its fullest, relying on reserves to bridge gaps, and carrying the constant burden of financial uncertainty. Alan's gift has changed that. It has given us breathing space, lifted the shadow of worry, and granted us the freedom to plan with confidence and ambition rather than fear.

For our Board, the staff and volunteers, and above all the people we support, this donation has lifted an enormous weight from our shoulders. Alan's kindness ensures not only greater security for our charity but also a brighter future for those who are too often overlooked and marginalised.

His generosity leaves a lasting legacy of hope, stability and opportunity - one we will treasure and honour always.

Staff Team

- Chief Executive Officer
- Business Development and Communications Manager
- Case Manager
- Senior Support Worker
- Support workers x 2

Accounts Preparation

The Trustees confirm that the accounts comply with current statutory requirement and with those of the governing instruments. This report and the accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORPS 2015(FRS102)), the companies Act 2006 and the Trust Deed. The report has also been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2025

STRATEGIC REPORT

Financial review

Reserves & investment policy

Following the incredible generosity of our benefactor, we are proud to share the news that Headway Nottingham has not only reached our reserves target of six months' operating costs, but exceeded it. This is a significant milestone for us as a small charity and reflects the careful and responsible way we manage our finances. Our reserves policy commits us to maintaining six months of services costs to safeguard our beneficiaries and staff team. Any surplus liquid funds are then placed in short-term deposits to ensure security while remaining accessible. Having now achieved this important benchmark, we have carefully considered how best to use the additional funds available to us. Thanks to the improvements in governance, we have made in previous years - including a thorough assessment of organisational risks - we have established a new Designated Fund, named in honour of Alan George Dean. This fund will address our most significant risk: the insecurity of our premises. At present we operate from a rented centre (on exceptionally generous terms) that provides a safe, welcoming environment for the people we support, our staff and volunteers. While our landlords remain supportive, any lease arrangement carries inherent risk. Should we ever be served notice, our services - which are predominantly building-based - could face serious disruption. The Alan George Dean Designated Property Fund now gives us the ability to respond swiftly and decisively to such a situation, enabling us to secure alternative premises, whether through commercial rent or a property purchase. Looking ahead, it is our intention to continue growing the designated fund while we remain on favourable rental terms. This proactive approach ensures we are actively reducing risk and protecting the long-term security of our services.

The Trustees have the power to invest in such assets as they see fit.

The company has a policy of keeping any surplus liquid funds in short term deposits which can be accessed readily should the need arise.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document & body

The charity is governed by its Memorandum and Articles of Association dated 16 February 2001

The company's directors who are also the trustees of the charity are set out below. The directors also constitute the board of directors who accept overall responsibility of operational, financial and constitutional matters.

Recruitment and training of Trustees

The Boards of Trustees is composed of Trustees nominated by existing members. They are constantly looking to recruit new Trustees who can broaden the skills, knowledge and experience of the charity to ensure that it continues to be focused on meeting the needs of the beneficiaries.

All potential Trustees will be in sympathy with the aims, objectives and ethos of Headway Nottingham.

Each Trustee recruited receives a copy of the Annual accounts, and a copy of the current business plan. Each Trustee is also invited to visit the centre and spend time with members of staff and clients so they can fully appreciate how the charity operates on a day to day basis.

Organisational management

The charity's Trustees are legally responsible for the overall management and control of the charity and usually meet on a monthly basis.

The day to day running of the charity is delegated to the Chief Executive Officer who attends meetings of the Trustees.

Risk management

The trustees regularly review the major risks which the charity face and procedures have been put in place to mitigate these risks. The procedures themselves will be regularly reviewed to ensure that they still meet the needs of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04161891 (England and Wales)

Registered Charity number

1088685

Registered office

Bradbury House
190 Bagnall Road
Old Basford
Nottingham
NG6 8SF

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2025

Trustees

J C Blakey
Mrs S A Harris
Dr J A Ditchfield
Ms M A Roe (resigned 1.9.24)
A Sutcliffe
H J Rapinet
G S Almond
Mrs L K Edwards
S M Lowe (appointed 1.4.24)
Mrs V L Davison (appointed 3.11.24)

The Trustees present their annual report together with the unaudited financial statements of the year ended 31 March 2025.

Company Secretary

J C Blakey

Independent Examiner

James T Card FCCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

The company is limited by guarantee, not having a share capital. It was incorporated on the 16 February 2001 and is registered with the charity commission as a registered charity.

The Trustees and the principle address of the charity along with the professional advisors are detailed in this document.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 24/10/2025 and signed on the board's behalf by:



Mrs S A Harris - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY (NOTTINGHAM) LIMITED

Independent examiner's report to the trustees of Headway (Nottingham) Limited ('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 Association of Chartered Certified Accountants, 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.



James T Card FCCA
The Association of Chartered Certified Accountants

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date: 29/10/2025

HEADWAY (NOTTINGHAM) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	457,227	62,350	519,577	104,447
Charitable activities	4				
General		77,175	-	77,175	80,276
Investment income	3	2,753	-	2,753	453
Total		537,155	62,350	599,505	185,176
EXPENDITURE ON					
Charitable activities	5				
General		142,881	57,979	200,860	175,656
Restricted		-	-	-	8,513
Total		142,881	57,979	200,860	184,169
NET INCOME		394,274	4,371	398,645	1,007
RECONCILIATION OF FUNDS					
Total funds brought forward		55,488	7,349	62,837	61,830
TOTAL FUNDS CARRIED FORWARD		449,762	11,720	461,482	62,837

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

BALANCE SHEET 31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
FIXED ASSETS					
Tangible assets	11	76	-	76	190
CURRENT ASSETS					
Debtors	12	9,162	-	9,162	10,315
Cash at bank and in hand		449,255	11,886	461,141	84,675
		458,417	11,886	470,303	94,990
CREDITORS					
Amounts falling due within one year	13	(8,731)	(166)	(8,897)	(32,343)
NET CURRENT ASSETS		449,686	11,720	461,406	62,647
TOTAL ASSETS LESS CURRENT LIABILITIES		449,762	11,720	461,482	62,837
NET ASSETS		449,762	11,720	461,482	62,837
FUNDS	15				
Unrestricted funds				449,762	55,488
Restricted funds				11,720	7,349
TOTAL FUNDS				461,482	62,837

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

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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.

The financial statements were approved by the Board of Trustees and authorised for issue on 24/10/2025 and were signed on its behalf by:


S A Harris - Trustee

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

CASH FLOW STATEMENT for the year ended 31 March 2025

	Notes	2025 £	2024 £
Cash flows from operating activities			
Cash generated from operations	1	373,713	28,259
Net cash provided by operating activities		373,713	28,259
Cash flows from investing activities			
Interest received		2,753	453
Net cash provided by investing activities		2,753	453
Change in cash and cash equivalents in the reporting period		376,466	28,712
Cash and cash equivalents at the beginning of the reporting period		84,675	55,963
Cash and cash equivalents at the end of the reporting period		461,141	84,675

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE CASH FLOW STATEMENT for the year ended 31 March 2025

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2025	2024
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	398,645	1,007
Adjustments for:		
Depreciation charges	114	114
Interest received	(2,753)	(453)
Decrease in debtors	1,153	1,619
(Decrease)/increase in creditors	(23,446)	25,972
Net cash provided by operations	373,713	28,259

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.24	Cash flow	At 31.3.25
	£	£	£
Net cash			
Cash at bank and in hand	84,675	376,466	461,141
	84,675	376,466	461,141
Total	84,675	376,466	461,141

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

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 2019)', 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

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Office equipment - 33.3% straight line

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.

2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	484,677	74,357
Other income	34,900	30,090
	<u>519,577</u>	<u>104,447</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

3. INVESTMENT INCOME			
		2025	2024
		£	£
Deposit account interest		<u>2,753</u>	<u>453</u>
4. INCOME FROM CHARITABLE ACTIVITIES			
		2025	2024
		£	£
Funding bodies	Activity General	<u>77,175</u>	<u>80,276</u>
5. CHARITABLE ACTIVITIES COSTS			
		Direct Costs	Support costs (see note 6)
		£	£
General		<u>196,236</u>	<u>4,624</u>
6. SUPPORT COSTS			
			Governance costs
			£
General			<u>4,624</u>
7. NET INCOME/(EXPENDITURE)			
Net income/(expenditure) is stated after charging/(crediting):			
		2025	2024
		£	£
Depreciation - owned assets		114	113
Other operating leases			<u>10,502</u>
8. 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			
There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.			
9. STAFF COSTS			
		2025	2024
		£	£
Wages and salaries		<u>147,728</u>	<u>135,400</u>
		<u>147,728</u>	<u>135,400</u>
The average monthly number of employees during the year was as follows:			
		2025	2024
Admin and management		2	2
Support workers		4	4
		<u>6</u>	<u>6</u>
No employees received emoluments in excess of £60,000.			

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	91,323	13,124	104,447
Charitable activities			
General	80,276	-	80,276
Investment income	453	-	453
Total	<u>172,052</u>	<u>13,124</u>	<u>185,176</u>
EXPENDITURE ON			
Charitable activities			
General	175,656	-	175,656
Restricted	-	8,513	8,513
Total	<u>175,656</u>	<u>8,513</u>	<u>184,169</u>
NET INCOME/(EXPENDITURE)	(3,604)	4,611	1,007
RECONCILIATION OF FUNDS			
Total funds brought forward	59,092	2,738	61,830
TOTAL FUNDS CARRIED FORWARD	<u>55,488</u>	<u>7,349</u>	<u>62,837</u>

11. TANGIBLE FIXED ASSETS

	Office equipment £
COST	
At 1 April 2024 and 31 March 2025	<u>1,175</u>
DEPRECIATION	
At 1 April 2024	985
Charge for year	114
At 31 March 2025	<u>1,099</u>
NET BOOK VALUE	
At 31 March 2025	<u>76</u>
At 31 March 2024	<u>190</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Other debtors and prepayments	9,162	10,315

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	2,649	772
Social security and other taxes	2,639	2,441
Other creditors	459	456
Deferred income	-	25,526
Accrued expenses	3,150	3,148
	8,897	32,343

14. LEASING AGREEMENTS

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

	2025	2024
	£	£
Within one year	5	5
Between one and five years	12	2
	17	7

15. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	Transfers between funds	At 31.3.25
	£	£	£	£
Unrestricted funds				
General fund	11,488	44,274	(36,000)	19,762
Operational reserve (i)	44,000	-	36,000	80,000
The Alan George Dean Designated Property Fund (v)	-	350,000	-	350,000
	55,488	394,274	-	449,762
Restricted funds				
Skipton Building Society (iv)	169	(169)	-	-
Reg Adair - Councillor (vii)	82	-	-	82
Ken Bird Donation (xi)	210	-	-	210
The Prince of Wales's Charitable Fund (xvii)	49	-	-	49
Blakemore Foundation (2023) (xx)	100	(100)	-	-
Sir Roberty McAlpine Foundation (xxii)	1,819	(1,819)	-	-
The Jones 1986 CT (xxiii)	2,920	(2,920)	-	-
The Sir Jules Thorne Charitable Trust (xxiv)	2,000	(2,000)	-	-
Anonymous individual donor (xxv)	-	5,360	-	5,360
National Lottery Community Fund - Awards for All (xxvi)	-	1,498	-	1,498
The Lady Hind Trust (xxx)	-	1,272	-	1,272
Asda Foundation (xxxii)	-	325	-	325
Browne Jacobson (xxxiv)	-	1,090	-	1,090
The May Hearnshaw Charitable Trust (xxxix)	-	1,834	-	1,834
	7,349	4,371	-	11,720
TOTAL FUNDS	62,837	398,645	-	461,482

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

15. 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	175,155	(130,881)	44,274
FormanHardy Trust (ii)	2,000	(2,000)	-
The BNA Charitable Incorporated Organisation (iii)	10,000	(10,000)	-
The Alan George Dean Designated Property Fund (v)	350,000	-	350,000
	<u>537,155</u>	<u>(142,881)</u>	<u>394,274</u>
Restricted funds			
Skipton Building Society (iv)	-	(169)	(169)
The Blakemore Foundation (2024) (xiv)	100	(100)	-
Blakemore Foundation (2023) (xx)	-	(100)	(100)
Sir Roberty McAlpine Foundation (xxii)	-	(1,819)	(1,819)
The Jones 1986 CT (xxiii)	-	(2,920)	(2,920)
The Sir Jules Thorne Charitable Trust (xxiv)	-	(2,000)	(2,000)
Anonymous individual donor (xxv)	6,000	(640)	5,360
National Lottery Community Fund - Awards for All (xxvi)	19,526	(18,028)	1,498
The James Tudor Foundation (xxvii)	8,391	(8,391)	-
Jessie Spencer Trust (xxviii)	1,000	(1,000)	-
The Barchester Trust (xxix)	1,000	(1,000)	-
The Lady Hind Trust (xxx)	3,500	(2,228)	1,272
Bingham Fundraising Group (xxxi)	933	(933)	-
Asda Foundation (xxxii)	700	(375)	325
The Hospital Saturday Fund (xxxiii)	2,000	(2,000)	-
Browne Jacobson (xxxiv)	2,000	(910)	1,090
Garfield Weston (xxxv)	10,000	(10,000)	-
NCC Workforce Sustainability Fund (xxxvi)	2,200	(2,200)	-
AbbVie (xxxvii)	2,000	(2,000)	-
The Gray Trust (xxxviii)	1,000	(1,000)	-
The May Hearnshaw Charitable Trust (xxxix)	2,000	(166)	1,834
	<u>62,350</u>	<u>(57,979)</u>	<u>4,371</u>
TOTAL FUNDS	<u>599,505</u>	<u>(200,860)</u>	<u>398,645</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	15,092	(3,604)	11,488
Operational reserve (i)	44,000	-	44,000
	59,092	(3,604)	55,488
Restricted funds			
Skipton Building Society (iv)	249	(80)	169
Reg Adair - Councillor (vii)	82	-	82
Ken Bird Donation (xi)	325	(115)	210
The Souter Charitable Trust (xvi)	1,783	(1,783)	-
The Prince of Wales's Charitable Fund (xvii)	49	-	49
Alpkit (xviii)	250	(250)	-
Blakemore Foundation (2023) (xx)	-	100	100
Sir Roberty McAlpine Foundation (xxii)	-	1,819	1,819
The Jones 1986 CT (xxiii)	-	2,920	2,920
The Sir Jules Thorne Charitable Trust (xxiv)	-	2,000	2,000
	2,738	4,611	7,349
TOTAL FUNDS	61,830	1,007	62,837

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	172,052	(175,656)	(3,604)
Restricted funds			
Skipton Building Society (iv)	-	(80)	(80)
Ken Bird Donation (xi)	-	(115)	(115)
Anonymous (xv)	2,500	(2,500)	-
The Souter Charitable Trust (xvi)	-	(1,783)	(1,783)
Alpkit (xviii)	-	(250)	(250)
Blakemore Foundation (2023) (xx)	100	-	100
Skipton Building Society (2023) (xxi)	1,026	(1,026)	-
Sir Roberty McAlpine Foundation (xxii)	2,498	(679)	1,819
The Jones 1986 CT (xxiii)	5,000	(2,080)	2,920
The Sir Jules Thorne Charitable Trust (xxiv)	2,000	-	2,000
	13,124	(8,513)	4,611
TOTAL FUNDS	185,176	(184,169)	1,007

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

15. MOVEMENT IN FUNDS - continued

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

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
Unrestricted funds				
General fund	15,092	40,670	(36,000)	19,762
Operational reserve (i)	44,000	-	36,000	80,000
The Alan George Dean Designated Property Fund (v)	-	350,000	-	350,000
	<u>59,092</u>	<u>390,670</u>	<u>-</u>	<u>449,762</u>
Restricted funds				
Skipton Building Society (iv)	249	(249)	-	-
Reg Adair - Councillor (vii)	82	-	-	82
Ken Bird Donation (xi)	325	(115)	-	210
The Souter Charitable Trust (xvi)	1,783	(1,783)	-	-
The Prince of Wales's Charitable Fund (xvii)	49	-	-	49
Alpkit (xviii)	250	(250)	-	-
Anonymous individual donor (xxv)	-	5,360	-	5,360
National Lottery Community Fund - Awards for All (xxvi)	-	1,498	-	1,498
The Lady Hind Trust (xxx)	-	1,272	-	1,272
Asda Foundation (xxxii)	-	325	-	325
Browne Jacobson (xxxiv)	-	1,090	-	1,090
The May Hearnshaw Charitable Trust (xxxix)	-	1,834	-	1,834
	<u>2,738</u>	<u>8,982</u>	<u>-</u>	<u>11,720</u>
TOTAL FUNDS	<u><u>61,830</u></u>	<u><u>399,652</u></u>	<u><u>-</u></u>	<u><u>461,482</u></u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

15. MOVEMENT IN FUNDS - continued

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	347,207	(306,537)	40,670
FormanHardy Trust (ii)	2,000	(2,000)	-
The BNA Charitable Incorporated Organisation (iii)	10,000	(10,000)	-
The Alan George Dean Designated Property Fund (v)	350,000	-	350,000
	<u>709,207</u>	<u>(318,537)</u>	<u>390,670</u>
Restricted funds			
Skipton Building Society (iv)	-	(249)	(249)
Ken Bird Donation (xi)	-	(115)	(115)
The Blakemore Foundation (2024) (xiv)	100	(100)	-
Anonymous (xv)	2,500	(2,500)	-
The Souter Charitable Trust (xvi)	-	(1,783)	(1,783)
Alpkit (xviii)	-	(250)	(250)
Blakemore Foundation (2023) (xx)	100	(100)	-
Skipton Building Society (2023) (xxi)	1,026	(1,026)	-
Sir Roberty McAlpine Foundation (xxii)	2,498	(2,498)	-
The Jones 1986 CT (xxiii)	5,000	(5,000)	-
The Sir Jules Thorne Charitable Trust (xxiv)	2,000	(2,000)	-
Anonymous individual donor (xxv)	6,000	(640)	5,360
National Lottery Community Fund - Awards for All (xxvi)	19,526	(18,028)	1,498
The James Tudor Foundation (xxvii)	8,391	(8,391)	-
Jessie Spencer Trust (xxviii)	1,000	(1,000)	-
The Barchester Trust (xxix)	1,000	(1,000)	-
The Lady Hind Trust (xxx)	3,500	(2,228)	1,272
Bingham Fundraising Group (xxxii)	933	(933)	-
Asda Foundation (xxxii)	700	(375)	325
The Hospital Saturday Fund (xxxiii)	2,000	(2,000)	-
Browne Jacobson (xxxiv)	2,000	(910)	1,090
Garfield Weston (xxxv)	10,000	(10,000)	-
NCC Workforce Sustainability Fund (xxxvi)	2,200	(2,200)	-
AbbVie (xxxvii)	2,000	(2,000)	-
The Gray Trust (xxxviii)	1,000	(1,000)	-
The May Hearnshaw Charitable Trust (xxxix)	2,000	(166)	1,834
	<u>75,474</u>	<u>(66,492)</u>	<u>8,982</u>
TOTAL FUNDS	<u>784,681</u>	<u>(385,029)</u>	<u>399,652</u>

Each restricted and designated fund has sufficient resources to enable the fund to be applied in accordance with the restrictions imposed.

(i) The operational reserve was established as a designated fund to ensure that the charity would be able to meet expenditure commitments (salaries and Tax) for at least six months.

(ii) The Forman Hardy Trust A contribution to costs associated with the running of our invaluable day service, offering support, information, friendship and rehabilitation opportunities to adults living with brain injury. As the wider community becomes more fragmented, and meaningful in-person social connections are more difficult to forge, particularly for the disability community, our day centre becomes evermore vital. A client shared with us of the day centre "I would be lost without it. I feel part of something when I am here."

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

15. MOVEMENT IN FUNDS - continued

(iii) **The BNA Charitable Incorporated Organisation** A lovely donation given to support costs associated with the running of our day service, offering support, information, friendship and rehabilitation opportunities for those living with disability following brain injury. The day centre can act as a springboard to further community involvement, employment or other meaningful and productive independent activities, and is uniquely successful due to our exclusive focus on brain injury-related disability. The day centre is an invaluable resource for Nottingham's brain injury community and will remain a funding priority for our charity.

(iv) **Skipton Building Society** This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

(v) **The Alan George Dean Designated Property Fund** This fund, established thanks to the extraordinary generosity of Alan George Dean, safeguards Headway Nottingham against the risk of losing our premises in the private rental market. It ensures we can act quickly to secure new accommodation if needed, while also giving us the opportunity to build towards owning a property of our own in the future. We are profoundly grateful for this gift, which strengthens our stability and long-term security.

(vii) **Reg Adair - Councillor** This award of funds comes from Nottinghamshire County Councillor Reg Adair's allocated Divisional fund for community support. Specifically designated to pay for two tablets for use in the centre, and art supplies needed for our therapeutic art workshops.

(xi) **Ken Bird Donation** A very generous donation from a valued and long-standing volunteer with a wish that it be used to provide activity workshops and sessions directly benefiting our Day Centre users. With first hand experience of these sessions and their impact, our donor wishes this work to continue to bring increased wellbeing and confidence to the clients.

(xiv) **The Blakemore Foundation (2024)** A donation to contribute towards the costs associated with the running of our specialised day service, offering support, information and friendship opportunities to adults living with disability following brain injury. Our wonderful day centre team has over 50 years of experience in the field, all of whom understand the cognitive, emotional, and physical challenges of brain injury, and empower our clients with compassion and dedication.

(xv) **Funder wishing to remain anonymous** This donation was given to contribute to the costs of our Casework service which provides welfare advice and representation as well as advocacy services to adults living with the effects of brain injury who may need extra support.

(xvi) **The Souter Charitable Trust** A donation specifically to fund a year of Singing for Wellbeing workshops. Singing itself is not only fun, but can help to improve lung function, rhythm, sequencing, memory and a sense of improved wellbeing. Being a part of group to sing also helps to reduce feelings of isolation and improves feelings of connection with others.

(xvii) **The Prince of Wales's Charitable Fund** Funding to implement our "Mind Over Mood" project, including guided mindfulness sessions and 1-1 reflexology for our members. For those struggling with over-stimulation, stress and the difficulties associated with their brain injury a series of reflexology can work wonders to aid relaxation, restful sleep and increase feelings of wellbeing. Mindfulness techniques learned in sessions are transferrable into the home environment, allowing our clients to self-manage dips in mood and episodes of emotional dysregulation away from the safe and reassuring environment of our day centre.

(xviii) **Alpkit** A contribution towards our Nordic Walking sessions, offering all round general fitness improvement, increased well-being, access to local green spaces and improvements in balance and co-ordination.

(xx) **Blakemore Foundation (2023)** A contribution towards the costs of providing Nordic Walking sessions for our members so that they may improve their balance, coordination, strength and fitness while accessing our local community. Sessions are particularly valuable for our clients who cannot otherwise access physical activity due to financial constraints or who struggle with topographical disorientation and have limited support to leave their homes.

(xxi) **Skipton Building Society (2023)** A generous donation given in order for us to buy three new laptops for use during our 1-1 work supporting clients to problem solve, access online services, and receive some help to understand how to safely navigate on the world wide web.

(xxii) **The Sir Robert McAlpine Foundation** Funding given to pay for the costs associated with our "Mind over Mood" project, comprised of workshops to improve feelings of wellbeing of participants through a combination of Nordic Walking alongside mindfulness and meditation sessions. Through the project, clients are empowered to self-manage low mood, encouraged to continue to push through feelings of plateaux and gain a great sense of accomplishment as they demonstrate their ability to achieve despite disability.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

15. MOVEMENT IN FUNDS - continued

(xxiii) **The Jones 1986 Trust** This donation was given to contribute to the costs of our Casework service which provides welfare advice and representation as well as advocacy services to adults living with the effects of brain injury. Our Caseworker is the first point of contact many new clients will have with Headway Nottingham and the role is integral to our ability to respond to immediate need in our community.

(xxiv) **The Sir Jules Thorne Charitable Trust** A donation to contribute towards the costs associated with running our vibrant and precious day centre which brings together those affected by brain injury, facilitates peer support and provides rehabilitative opportunities. Our centre, which our clients value so highly, is the foundation of confidence-building, continual improvement and safety that is otherwise absent from the brain injury support landscape in Nottingham.

(xxv) **Anonymous individual donor** An eagerly anticipated and highly valued donation given to cover the costs associated with providing group music therapy sessions for an entire year. Music therapy helps those participating to explore their post injury selves in a closed, safe and understanding therapeutic group. Workshops support nurturing personal insight, understanding of how to navigate co-supportive relationships and deeper emotional recognition in a uniquely accessible way that can bypass prohibitive verbal and written instruction.

(xxvi) **The National Lottery Community Fund - Awards for All** Funding received to fund our work with clients who are struggling to navigate the cost of living crisis in both practical and emotional terms. From 1-1 support with experienced staff to work on very specific difficulties to group workshops aimed at helping improve feelings of wellbeing and providing tools to empower clients to better manage practical issues, including household energy use, correspondence and simple budgets.

(xxvii) **The James Tudor Foundation** A contribution towards the work of our Casework project, offering guidance, signposting and welfare support to adults living with brain injury in Nottinghamshire. Over the period of this grant, as well as provide Casework within our centre, our Caseworker was instrumental in the early-stage delivery of our 'At the Bedside' project at the Queens Medical Centre, supporting (predominantly families and loved ones) in the acute stages of brain injury to navigate the emotional and practical difficulties associated with sudden hospitalisation due to brain injury. Consequently, by funding end, 129 individual patients and their families were made aware that long-term brain injury support is available post clinical discharge, avoiding the cliff-edge loss of professional input at the point of significant need.

(xxviii) **The Jessie Spencer Trust** A contribution given towards the costs of employing dedicated brain injury support workers in our specialised day service. Support Workers are the backbone of Headway Nottingham's day centre, providing person-centred and strengths-based support for clients, despite the nuances of their disabilities. Our Support Workers facilitate involvement in rehabilitation workshops, identify safeguarding concerns, encourage and empower our clients to progress and believe in their abilities, beyond the perceived limitations of their new disabilities.

(xxix) **The Barchester Trust** A contribution towards our Therapeutic Textiles workshops, offering a creative outlet for our members, along with mastering skills requiring manual dexterity, hand/eye coordination, planning and organisation. One of our most well-attended rehabilitation workshops, our clients are supported to rebuild skills in a pressure-free and supportive environment, making strides forward in confidence and their own sense of ability by planning, executing and completing creative tasks based on their own interests and challenging their ability levels.

(xxx) **The Lady Hind Trust** A contribution towards the work of our Casework project, offering guidance, signposting and welfare support to adults living with brain injury in Nottinghamshire. Vitally, and in addition to Casework functions within our day centre, this funding contributed to our ability to improve the pathways of support for local people with brain injuries through the development of relationships with our local hospitals and clinical services, all with a view to ensure continuity of support for those who so urgently need it, and reduce crises that can occur whilst families adjust to life with their loved one's brain injury.

(xxxi) **Bingham Community Events** A generous donation supporting our workshops delivering functional skills training in English and Maths for those who has lost these skills after brain injury. Workshops utilise real-world scenarios to aid the transference of skills back in the home and community, ultimately improving each person's resilience, sense of purpose and confidence in their ability to complete independent living tasks and lessen reliance on family members.

(xxxii) **The Asda Foundation** A valuable donation given to help in three areas of spending, supporting us to provide food and drinks for our members, to reimburse our indispensable volunteers for their travel expenses and for buying activity resources to enable us to continue our Therapeutic Textiles workshops.

(xxxiii) **The Hospital Saturday Fund** A donation to contribute towards the costs associated with the running of our specialised day service, offering support, information, friendship and rehabilitation opportunities for adults living with disability following brain injury. With others who understand their journey and through tailored therapeutic activities and expert care, activities at our day centre empower individuals to regain independence and improve their quality of life.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

15. MOVEMENT IN FUNDS - continued

(xxxiv) **The Browne Jacobson Foundation** A donation specifically to fund our functional skills workshops in English and Maths, helping those who have lost these skills because of their brain injury. Workshop subjects include transferrable and relatable activities such as bus timetable interpretation, household budgeting and rebuilding literacy and numeracy skills for independent living. Sessions are delivered by a sessional worker with expert knowledge in the field of brain injury, ensuring learning is delivered appropriately and compassionately.

(xxxv) **Garfield Weston** A very generous donation to contribute towards the costs associated with the running of our specialised day service, offering support, information, friendship and rehabilitation opportunities for adults living with disability following brain injury, and respite for their carers and family members. With someone in Nottingham (and the UK) admitted to hospital with a brain injury every 90 seconds, our centre continues to be a lifeline for those struggling to adjust to new, potentially lifelong, disabilities.

(xxxvi) **The Nottinghamshire County Council Workforce Sustainability Fund** A much appreciated award given exclusively to help providers of Adult Social Care outsourced services within the county to reward and recognise their staff, encouraging and promoting staff retention in the social care sector.

(xxxvii) **AbbVie** A donation made to support our provision of workshops and activities in the day centre, offering personalised creative, practical and health related sessions to improve confidence and skills after brain injury. The donation ensured we continued to provide rehabilitation through engagement, with structured sessions that support memory, communication, mobility and problem-solving, as well as creative therapies to promote socially appropriate emotional expression and cognitive stimulation.

(xxxviii) **The Gray Trust** A donation made to help bolster all aspects of our work in the day centre, offering specialised support, information, friendship and rehabilitation opportunities for adults living with disability following brain injury. This donation helped maintain our unique springboard of confidence, enthusiasm and person-centred continual improvement for otherwise often marginalised and misunderstood clients living with profound and complex disabilities.

(xxxix) **The May Hearnshaw Charitable Trust** A very welcome donation offered to support the costs associated with our brain injury support workers and their delivery of our workshops and activities, all of which is integral to our clients' redevelopment of insight and strategies to overcome the often life-changing effects of brain injury.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

HEADWAY (NOTTINGHAM) LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2025

	2025 £	2024 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	484,677	74,357
Other income	34,900	30,090
	<u>519,577</u>	<u>104,447</u>
Investment income		
Deposit account interest	2,753	453
Charitable activities		
Funding bodies	77,175	80,276
Total incoming resources	<u>599,505</u>	<u>185,176</u>
EXPENDITURE		
Charitable activities		
Wages (see note 4 & 5)	147,728	135,400
Rent (see note 3 & 10)		10,502
Rates and utilities	-	310
Insurance	3,715	3,594
Cost of providing activities for members	31,873	23,664
Travel & Transport	730	400
Management costs	1,512	940
Staff training & welfare	4,885	1,164
Stationery & Postage	731	751
IT and Telephone costs	4,948	3,546
Depn office equipment (see note 3)	114	114
	<u>196,236</u>	<u>180,385</u>
Support costs		
Governance costs		
Accountancy fees	3,000	3,000
Professional fees	600	
Payroll costs	1,024	784
	<u>4,624</u>	<u>3,784</u>
Total resources expended	<u>200,860</u>	<u>184,169</u>
Net income	<u>398,645</u>	<u>1,007</u>

This page does not form part of the statutory financial statements

HEADWAY NOTTINGHAM LIMITED

England & Wales - Charity number 1088685

Accounts

REGISTERED COMPANY NUMBER: 04161891 (England and Wales)
REGISTERED CHARITY NUMBER: 1088685

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
FOR
HEADWAY (NOTTINGHAM) LIMITED**

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HEADWAY (NOTTINGHAM) LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS for the year ended 31 March 2024

	Page
Report of the Trustees	1 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11 to 18
Detailed Statement of Financial Activities	19

HEADWAY (NOTTINGHAM) LIMITED

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

Charitable objects

What does Brain Injury Mean?

There are no certainties or 'one size fits all' approaches in the field of brain injury. Whilst some people do have physical disabilities meaning they are reliant on wheelchairs or walkers, every one of our clients struggles with profound cognitive disability. By the nature of this invisible disability, on arriving at Headway Nottingham people often find that their relationships with family are strained, friendship groups have fallen away and they may have lost the ability to plan and execute straightforward tasks independently. Long and short term memory loss is invariably a difficult area for most, potentially making them vulnerable in terms of safety in the home and community, and causing profound upset for many with the feeling that they simply don't know who they are any longer. This can mean that without intensive support, the individual and their families can experience spiralling debt, housing insecurity and experience exclusion from their communities.

Behaviourally, clients frequently struggle with impulsive behaviour and disinhibition, struggle to manage their mood and as a result can be alienated from their support networks. The effects of brain injury can reach into every part of someone's life and take away everything that they knew about themselves prior to their injury. The disproportionate amount of depression, anxiety and family breakdown experienced in those with brain injuries demonstrates the urgent need for Headway Nottingham to provide accessible therapeutic processes to improve quality of life for clients and their families.

Brain Injury in the UK

Every 90 seconds someone is admitted to hospital with an acquired brain injury related illness -this could be from a head injury, stroke or other cause.

Comparison - "Every two minutes someone in the UK is diagnosed with cancer."**

There were 356,699 UK admissions to hospital with acquired brain injury in 2019-20. That is 534 admissions per 100,000 of the population.

[**Cancer Research UK, <https://www.cancerresearchuk.org/health-professional/cancer-statistics-for-the-uk#heading=Zero>, Accessed July 2024.]

Headway Nottingham shares its Nottingham roots with national charity, Headway - the brain injury association, who's UK-wide services include an invaluable information Helpline, downloadable web-based information on the effects of brain injury and nationwide campaigning to highlight the prevalence and significance of disabilities resulting from brain injury. This more generalised support complements the work of Headway Nottingham and aids some local residents to find our day centre for their person-centred, long term rehabilitation. Headway Nottingham remains a separate charity to its national neighbour, with responsibility for its own strategic direction, governance and fundraising.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

OBJECTIVES AND ACTIVITIES

Public benefit

Brain Injury in Nottingham

Headway Nottingham operates on the doorstep of one of the UK's foremost Major Trauma Centres at Nottingham Queens Medical Centre. As a result, this incredible medical care sees local survival rates following brain injury ever-increasing. In fact, The Neuro Trauma Service based in Nottingham reported a 20% reduced mortality rate in 2021. As our clients often report though, long term support for the profound and potentially devastating disabilities resulting from brain injury is severely lacking. Headway Nottingham continues to be the only brain injury specific service available in Nottinghamshire without time limit and for as long as each person needs us.

The frequency of brain injury-related hospital admissions has remained consistently high at every 90 seconds, with the support needs of those affected remaining extremely diverse. Reaching more people who urgently need us remains a priority for Headway Nottingham and we intend to pro-actively increase the number of referrals into the service through partnership working.

*In 2019-20 Nottingham city and county saw 4,721 admissions to hospital as a result of an acquired brain injury.

Headway Nottingham supports and represents people living throughout Nottingham city and Nottinghamshire county - a vast geographical remit for our small charity. Our catchment area is diverse in terms of affluence and does include areas included in the National Indices of Deprivation. As a result, many of our clients experience multiple and complex deprivation in addition to the disabilities they experience following brain injury.

The majority of Headway Nottingham's clients are not supported by any other organisation and often struggle to accurately advocate for themselves. This exacerbates the likelihood of people living with brain injuries slipping 'through the net' of available support and demonstrates a wider failure of statutory services to recognise and acknowledge the nature of brain injury as distinct from other types of disability. Indeed, over the year we witnessed a marked increase of referrals for individuals whose brain injury symptoms are compounded by mental health challenges. With pressure from the Headway network, United Kingdom Acquired Brain Injury Forum and other concerned organisations the then Government initiated an All-Party Parliamentary Group on Acquired Brain Injury, with the aim of improving the provision of services by local authorities, NHS, Department for Education, Ministry of Defence, Prison Service, DWP and The Department of Digital, Culture, Media and Sport. Progress on the strategy has been slow, however we fully support Headway's ongoing national campaign to see increased understanding and awareness of brain injury, an end to the neurorehabilitation postcode lottery, investment in local brain injury reablement services, enhanced support for brain injury survivors' loved ones, and a reform to social care making it equitable and sustainable.

We sincerely hope to see a nationwide ABI Strategy introduced that facilitates the ongoing care and support that our community deserves.

70% of Headway Nottingham clients express that they worry about managing finances, with a potentially devastating effect on the health and wellbeing of the individual and their families.

98.5% of Headway Nottingham's clients are long term unemployed due to their disability.

72% of our casework clients received our help with their welfare/benefits provision.

[*Figures from national charity, Headway - the brain injury association's analysis of ABI admission statistics from 2019-20.]

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievements

"Headway Nottingham is an amazing place. I always say [Queens Medical Centre] saved my brain but Headway saved my soul"

Annie - previous Headway Nottingham client

This report reflects on another year of change and adaption for our clients and our small charity. The year began with the unfortunate news that our third sector friends and Landlord, Nottinghamshire Deaf Society, planned to put their building on the market. So began the hunt for new premises, with a timeframe of around 6 months. As the cost-of-living crisis continued to bite, impacting our income from grants and supporters' donations to our charity, the ever-present need to deliver our invaluable service as cost-effectively as possible intensified.

In Nottingham reasonably priced commercial rental properties that are truly fully accessible for people with physical disabilities and mobility difficulties are a rare find indeed. However our affiliation (albeit as a separate charity) to the national charity, Headway - the brain injury association provided a tremendous support at our time of worry. We are thrilled and incredibly grateful to have relocated our service to the ground floor of their Old Basford headquarters, with exceptionally generous terms, allowing us to achieve our primary objectives of securing a home for our service whilst focusing on improving our financial sustainability over the long term. Our new home, located in a quiet residential area with ample parking and a beautiful, established garden area (which we aim to make safely accessible for all over the coming year) contributes to the atmosphere of support, friendship and rehabilitation that we are proud to facilitate. Vitally too, our clients share that they love Headway Nottingham's new home.

Headway Nottingham closed for one week only during relocation, and we are pleased that disruption to our clients' service was minimal. Indeed, over the year we saw an astonishing **2,905 attendances at our centre**, a 4% increase on the previous year. We responded to **50 new referrals**, conducted **40 Initial Assessments of support needs** and **38 client trial visits** to our centre. Over the year **79** people benefitted from regular attendance at our centre, with 27 clients receiving additional casework support with pressing matters requiring 1-1 professional advocacy. In addition, we continue to be a valuable hub of support and information for those (often coping with the adjustment stages of brain injury) requiring signposting, benefits guidance and support to navigate the realm of brain injury, providing 1,198 telephone and email interventions. Our Caseworker maintained a 100% success rate in securing appropriate financial welfare awards for clients, ensuring their medium-term financial stability, whilst also attending and advocating at tribunals, medical assessments and award assessments.

Our timetable of creative and active rehabilitation activities is the cornerstone of skills redevelopment that empowers our community to regain a sense of personal autonomy, nurture and grow their abilities and promote their safe independence. **We are proud to have facilitated 2,259 attendances at our rehabilitation workshops over the year**, across a diverse range of sessions to engage, encourage and improve, as well as celebrate achievements and build on successes.

Workshops delivered include:

- English and Maths Functional Skills - using real-world tasks clients are supported to redevelop skills for feeling confident with daily living activities, such as managing correspondence and budgeting, overall supporting their literacy and numeracy.
- Singing for Wellbeing - specifically therapeutic use of singing for improvements in memory, vocal expression, and tonal matching. Group singing releases endorphins, promoting feelings of wellbeing and nurturing a sense of 'togetherness' amongst the group. It's also very fun!
- Creative Writing - consistently popular with our clients, all of whom take tremendous steps forward with their confidence to express themselves in written form (some are supported by a scribe to ensure inclusivity) then share their work aloud with the group. Sessions improve written skills, speed up coherent thought processing and demonstrate to the individual that their thoughts, feelings and creations are valuable and recognition-worthy.
- Therapeutic Textiles - our clients work on individual textile projects, tailored to their abilities and areas for progression, to improve manual dexterity, hand-eye coordination, planning and organisation and a sense of achievement.
- Indoor Bowls - following on from our collaboration with researchers at Sheffield Hallam University. Sessions provide inclusive physical activity to improve balance and coordination, dexterity, physical fitness and mobility while also encouraging gentle competition and a sense of fun.
- Cognitive / Understanding your Brain workshops - focussing on different, practical areas of daily living each week, sessions support our clients to create strategies for safety, communication, household management, appropriate behaviours and many other areas. Sessions are extremely well-attended and provide an excellent and encouraging introduction to long term rehabilitation and a foundation for safe independence.
- Dramatherapy - during group and one-to-one sessions, our Dramatherapist supports clients to reflect and process events from their lives, recognise and understand their feelings and emotions whilst expressing themselves appropriately and respectfully. The dynamic of trust, particularly in group workshops, allows our clients to appreciate their value amongst their peers.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

- Mindfulness and Meditation - sessions practice techniques for stress reduction, mood management and pain reduction, all of which can be transferred back to the home for clients to independently self-manage their symptoms. These foundational tools improve clients' feelings of personal control and bolster coping skills.
- Reflexology - a rare opportunity for our clients to access hands-on wellbeing support without additional cost. Clients shared that their engagement reduced feelings of joint pain, supported better sleep routines, improved balance and reduced anxiety.
- Topical Debate - thought-provoking and engaging workshops to support critical thinking, effective and respectful communication skills and pro-active mood management.
- Nordic Walking - particularly empowering for our clients with physical disabilities, these sessions improve balance and co-ordination, stamina, posture and breathing. This project is especially valuable for our clients who face additional barriers to accessing physical exercise due to an increased likelihood of becoming lost if walking alone or for whom expensive gym memberships are prohibitive.
- Money Management and Internet Safety - these sessions were provided free of charge by Work Pays (funded by Nottingham City Council) and provided valuable support with accessing the online world safely, understanding credit and debt and cost-effective borrowing. As most of our clients live alone and are responsible for managing their own household budgets, this knowledge is invaluable.

This year we have continued to develop our relationship with our colleagues in NHS services, specifically those in Neuro Trauma Wards, with a view to reduce the existing significant delay between hospital discharge and accessing long term support. We are pleased to see a growing number of referrals from these clinicians who now understand what we can do to support their patients post-discharge.

Our small staff team of 6 worked extremely hard this year to maintain our high-quality service for our clients despite the potential disruption of service relocation.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

FINANCIAL REVIEW

Review of the year

The biggest challenge for people with brain injuries throughout Nottingham and Nottinghamshire continues to be accessing appropriate, long term cognitive and physical rehabilitation and emotional support. For most people, the pathway to accessing brain injury specific support is ambiguous and it is too often left to luck as to whether they are made aware of, or referred to Headway Nottingham. Coupled with this, an ever-tightening public purse increases barriers to support as subsidised transport to our centre is cut dramatically (leaving many unable to attend due to geography) and contributions of statutory funding reduced per person, sometimes to pence per day.

The overall trend of reduced statutory funding received by Headway Nottingham is reflected in our accounts once again this year and the cost-of-living crisis presented additional, significant challenges to our charity, as it has for many of our wonderful supporters. The year saw a decrease in voluntary donations and community support, creating a gap in income which despite our cost-saving measures, we were forced to unsustainably plug with our already modest reserves. In January 2024, to avoid closing the service at the end of the financial year, we launched an urgent appeal with a target of £26,000. Overwhelmed by interest from local press outlets and consequently, vital donations from local businesses and individuals in our Nottingham community (many of whom had not donated to us before) we were thrilled to reach and exceed this fundraising target. We are grateful to Nottinghamshire County Council for committing to make a contribution towards our appeal, as well as to several grant-makers for pledging their support and a very-much valued small number of local people and businesses who made very significant donations. The team are indebted to our community for supporting us in our hour of need, and are committed to using the breathing space that their support has afforded us to redevelop our longer term fundraising strategy and work towards sustainability.

Social Care's requirement that clients make larger contributions towards their attendance at Headway Nottingham has inevitably increased the numbers of people opting to self-fund their rehabilitation with us. Whilst our self-funding income has grown in tandem, the more sporadic, sometimes fortnightly attendances present a challenge in terms of maximising capacity within our centre. It is our intention to review our self-funding structure, collaboratively with our clients, over the coming year to ensure the best possible benefit for those who rely on us whilst establishing more predictable self-funding income.

Headway Nottingham's services continue to be excellent value for money, and we endeavour to find cost-saving initiatives wherever possible. Although the potential for disruption and worry felt ever-present through parts of the year, we are thrilled that minimal impact of cost-saving measures, service relocation and urgent fundraising has not been felt by our clients. This is testament to the charity's dedicated, professional and supportive team. Their vast practical experience of brain injury and their knowledge of clients, coupled with the invaluable support of our funders is the reason Headway Nottingham remains a vital lifeline to many local people, their families and carers, who otherwise often feel marginalised and misunderstood in their communities.

Staff Team

- Services Manager
- Assistant Manager
- Caseworker
- Senior Support Worker
- Support workers x 2

Accounts Preparation

The Trustees confirm that the accounts comply with current statutory requirement and with those of the governing instruments. This report and the accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORPS 2015(FRS102)), the companies Act 2006 and the Trust Deed. The report has also been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

FINANCIAL REVIEW

Reserves & investment policy

After another difficult year of our finances being negatively affected by the continued cost-of-living crisis, we were mindful that our modest reserve level may well be dented to the point that closure was a real and likely possibility at the end of the financial year. As mentioned previously, our entire team came together to make sure we averted that most scary of prospects. Our efforts were so successful that, in fact, our reserves level remained static at £44,000. We are proud to have navigated such tumultuous times, adapting so quickly to the risks the current economic climate are throwing at us.

Therefore, a key objective for the trustees this year is the continued work of keeping our business and contingency plans under constant review, making timely changes where necessary and remaining financially responsible. As we consolidate our position and put into action our new strategy for income generation and shoring up our governance procedures, we are hopeful that in the coming year will see us increase on this years very small surplus so that we can build our reserves up to a level consistent with 6 months of service costs.

The Trustees have the power to invest in such assets as they see fit.

The company has a policy of keeping any surplus liquid funds in short term deposits which can be accessed readily should the need arise.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document & body

The charity is governed by its Memorandum and Articles of Association dated 16 February 2001

The company's directors who are also the trustees of the charity are set out below. The directors also constitute the board of directors who accept overall responsibility of operational, financial and constitutional matters.

Recruitment and training of Trustees

The Boards of Trustees is composed of Trustees nominated by existing members. They are constantly looking to recruit new Trustees who can broaden the skills, knowledge and experience of the charity to ensure that it continues to be focused on meeting the needs of the beneficiaries.

All potential Trustees will be in sympathy with the aims, objectives and ethos of Headway (Nottingham)

Each Trustee recruited receives a copy of the Annual accounts, and a copy of the current business plan. Each Trustee is also invited to visit the centre and spend time with members of staff so they can fully appreciate how the charity operates on a day to day basis.

Organisational management

The charity's Trustees are legally responsible for the overall management and control of the charity and usually meet on a monthly basis.

The day to day running of the charity is delegated to the Services Manager who attends meetings of the Trustees.

Risk management

The trustees regularly review the major risks which the charity face and procedures have been put in place to mitigate these risks. The procedures themselves will be regularly reviewed to ensure that they still meet the needs of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04161891 (England and Wales)

Registered Charity number

1088685

Registered office

Bradbury House
190 Bagnall Road
Old Basford
Nottingham
NG6 8SF

HEADWAY (NOTTINGHAM) LIMITED

**REPORT OF THE TRUSTEES
for the year ended 31 March 2024**

Trustees

J C Blakey
Mrs S A Harris
Dr J A Ditchfield
Ms M A Roe
K J H Bird (resigned 13.4.23)
A Sutcliffe
H J Rapinet
G S Almond

The Trustees present their annual report together with the unaudited financial statements of the year ended 31 March 2024.

Company Secretary

J C Blakey

Independent Examiner

Hewitt Card Chartered Certified Accountants
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

The company is limited by guarantee, not having a share capital. It was incorporated on the 16 February 2001 and is registered with the charity commission as a registered charity.

The Trustees and the principal address of the charity along with the professional advisors are detailed in this document.

Approved by order of the board of trustees on 17/09/24 and signed on its behalf by:


.....
Mrs S A Harris - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY (NOTTINGHAM) LIMITED**

Independent examiner's report to the trustees of Headway (Nottingham) Limited ('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

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.

Hewitt Card

Hewitt Card Chartered Certified Accountants

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date: 19/9/24.....

HEADWAY (NOTTINGHAM) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		91,323	13,124	104,447	71,196
Charitable activities					
General		80,276	-	80,276	87,526
Investment income	2	453	-	453	383
Total		172,052	13,124	185,176	159,105
EXPENDITURE ON					
Charitable activities					
General		175,656	-	175,656	182,708
Restricted		-	8,513	8,513	7,823
Total		175,656	8,513	184,169	190,531
NET INCOME/(EXPENDITURE)		(3,604)	4,611	1,007	(31,426)
RECONCILIATION OF FUNDS					
Total funds brought forward		59,092	2,738	61,830	93,256
TOTAL FUNDS CARRIED FORWARD		55,488	7,349	62,837	61,830

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

BALANCE SHEET 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	7	190	-	190	304
CURRENT ASSETS					
Debtors	8	10,315	-	10,315	11,934
Cash at bank and in hand		51,800	32,875	84,675	55,963
		<u>62,115</u>	<u>32,875</u>	<u>94,990</u>	<u>67,897</u>
CREDITORS					
Amounts falling due within one year	9	(6,317)	(25,526)	(32,343)	(6,371)
NET CURRENT ASSETS		<u>55,798</u>	<u>7,349</u>	<u>62,647</u>	<u>61,526</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>55,488</u>	<u>7,349</u>	<u>62,837</u>	<u>61,830</u>
NET ASSETS		<u>55,488</u>	<u>7,349</u>	<u>62,837</u>	<u>61,830</u>
FUNDS	11				
Unrestricted funds				55,488	59,092
Restricted funds				<u>7,349</u>	<u>2,738</u>
TOTAL FUNDS				<u>62,837</u>	<u>61,830</u>

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

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 by the Board of Trustees and authorised for issue on 17/09/24 and were signed on its behalf by:


S A Harris - Trustee

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

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 2019)', 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.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Going concern

The Trustees are fully aware of the uncertainty caused by the cost of living crisis and overall reduced funding in the year. As explained in the Trustees Report, the charity had to launch an emergency appeal to raise funds of £26k, which was met and exceeded, the operational reserve has therefore been able to be maintained at £44k. The Trustees are confident that with the continued support and endeavours to find cost saving initiatives, over the next few years, will see the charity continue to generate surpluses in the coming years. On that basis the accounts have been prepared on a going concern basis.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Office equipment - 33.3% straight line

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.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

2. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>453</u>	<u>383</u>

3. NET INCOME/(EXPENDITURE)

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

	2024	2023
	£	£
Depreciation - owned assets	113	38
Other operating leases	<u>10,502</u>	<u>21,773</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

5. STAFF COSTS

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

	2024	2023
Admin and management	2	2
Support workers	<u>4</u>	<u>4</u>
	<u>6</u>	<u>6</u>

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	62,322	8,874	71,196
Charitable activities			
General	87,526	-	87,526
Investment income	<u>383</u>	<u>-</u>	<u>383</u>
Total	<u>150,231</u>	<u>8,874</u>	<u>159,105</u>
EXPENDITURE ON			
Charitable activities			
General	182,708	-	182,708
Restricted	<u>-</u>	<u>7,823</u>	<u>7,823</u>
Total	<u>182,708</u>	<u>7,823</u>	<u>190,531</u>
NET INCOME/(EXPENDITURE)	(32,477)	1,051	(31,426)

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	91,569	1,687	93,256
TOTAL FUNDS CARRIED FORWARD	<u>59,092</u>	<u>2,738</u>	<u>61,830</u>

7. TANGIBLE FIXED ASSETS

	Office equipment £
COST	
At 1 April 2023	13,023
Disposals	(11,848)
At 31 March 2024	<u>1,175</u>
DEPRECIATION	
At 1 April 2023	12,719
Charge for year	113
Eliminated on disposal	(11,847)
At 31 March 2024	<u>985</u>
NET BOOK VALUE	
At 31 March 2024	<u>190</u>
At 31 March 2023	<u>304</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Other debtors and prepayments	<u>10,315</u>	<u>11,934</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	772	737
Social security and other taxes	2,441	2,146
Other creditors	456	338
Deferred income	25,526	-
Accrued expenses	3,148	3,150
	<u>32,343</u>	<u>6,371</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

10. LEASING AGREEMENTS

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

	2024 £	2023 £
Within one year	5	3,182
Between one and five years	2	-
	<u>7</u>	<u>3,182</u>

11. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	15,092	(3,604)	11,488
Operational reserve (i)	44,000	-	44,000
	<u>59,092</u>	<u>(3,604)</u>	<u>55,488</u>
Restricted funds			
Skipton Building Society (iv)	249	(80)	169
Reg Adair - Councillor (vii)	82	-	82
Ken Bird Donation (xi)	325	(115)	210
The Souter Charitable Trust (xvi)	1,783	(1,783)	-
The Prince of Wales's Charitable Fund (xvii)	49	-	49
Alpkitt (xviii)	250	(250)	-
Blakemore Foundation (2023) (xx)	-	100	100
Sir Roberty McAlpine Foundation (xxii)	-	1,819	1,819
The Jones 1986 CT (xxiii)	-	2,920	2,920
The Sir Jules Thorne Charitable Trust (xxiv)	-	2,000	2,000
	<u>2,738</u>	<u>4,611</u>	<u>7,349</u>
TOTAL FUNDS	<u>61,830</u>	<u>1,007</u>	<u>62,837</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	172,052	(175,656)	(3,604)
Restricted funds			
Skipton Building Society (iv)	-	(80)	(80)
Ken Bird Donation (xi)	-	(115)	(115)
Anonymous (xv)	2,500	(2,500)	-
The Souter Charitable Trust (xvi)	-	(1,783)	(1,783)
Alpkitt (xviii)	-	(250)	(250)
Blakemore Foundation (2023) (xx)	100	-	100
Skipton Building Society (2023) (xxi)	1,026	(1,026)	-
Sir Roberty McAlpine Foundation (xxii)	2,498	(679)	1,819
The Jones 1986 CT (xxiii)	5,000	(2,080)	2,920
The Sir Jules Thorne Charitable Trust (xxiv)	2,000	-	2,000
	<u>13,124</u>	<u>(8,513)</u>	<u>4,611</u>
TOTAL FUNDS	<u>185,176</u>	<u>(184,169)</u>	<u>1,007</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	11,569	(32,477)	36,000	15,092
Operational reserve (i)	80,000	-	(36,000)	44,000
	<u>91,569</u>	<u>(32,477)</u>	<u>-</u>	<u>59,092</u>
Restricted funds				
Skipton Building Society (iv)	249	-	-	249
Local Improvement Scheme (v)	875	(875)	-	-
Reg Adair - Councillor (vii)	82	-	-	82
Ken Bird Donation (xi)	325	-	-	325
Nottingham City Council workforce retention fund (xii)	156	(156)	-	-
The Souter Charitable Trust (xvi)	-	1,783	-	1,783
The Prince of Wales's Charitable Fund (xvii)	-	49	-	49
Alpkit (xviii)	-	250	-	250
	<u>1,687</u>	<u>1,051</u>	<u>-</u>	<u>2,738</u>
TOTAL FUNDS	<u>93,256</u>	<u>(31,426)</u>	<u>-</u>	<u>61,830</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	150,231	(182,708)	(32,477)
Restricted funds			
Local Improvement Scheme (v)	-	(875)	(875)
Nottingham City Council workforce retention fund (xii)	(156)	-	(156)
Arnold Clark (xiii)	1,000	(1,000)	-
Blakemore Foundation (xiv)	100	(100)	-
Anonymous (xv)	2,500	(2,500)	-
The Souter Charitable Trust (xvi)	2,991	(1,208)	1,783
The Prince of Wales's Charitable Fund (xvii)	1,549	(1,500)	49
Alpkit (xviii)	250	-	250
The Morrisons Foundation (xix)	640	(640)	-
	<u>8,874</u>	<u>(7,823)</u>	<u>1,051</u>
TOTAL FUNDS	<u>159,105</u>	<u>(190,531)</u>	<u>(31,426)</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

11. MOVEMENT IN FUNDS - continued

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

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	11,569	(36,081)	36,000	11,488
Operational reserve (i)	80,000	-	(36,000)	44,000
	91,569	(36,081)	-	55,488
Restricted funds				
Skipton Building Society (iv)	249	(80)	-	169
Local Improvement Scheme (v)	875	(875)	-	-
Reg Adair - Councillor (vii)	82	-	-	82
Ken Bird Donation (xi)	325	(115)	-	210
Nottingham City Council workforce retention fund (xii)	156	(156)	-	-
The Prince of Wales's Charitable Fund (xvii)	-	49	-	49
Blakemore Foundation (2023) (xx)	-	100	-	100
Sir Roberty McAlpine Foundation (xxii)	-	1,819	-	1,819
The Jones 1986 CT (xxiii)	-	2,920	-	2,920
The Sir Jules Thorne Charitable Trust (xxiv)	-	2,000	-	2,000
	1,687	5,662	-	7,349
TOTAL FUNDS	93,256	(30,419)	-	62,837

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	322,283	(358,364)	(36,081)
Restricted funds			
Skipton Building Society (iv)	-	(80)	(80)
Local Improvement Scheme (v)	-	(875)	(875)
Ken Bird Donation (xi)	-	(115)	(115)
Nottingham City Council workforce retention fund (xii)	(156)	-	(156)
Arnold Clark (xiii)	1,000	(1,000)	-
Blakemore Foundation (xiv)	100	(100)	-
Anonymous (xv)	5,000	(5,000)	-
The Souter Charitable Trust (xvi)	2,991	(2,991)	-
The Prince of Wales's Charitable Fund (xvii)	1,549	(1,500)	49
Alpkit (xviii)	250	(250)	-
The Morrisons Foundation (xix)	640	(640)	-
Blakemore Foundation (2023) (xx)	100	-	100
Skipton Building Society (2023) (xxi)	1,026	(1,026)	-
Sir Roberty McAlpine Foundation (xxii)	2,498	(679)	1,819
The Jones 1986 CT (xxiii)	5,000	(2,080)	2,920
The Sir Jules Thorne Charitable Trust (xxiv)	2,000	-	2,000
	21,998	(16,336)	5,662
TOTAL FUNDS	344,281	(374,700)	(30,419)

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

11. MOVEMENT IN FUNDS - continued

Each restricted and designated fund has sufficient resources to enable the fund to be applied in accordance with the restrictions imposed.

(i) The operational reserve was established as a designated fund to ensure that the charity would be able to meet expenditure commitments (salaries and Tax) for at least three months.

(iv) Skipton Building Society. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

(v) Local Improvement Scheme. This is an award to pay for the majority of our Outreach work in the County of Nottinghamshire over the course of three years. Our Outreach worker delivers support, advice and advocacy services to County residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(vii) Reg Adair - Councillor. This award of funds comes from Nottinghamshire County Councillor Reg Adair's allocated Divisional fund for community support. Specifically designated to pay for two tablets for use in the centre, and art supplies needed for our therapeutic art workshops.

(xi) Ken Bird Donation. A very generous donation from a valued and long-standing volunteer with a wish that it be used to provide activity workshops and sessions directly benefiting our Day Centre users. With first hand experience of these sessions and their impact, our donor wishes this work to continue to bring increased wellbeing and confidence to the clients.

(xii) Nottingham City Council Workforce Retention Fund. A central government initiative handed to local authorities to disperse among social care providers with a view to help the health and social care staffing crisis. Can be used for anything that increases the chances of staff retention including pay rises, staff training, incentives etc.

(xiii) Arnold Clark This money has been given to help fund our Therapeutic Textiles Workshop. This workshop helps members to plan, sequence, and execute project work whilst simultaneously working on practising fine motor skills, improving hand-eye coordination and building confidence through achievement

(xiv) Blakemore Foundation A contribution towards the costs of providing workshops and activities for our members so that they may improve their insight, re-learn lost skills, find new talents and increase feelings of wellbeing and self-worth.

(xv) Funder wishing to remain anonymous

This donation was given to contribute to the costs of our Casework service which provides welfare advice and representation as well as advocacy services to adults living with the effects of brain injury who may need extra support.

(xvi) The Souter Charitable Trust A donation specifically to fund a year of Singing for Wellbeing workshops. Singing itself is not only fun, but can help to improve lung function, rhythm, sequencing, memory and a sense of improved wellbeing. Being a part of group to sing also helps to reduce feelings of isolation and improves feelings of connection with others.

(xvii) The Prince of Wales's Charitable Fund Funding to implement our "Mind Over Mood" project, including guided mindfulness sessions and 1-1 reflexology for our members. For those struggling with over-stimulation, stress and the difficulties associated with their brain injury a series of reflexology can work wonders to aid relaxation, restful sleep and increase feelings of wellbeing.

(xviii) Alpkot A contribution towards our Nordic Walking sessions, offering all round general fitness improvement, increased well-being, access to local green spaces and improvements in balance and co-ordination.

(xix) The Morrisons Foundation A welcome contribution to fund equipment needed to deliver Nordic Walking and Indoor Bowls here at the Centre. Nordic walking is now a well-established form of whole body exercise that can also help with balance difficulties, co-ordination, general fitness and wellbeing through access to nature. Our indoor bowls helps to improve fitness, hand-eye co-ordination, balance and numeracy skills. Both activities also involve lots of fun!

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

11. MOVEMENT IN FUNDS - continued

(xx) Blakemore Foundation (2023) A contribution towards the costs of providing Nordic Walking sessions for our members so that they may improve their balance, coordination, strength and fitness while accessing our local community.

(xxi) Skipton Building Society (2023) A generous donation given in order for us to buy three new laptops for use during our 1-1 work supporting clients to problem solve, access online services, and receive some help to understand how to safely navigate on the world wide web.

(xxii) The Sir Robert McAlpine Foundation Funding given to pay for the costs associated with our "Mind over Mood" project which aimed to improve the feelings of wellbeing of participants through a combination of Nordic walking and mindfulness and meditation sessions.

(xxiii) The Jones 1986 Trust This donation was given to contribute to the costs of our Casework service which provides welfare advice and representation as well as advocacy services to adults living with the effects of brain injury who may need extra support.

(xxiv) The Sir Jules Thorne Charitable Trust A donation to contribute towards the costs associated with running our precious day centre which brings together those affected by brain injury which facilitates peer support and provides rehabilitative opportunities.

(xxv) Anonymous individual donor An eagerly anticipated donation given to cover the costs associated with providing group music therapy sessions for an entire year. Music therapy helps those participating to explore their post injury selves in a safe and understanding therapeutic session. Deferred income for future, £6,000

(xxvi) The National Lottery Community Fund - Awards for All Funding received to fund our work with clients who are struggling to navigate the cost of living crisis in both practical and emotional terms. From 1-1 support with experienced staff to work on very specific difficulties to group workshops aimed at helping improve feelings of wellbeing. Deferred income for future, £19,526.

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

HEADWAY (NOTTINGHAM) LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2024

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	74,357	49,130
Other income	30,090	22,066
	<u>104,447</u>	<u>71,196</u>
Investment income		
Deposit account interest	453	383
Charitable activities		
Funding bodies	80,276	87,526
Total incoming resources	<u>185,176</u>	<u>159,105</u>
EXPENDITURE		
Charitable activities		
Wages (see note 4 & 5)	135,400	133,612
Rent (see note 3 & 10)	10,502	21,773
Rates and utilities	310	-
Insurance	3,594	3,009
Cost of providing activities for members	23,664	18,287
Travel & Transport	400	404
Management costs	940	737
Staff training & welfare	1,164	1,523
Stationery & Postage	751	504
Telephone	3,546	6,968
Depn office equipment (see note 3)	114	38
	<u>180,385</u>	<u>186,855</u>
Support costs		
Governance costs		
Accountancy fees	3,784	3,676
Total resources expended	<u>184,169</u>	<u>190,531</u>
Net income/(expenditure)	<u>1,007</u>	<u>(31,426)</u>

This page does not form part of the statutory financial statements

HEADWAY NOTTINGHAM LIMITED

England & Wales - Charity number 1088685

Accounts

AMENDING

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
HEADWAY (NOTTINGHAM) LIMITED**

- These unaudited financial statements replace the original financial statements for the financial year ended 31 March 2023.
- The revised financial statements are now the statutory financial statements for that year.
- The revised financial statements have been prepared as at the date of the original financial statements, and not as at the date of the revision and accordingly do not deal with events between those dates.
- The original financial statements contained an error on page 19, Wages costs were incorrectly declared at £12,566 instead of £133,612 and rent costs were incorrectly declared as £142,819 instead of £21,773. This was as a result of an incorrect posting. The above error subsequently transferred to an error in note 3 on page 11 where other operating leases were disclosed at £142,819 instead of £21,773.
- These corrections do not alter the results for the financial year ended 31 March 2023 and have no effect on the balance sheet as at that date

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HEADWAY (NOTTINGHAM) LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS for the year ended 31 March 2023

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 to 18
Detailed Statement of Financial Activities	19

HEADWAY (NOTTINGHAM) LIMITED

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

Charitable objects

What does Brain Injury Mean?

There are no certainties or 'one size fits all' approaches in the field of brain injury. Whilst some people do have physical disabilities meaning they are reliant on wheelchairs or walkers, every one of our clients struggles with profound cognitive disability. By the nature of this invisible disability, on arriving at Headway Nottingham people often find that their relationships with family are strained, friendship groups have fallen away and they may have lost the ability to plan and execute straightforward tasks independently. Long and short term memory loss is invariably a difficult area for most, potentially making them vulnerable in terms of safety in the home and community, and causing profound upset for many with the feeling that they simply don't know who they are any longer. This can mean that without intensive support, the individual and their families can experience spiralling debt, housing insecurity and experience exclusion from their communities.

Behaviourally, clients frequently struggle with impulsive behaviour and disinhibition, struggle to manage their mood and as a result can be alienated from their support networks. The effects of brain injury can reach into every part of someone's life and take away everything that they knew about themselves prior to their injury. The disproportionate amount of depression, anxiety and family breakdown experienced in those with brain injuries demonstrates the urgent need for Headway Nottingham to provide accessible therapeutic processes to improve quality of life for clients and their families.

Brain Injury in the UK

Every 90 seconds someone is admitted to hospital with an acquired brain injury related illness -this could be from a head injury, stroke or other cause.

Comparison - "Every two minutes someone in the UK is diagnosed with cancer."**

There were 356,699 UK admissions to hospital with acquired brain injury in 2019-20. That is 534 admissions per 100,000 of the population.

[**Cancer Research UK, <https://www.cancerresearchuk.org/health-professional/cancer-statistics/incidence>, Accessed June 2022.]

Headway Nottingham shares its Nottingham roots with national charity, Headway - the brain injury association, who's UK-wide services include an invaluable information Helpline, downloadable web-based information on the effects of brain injury and nationwide campaigning to highlight the prevalence and significance of disabilities resulting from brain injury. This more generalised support complements the work of Headway Nottingham and aids some local residents to find our day centre for their person-centred, long term rehabilitation. Headway Nottingham remains a separate charity to its national neighbour, with responsibility for its own strategic direction, governance and fundraising.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2023

OBJECTIVES AND ACTIVITIES

Public benefit

Brain Injury in Nottingham

Headway Nottingham operates on the doorstep of one of the UK's foremost Major Trauma Centres at Nottingham Queens Medical Centre. As a result, this incredible medical care sees local survival rates following brain injury ever-increasing. In fact, The Neuro Trauma Service based in Nottingham reported a 20% reduced mortality rate in 2021. As our clients often report though, long term support for the profound and potentially devastating disabilities resulting from brain injury is severely lacking. Headway Nottingham continues to be the only brain injury specific service available without time limitations in the area.

In 2019-20 Nottingham city and county saw 4,721 admissions to hospital as a result of an acquired brain injury. This is a rise of nearly 10% from levels in 2016/17. 1,530 (32.4%) of these injuries were as a result of Stroke.*

Headway Nottingham supports and represents people living throughout Nottingham city and Nottinghamshire county - a vast geographical remit for our small charity. Our catchment area is diverse in terms of affluence and does include areas included in the National Indices of Deprivation. As a result, many of our clients experience multiple and complex deprivation in addition to the disabilities they experience following brain injury.

The majority of Headway Nottingham's clients are not supported by any other organisation. This is representative of the likelihood of people living with brain injuries slipping 'through the net' of available support as well as a wider failure of national services to recognise and acknowledge the nature of brain injury as distinct from other types of disadvantage. With pressure from Headway and other concerned organisations the government has now formally announced plans to develop a cross departmental strategy on acquired brain injury. This aims to improve the provision of services by local authorities, NHS, Department for Education, Ministry of Defence, Prison Service, DWP and The Department of Digital, Culture, Media and Sport. We sincerely hope to see an improved pathway for local people with brain injuries as a result.

70% of Headway Nottingham clients express that they worry about managing finances, with a potentially devastating effect on the health and wellbeing of the individual and their families.

98.5% of Headway Nottingham's clients are long term unemployed due to their disability.

72% of our Outreach clients received our help with their welfare/benefits provision.

[*Figures from national charity, Headway - the brain injury association's analysis of ABI admission statistics from 2019-20.]

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2023

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievements

"[My brain injury has] made life very confusing.....Headway has helped a great deal in that respect. I owe everything to them".
John - Headway Nottingham Service User

We've enjoyed our first full year of our building-based face-to-face day service since the covid pandemic eased. Though we were still operating under some covid related regulations the year saw 72 people benefitting from the day service provision and thoroughly enjoying being with each other in person, sharing the lived experience so valuable to those feeling so alone after brain injury strikes. We saw a staggering 2802 individual attendances at the centre during the year, a number not seen since before the pandemic. Our activity timetable in the centre over the year provided much-valued person-centred and life-improving rehabilitation through a wide range of engaging, practical workshops, all designed to support with skills and confidence rebuilding whilst establishing an appropriate level of safe independence for each person.

At the centre, each person is celebrated for their achievements and abilities and supported to live positively without feeling limited or defined by their disabilities. We are proud to have seen 2254 individual attendances at 8 different types of rehabilitation workshops over the course of the year.

Workshops delivered include:

- Functional skills - English and Maths
- Singing for Wellbeing, specifically therapeutic use of singing for improvements in memory, vocal expression, tonal matching and pleasure.
- Creative Writing, consistently popular with clients, all of whom take tremendous steps forward with their confidence to express themselves in written form, then share their work aloud with the group. Sessions improve written skills, speed up coherent thought processing and demonstrate to the individual that their thoughts, feelings and creations are valuable and important.
- Therapeutic Textiles, working on individual textile related projects to improve manual dexterity, hand-eye coordination, planning and organisation and a sense of achievement.
- Indoor Bowls, a collaboration with researchers at Sheffield Hallam University to understand how this inclusive physical activity can improve balance and coordination, dexterity, physical fitness and mobility while also encouraging gentle competition and a sense of fun.

Our small staff team of 6 worked extremely hard this year, and volunteer helpers were slowly re-introduced post covid.

Casework Service In the Community and Welfare Support:

Headway Nottingham's Outreach service continued to provide an invaluable support for local people beginning their rehabilitative journey through the day centre and referrals into the service averaged at 4.8 per month with 58 over the year.

Headway Nottingham's Outreach provided 1360 Information and telephone support interventions, with an approximate additional 54 benefits-related interventions and applications completed on behalf of clients. The Caseworker maintained a 100% success rate in securing appropriate financial awards for clients, ensuring their medium-term financial stability, whilst also attending and advocating at tribunals, medical assessments and award assessments.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2023

FINANCIAL REVIEW

Review of the year

Headway Nottingham and the Local Brain Injury Landscape

The biggest challenge for people with brain injuries throughout Nottingham and Nottinghamshire continues to be accessing appropriate, long term cognitive and physical rehabilitation and emotional support. For many people, the pathway to accessing brain injury specific support is unclear and too often left to luck as to whether they are referred to Headway Nottingham. Coupled with this, an ever-tightening public purse increases barriers to support as subsidised transport is cut dramatically (leaving many unable to attend due to geography) and contributions of statutory funding reduce per person, sometimes to pence per day. Work during this year has seen us develop better relationships with our colleagues in the NHS services working with brain injury patients and has increased our referrals from those professional clinicians who now know more about what we can do to support their patients post-discharge.

The reduction in statutory funding is reflected in our accounts this year, and we recognise that this situation is unlikely to change in the near future. Therefore, we are concentrating our efforts on attracting funding from other sources to enable us to maintain and develop the services which have proved so valuable to our service users over the years.

Headway Nottingham continues to evolve strategic direction to maximise attendances and benefit to clients, whilst matching potential funders to appropriate and essential elements of the service. The development and review of our three-year business plan aims to help give us very clear direction in this regard and is proving helpful in our aim of becoming a more sustainable organisation in the next three years. Much work this year has been done in the background to develop ideas for new initiatives that will reach even more people living with the effects of brain injury while providing a more stable income for the charity.

Headway Nottingham continue to find cost-saving initiatives wherever possible, however no impact of these measures has been felt by clients, which is testament to the charity's dedicated, professional and supportive team. Their vast practical experience of brain injury and their knowledge of clients, coupled with the invaluable support of our funders is the reason Headway Nottingham remains a vital lifeline to many local people, their families and carers, who otherwise often feel marginalised and misunderstood in their communities.

Staff Team

- Services Manager
- Assistant Manager
- Caseworker
- Senior Support Worker
- Support workers

Accounts Preparation

The Trustees confirm that the accounts comply with current statutory requirement and with those of the governing instruments. This report and the accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORPS 2015(FRS102)), the companies Act 2006 and the Trust Deed. The report has also been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2023

FINANCIAL REVIEW

Reserves & investment policy

Last year Headway Nottingham was pleased that we had managed to negotiate the pandemic without denting our operational reserve. Unfortunately, our post pandemic euphoria has been somewhat reduced as it became clear that the joy of operating without social restrictions would be countered by the difficulties associated with a cost-of-living crisis. We are proud to have navigated such tumultuous times, adapting so quickly to what was happening in the world, but it has meant that our operational reserve has diminished and now stands at £44,000.

Therefore, a key objective for the trustees this year is the continued work of keeping our business and contingency plans under constant review, making timely changes where necessary in order to remain financially responsible during the uncertain times ahead. We are hopeful that the implementation of new business plans in the coming year will see us begin to turn the tide and set us in good stead for achieving a surplus in the next two years. We realise that we have some hard work in store, however we are sure that we are moving towards a more sustainable Headway Nottingham that can continue to provide its crucial local brain injury services as we move into the years ahead.

The Trustees have the power to invest in such assets as they see fit.

The company has a policy of keeping any surplus liquid funds in short term deposits which can be accessed readily should the need arise.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document & body

The charity is governed by its Memorandum and Articles of Association dated 16 February 2001

The company's directors who are also the trustees of the charity are set out below. The directors also constitute the board of directors who accept overall responsibility of operational, financial and constitutional matters.

Recruitment and training of Trustees

The Boards of Trustees is composed of Trustees nominated by existing members. They are constantly looking to recruit new Trustees who can broaden the skills, knowledge and experience of the charity to ensure that it continues to be focused on meeting the needs of the beneficiaries.

All potential Trustees will be in sympathy with the aims, objectives and ethos of Headway (Nottingham)

Each Trustee recruited receives a copy of the Annual accounts, and a copy of the current business plan. Each Trustee is also invited to visit the centre and spend time with members of staff so they can fully appreciate how the charity operates on a day to day basis.

Organisational management

The charity's Trustees are legally responsible for the overall management and control of the charity and usually meet on a monthly basis.

The day to day running of the charity is delegated to the Services Manager who attends meetings of the Trustees.

Risk management

The trustees regularly review the major risks which the charity face and procedures have been put in place to mitigate these risks. The procedures themselves will be regularly reviewed to ensure that they still meet the needs of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04161891 (England and Wales)

Registered Charity number

1088685

Registered office

Bradbury House
190 Bagnall Road
Old Basford
Nottingham
NG6 8SF

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2023

Trustees

Ms N Offord-Hall (resigned 21.6.22)

J Blakey

Mrs S A Harris

Dr J A Ditchfield

Ms M A Roe

R Allen (resigned 21.6.22)

K J H Bird

A Sutcliffe

T M Easom (resigned 21.6.22)

H J Rapinet

S Elliot (resigned 30.11.22)

The Trustees present their annual report together with the unaudited financial statements of the year ended 31 March 2023.

Company Secretary

J Blakey

Independent Examiner

Hewitt Card Chartered Certified Accountants

Hewitt Card Limited

Chartered Certified Accountants

70-72 Nottingham Road

Mansfield

Nottinghamshire

NG18 1BN

The company is limited by guarantee, not having a share capital. It was incorporated on the 16 February 2001 and is registered with the charity commission as a registered charity.

The Trustees and the principle address of the charity along with the professional advisors are detailed in this document.

Approved by order of the board of trustees on 31 January 2024 and signed on its behalf by:



Mrs S A Harris - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY (NOTTINGHAM) LIMITED

Independent examiner's report to the trustees of Headway (Nottingham) Limited ('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

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.

Hewitt Card

Hewitt Card Chartered Certified Accountants

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

31 January 2024

HEADWAY (NOTTINGHAM) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES **for the year ended 31 March 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		62,322	8,874	71,196	40,525
Charitable activities					
General		87,526	-	87,526	95,980
Investment income	2	383	-	383	527
Total		<u>150,231</u>	<u>8,874</u>	<u>159,105</u>	<u>137,032</u>
EXPENDITURE ON					
Charitable activities					
General		182,708	700	183,408	196,334
Restricted		-	7,123	7,123	-
Total		<u>182,708</u>	<u>7,823</u>	<u>190,531</u>	<u>196,334</u>
NET INCOME/(EXPENDITURE)		(32,477)	1,051	(31,426)	(59,302)
RECONCILIATION OF FUNDS					
Total funds brought forward		91,569	1,687	93,256	152,558
TOTAL FUNDS CARRIED FORWARD		<u><u>59,092</u></u>	<u><u>2,738</u></u>	<u><u>61,830</u></u>	<u><u>93,256</u></u>

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

BALANCE SHEET 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	7	304	-	304	-
CURRENT ASSETS					
Debtors	8	11,934	-	11,934	8,685
Cash at bank and in hand		53,225	2,738	55,963	93,533
		65,159	2,738	67,897	102,218
CREDITORS					
Amounts falling due within one year	9	(6,371)	-	(6,371)	(8,962)
NET CURRENT ASSETS		58,788	2,738	61,526	93,256
TOTAL ASSETS LESS CURRENT LIABILITIES		59,092	2,738	61,830	93,256
NET ASSETS		59,092	2,738	61,830	93,256
FUNDS	11				
Unrestricted funds				59,092	91,569
Restricted funds				2,738	1,687
TOTAL FUNDS				61,830	93,256

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.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 31 January 2024 and were signed on its behalf by:



S A Harris - Trustee

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

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 2019)', 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.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Going concern

The Trustees are fully aware of the uncertainty caused by the covid pandemic and the current cost of living crisis. As explained in the Trustees Report, the charity has adapted quickly but are aware the operational reserve has diminished to £44k. The Trustees are however, confident that implementation of the new business plans over the coming year will see the charity begin to turn and surpluses are expected for the next two years. On that basis the accounts have been prepared on a going concern basis.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Office equipment - 33.3% straight line

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.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

2. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	<u>383</u>	<u>527</u>

3. NET INCOME/(EXPENDITURE)

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

	2023	2022
	£	£
Depreciation - owned assets	38	10,336
Other operating leases	<u>21,773</u>	<u>24,933</u>

4. 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

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

5. STAFF COSTS

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

	2023	2022
Admin and management	2	2
Support workers	<u>4</u>	<u>3</u>
	<u>6</u>	<u>5</u>

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	28,742	11,783	40,525
Charitable activities			
General	95,980	-	95,980
Investment income	<u>527</u>	<u>-</u>	<u>527</u>
Total	<u>125,249</u>	<u>11,783</u>	<u>137,032</u>
EXPENDITURE ON			
Charitable activities			
General	<u>181,913</u>	<u>14,421</u>	<u>196,334</u>
NET INCOME/(EXPENDITURE)	(56,664)	(2,638)	(59,302)
RECONCILIATION OF FUNDS			
Total funds brought forward	148,233	4,325	152,558

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued			
	Unrestricted funds £	Restricted funds £	Total funds £
TOTAL FUNDS CARRIED FORWARD	<u>91,569</u>	<u>1,687</u>	<u>93,256</u>
7. TANGIBLE FIXED ASSETS			
			Office equipment £
COST			
At 1 April 2022			12,681
Additions			342
At 31 March 2023			<u>13,023</u>
DEPRECIATION			
At 1 April 2022			12,681
Charge for year			38
At 31 March 2023			<u>12,719</u>
NET BOOK VALUE			
At 31 March 2023			<u>304</u>
At 31 March 2022			<u>-</u>
8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	2023	2022	
	£	£	
Other debtors and prepayments	<u>11,934</u>	<u>8,685</u>	
9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	2023	2022	
	£	£	
Trade creditors	737	2,261	
Social security and other taxes	2,146	2,915	
Other creditors	338	432	
Accrued expenses	<u>3,150</u>	<u>3,354</u>	
	<u>6,371</u>	<u>8,962</u>	
10. LEASING AGREEMENTS			
Minimum lease payments under non-cancellable operating leases fall due as follows:			
	2023	2022	
	£	£	
Within one year	<u>3,182</u>	<u>3,000</u>	

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

11. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	11,569	(32,477)	36,000	15,092
Operational reserve (i)	80,000	-	(36,000)	44,000
	<u>91,569</u>	<u>(32,477)</u>	<u>-</u>	<u>59,092</u>
Restricted funds				
Skipton Building Society (iv)	249	-	-	249
Local Improvement Scheme (v)	875	(875)	-	-
Reg Adair - Councillor (vii)	82	-	-	82
Ken Bird Donation (xii)	325	-	-	325
Nottingham City Council workforce retention fund (xii)	156	(156)	-	-
The Souter Charitable Trust (xvi)	-	1,783	-	1,783
The Prince of Wales's Charitable Fund (xvii)	-	49	-	49
Alpkit (xv)	-	250	-	250
	<u>1,687</u>	<u>1,051</u>	<u>-</u>	<u>2,738</u>
TOTAL FUNDS	<u>93,256</u>	<u>(31,426)</u>	<u>-</u>	<u>61,830</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	150,231	(182,708)	(32,477)
Restricted funds			
Local Improvement Scheme (v)	-	(875)	(875)
Nottingham City Council workforce retention fund (xii)	(156)	-	(156)
Arnold Clark (xiii)	1,000	(1,000)	-
Blakemore Foundation (xiv)	100	(100)	-
Anonymous (xv)	2,500	(2,500)	-
The Souter Charitable Trust (xvi)	2,991	(1,208)	1,783
The Prince of Wales's Charitable Fund (xvii)	1,549	(1,500)	49
Alpkit (xv)	250	-	250
The Morrisons Foundation (xix)	640	(640)	-
	<u>8,874</u>	<u>(7,823)</u>	<u>1,051</u>
TOTAL FUNDS	<u>159,105</u>	<u>(190,531)</u>	<u>(31,426)</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	68,233	(56,664)	11,569
Operational reserve (i)	80,000	-	80,000
	<u>148,233</u>	<u>(56,664)</u>	<u>91,569</u>
Restricted funds			
Groundworks Garden Project (iii)	234	(234)	-
Mansfield Building Society (iii)	491	(491)	-
Skipton Building Society (iv)	249	-	249
Local Improvement Scheme (v)	2,625	(1,750)	875
Beeston and District Round Table (vi)	100	(100)	-
Reg Adair - Councillor (vii)	82	-	82
Thoresby Charity (viii)	80	(80)	-
Music Therapy fund in Memory of Bev			
Savage (ix)	264	(264)	-
BADTh (x)	200	(200)	-
Ken Bird Donation (xii)	-	325	325
Nottingham City Council workforce retention fund (xii)	-	156	156
	<u>4,325</u>	<u>(2,638)</u>	<u>1,687</u>
TOTAL FUNDS	<u>152,558</u>	<u>(59,302)</u>	<u>93,256</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	125,249	(181,913)	(56,664)
Restricted funds			
Groundworks Garden Project (iii)	-	(234)	(234)
Mansfield Building Society (iii)	-	(491)	(491)
Local Improvement Scheme (v)	7,875	(9,625)	(1,750)
Beeston and District Round Table (vi)	-	(100)	(100)
Thoresby Charity (vii)	-	(80)	(80)
Music Therapy fund in Memory of Bev			
Savage (ix)	-	(264)	(264)
BADTh (x)	-	(200)	(200)
Ken Bird Donation (xii)	1,000	(675)	325
Nottingham City Council workforce retention fund (xii)	2,908	(2,752)	156
	<u>11,783</u>	<u>(14,421)</u>	<u>(2,638)</u>
TOTAL FUNDS	<u>137,032</u>	<u>(196,334)</u>	<u>(59,302)</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

11. MOVEMENT IN FUNDS - continued

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

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	68,233	(89,141)	36,000	15,092
Operational reserve (i)	80,000	-	(36,000)	44,000
	148,233	(89,141)	-	59,092
Restricted funds				
Groundworks Garden Project (iii)	234	(234)	-	-
Mansfield Building Society (iii)	491	(491)	-	-
Skipton Building Society (iv)	249	-	-	249
Local Improvement Scheme (v)	2,625	(2,625)	-	-
Beeston and District Round Table (vi)	100	(100)	-	-
Reg Adair - Councillor (vii)	82	-	-	82
Thoresby Charity (viii)	80	(80)	-	-
Music Therapy fund in Memory of Bev				
Savage (ix)	264	(264)	-	-
BADTh (x)	200	(200)	-	-
Ken Bird Donation (xii)	-	325	-	325
The Souter Charitable Trust (xvi)	-	1,783	-	1,783
The Prince of Wales's Charitable Fund (xvii)	-	49	-	49
Alpkit (xv)	-	250	-	250
	4,325	(1,587)	-	2,738
TOTAL FUNDS	152,558	(90,728)	-	61,830

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

11. MOVEMENT IN FUNDS - continued

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	275,480	(364,621)	(89,141)
Restricted funds			
Groundworks Garden Project (iii)	-	(234)	(234)
Mansfield Building Society (iii)	-	(491)	(491)
Local Improvement Scheme (v)	7,875	(10,500)	(2,625)
Beeston and District Round Table (vi)	-	(100)	(100)
Thoresby Charity (viii)	-	(80)	(80)
Music Therapy fund in Memory of Bev Savage (ix)	-	(264)	(264)
BADTh (x)	-	(200)	(200)
Ken Bird Donation (xii)	1,000	(675)	325
Nottingham City Council workforce retention fund (xii)	2,752	(2,752)	-
Arnold Clark (xiii)	1,000	(1,000)	-
Blakemore Foundation (xiv)	100	(100)	-
Anonymous (xv)	2,500	(2,500)	-
The Souter Charitable Trust (xvi)	2,991	(1,208)	1,783
The Prince of Wales's Charitable Fund (xvii)	1,549	(1,500)	49
Alpkitt (xv)	250	-	250
The Morrisons Foundation (xix)	640	(640)	-
	<u>20,657</u>	<u>(22,244)</u>	<u>(1,587)</u>
TOTAL FUNDS	<u>296,137</u>	<u>(386,865)</u>	<u>(90,728)</u>

Fund account details

Each restricted and designated fund has sufficient resources to enable the fund to be applied in accordance with the restrictions imposed.

(i) The operational reserve was established as a designated fund to ensure that the charity would be able to meet expenditure commitments (salaries and Tax) for at least three months.

(ii) Groundworks Garden Project Successful application to Onestop Groundworks to pay for a horticulture project here in the Headway Nottingham garden, led by a volunteer landscape architect and executed by our service users. The grant pays for installation of garden features such as willow pods, composters, bug hotels and planting of wild flowers along with the tools and equipment needed to deliver the project. This project has enhanced the centre garden, creating a welcoming and peaceful outdoor space for our service users whilst giving them the opportunity to build that space and take ownership of the project.

(iii) Mansfield Building Society. This money was awarded to aid the purchase of specialist Aphasia software for us to use in the centre with the clients who struggle with word finding post brain injury. It will offer significant ongoing support for those people living with aphasia in the Headway Nottingham Service.

(iv) Skipton Building Society. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

11. MOVEMENT IN FUNDS - continued

Fund account details - continued

(v) Local Improvement Scheme. This is an award to pay for the majority of our Outreach work in the County of Nottinghamshire over the course of three years. Our Outreach worker delivers support, advice and advocacy services to County residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(vi) Beeston and District Round Table. Beeston and District Round Table have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Giltbrook Workwear and Stratstone Landrover.

(vii) Reg Adair - Councillor. This award of funds comes from Nottinghamshire County Councillor Reg Adair's allocated Divisional fund for community support. Specifically designated to pay for two tablets for use in the centre, and art supplies needed for our therapeutic art workshops.

(viii) Thoresby Charity. This is an award given by Thoresby Charity to use towards the cost of our Creative Writing sessions. Creative writing helps our client base to express their thoughts and feelings in a productive way whilst also improving vocabulary, fine motor skills and sense of ability.

(ix) Music Therapy Fund in Memory of Bev Savage. This fund was collected in remembrance of a client who used the service for many years and benefitted hugely from the music therapy he received. Those who donated wish to help support that therapy going forward for other people affected by brain injury.

(x) BADTh. In awarding this fund the BADTh Charity have secured the novel use of drama therapy as a tool to help those struggling with the effects of brain injury. A qualified drama therapist works both in a group setting and one-to-one with clients with the aim of improving their emotional and mental health. The use of drama techniques to explore new behaviours, feelings and thoughts connected to the trauma of experiencing change after brain injury is an evolving field but one that shows extremely positive results for those involved. This innovation was featured in the Neuro Rehab Times online publication.

(xi) Ken Bird Donation. A very generous donation from a valued and long-standing volunteer with a wish that it be used to provide activity workshops and sessions directly benefiting our Day Centre users. With first hand experience of these sessions and their impact, our donor wishes this work to continue to bring increased wellbeing and confidence to the clients.

(xii) Nottingham City Council Workforce Retention Fund. A central government initiative handed to local authorities to disperse among social care providers with a view to help the health and social care staffing crisis. Can be used for anything that increases the chances of staff retention including pay rises, staff training, incentives etc.

(xiii) Arnold Clark This money has been given to help fund our Therapeutic Textiles Workshop. This workshop helps members to plan, sequence, and execute project work whilst simultaneously working on practising fine motor skills, improving hand-eye coordination and building confidence through achievement

(xiv) Blakemore Foundation A contribution towards the costs of providing workshops and activities for our members so that they may improve their insight, re-learn lost skills, find new talents and increase feelings of wellbeing and self-worth.

(xv) Anonymous. A donation specifically to fund activities was kindly received from a donor who wished to publicly remain anonymous.

(xvi) The Souter Charitable Trust A donation specifically to fund a year of Singing for Wellbeing workshops. Singing itself is not only fun, but can help to improve lung function, rhythm, sequencing, memory and a sense of improved wellbeing. Being a part of group to sing also helps to reduce feelings of isolation and improves feelings of connection with others.

(xvii) The Prince of Wales's Charitable Fund Funding to implement our "Mind Over Mood" project, including guided mindfulness sessions and 1-1 reflexology for our members. For those struggling with over-stimulation, stress and the difficulties associated with their brain injury a series of reflexology can work wonders to aid relaxation, restful sleep and increase feelings of wellbeing.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

11. MOVEMENT IN FUNDS - continued

Fund account details - continued

(xviii) Alpkitt A contribution towards our Nordic Walking sessions, offering all round general fitness improvement, increased well-being, access to local green spaces and Improvements in balance and co-ordination.

(xix) The Morrisons Foundation A welcome contribution to fund equipment needed to deliver Nordic Walking and Indoor Bowls here at the Centre. Nordic walking is now a well-established form of whole body exercise that can also help with balance difficulties, co-ordination, general fitness and wellbeing through access to nature. Our indoor bowls helps to improve fitness, hand-eye co-ordination, balance and numeracy skills. Both activities also involve lots of fun!

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

HEADWAY (NOTTINGHAM) LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	49,130	30,492
Other income	22,066	10,033
	<u>71,196</u>	<u>40,525</u>
Investment income		
Deposit account interest	383	527
Charitable activities		
Funding bodies	87,526	95,980
Total incoming resources	159,105	137,032
EXPENDITURE		
Charitable activities		
Wages (see note 4 & 5)	133,612	121,451
Rent (see note 3 & 10)	21,773	24,933
Rates and utilities	-	3,505
Insurance	3,009	2,351
Cost of providing activities for members	18,287	17,447
Travel & Transport	404	457
Management costs	737	795
Staff training & welfare	1,523	1,802
Stationery & Postage	504	643
Telephone	6,968	8,714
Depn Leasehold Improvements (see note 3)	-	10,336
Depn office equipment (see note 3)	38	-
	<u>186,855</u>	<u>192,434</u>
Support costs		
Governance costs		
Accountancy fees	3,676	3,900
Total resources expended	190,531	196,334
Net expenditure	<u>(31,426)</u>	<u>(59,302)</u>

This page does not form part of the statutory financial statements

HEADWAY NOTTINGHAM LIMITED

England & Wales - Charity number 1088685

Accounts

REGISTERED COMPANY NUMBER: 04161891 (England and Wales)
REGISTERED CHARITY NUMBER: 1088685

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
HEADWAY (NOTTINGHAM) LIMITED**

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HEADWAY (NOTTINGHAM) LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS for the year ended 31 March 2022

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 to 19
Detailed Statement of Financial Activities	20

HEADWAY (NOTTINGHAM) LIMITED

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

Charitable objects

What does Brain Injury Mean?

There are no certainties or 'one size fits all' approaches in the field of brain injury. Whilst some people do have physical disabilities meaning they are reliant on wheelchairs or walkers, every one of our clients struggles with profound cognitive disability. By the nature of this invisible disability, on arriving at Headway Nottingham people often find that their relationships with family are strained, friendship groups have fallen away and they may have lost the ability to plan and execute straightforward tasks independently. Long and short term memory loss is invariably a difficult area for most, potentially making them vulnerable in terms of safety in the home and community, and causing profound upset for many with the feeling that they simply don't know who they are any longer. This can mean that without intensive support, the individual and their families can experience spiralling debt, housing insecurity and experience exclusion from their communities.

Behaviourally, clients frequently struggle with impulsive behaviour and disinhibition, struggle to manage their mood and as a result can be alienated from their support networks. The effects of brain injury can reach into every part of someone's life and take away everything that they knew about themselves prior to their injury. The disproportionate amount of depression, anxiety and family breakdown experienced in those with brain injuries demonstrates the urgent need for Headway Nottingham to provide accessible therapeutic processes to improve quality of life for clients and their families.

Brain Injury in the UK

Every 90 seconds someone is admitted to hospital with an acquired brain injury related illness -this could be from a head injury, stroke or other cause.

Comparison - "Every two minutes someone in the UK is diagnosed with cancer."**

There were 356,699 UK admissions to hospital with acquired brain injury in 2019-20. That is 534 admissions per 100,000 of the population.

[**Cancer Research UK, <https://www.cancerresearchuk.org/health-professional/cancer-statistics/incidence>, Accessed June 2022.]

Headway Nottingham shares its Nottingham roots with national charity, Headway - the brain injury association, who's UK-wide services include an invaluable information Helpline, downloadable web-based information on the effects of brain injury and nationwide campaigning to highlight the prevalence and significance of disabilities resulting from brain injury. This more generalised support complements the work of Headway Nottingham and aids some local residents to find our day centre for their person-centred, long term rehabilitation. Headway Nottingham remains a separate charity to its national neighbour, with responsibility for its own strategic direction, governance and fundraising.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2022

OBJECTIVES AND ACTIVITIES

Public benefit

Brain Injury in Nottingham

Headway Nottingham operates on the doorstep of one of the UK's foremost Major Trauma Centres at Nottingham Queens Medical Centre. As a result, this incredible medical care sees local survival rates following brain injury ever-increasing. In fact, The Neuro Trauma Service based in Nottingham reported a 20% reduced mortality rate in 2021. As our clients often report though, long term support for the profound and potentially devastating disabilities resulting from brain injury is severely lacking. Headway Nottingham continues to be the only brain injury specific service available without time limitations in the area.

In 2019-20 Nottingham city and county saw 4,721 admissions to hospital as a result of an acquired brain injury. This is a rise of nearly 10% from levels in 2016/17. 1,530 (32.4%) of these injuries were as a result of Stroke.*

Headway Nottingham supports and represents people living throughout Nottingham city and Nottinghamshire county - a vast geographical remit for our small charity. Our catchment area is diverse in terms of affluence and does include areas included in the National Indices of Deprivation. As a result, many of our clients experience multiple and complex deprivation in addition to the disabilities they experience following brain injury.

The majority of Headway Nottingham's clients are not supported by any other organisation. This is representative of the likelihood of people living with brain injuries slipping 'through the net' of available support as well as a wider failure of national services to recognise and acknowledge the nature of brain injury as distinct from other types of disadvantage. With pressure from Headway and other concerned organisations the government has now formally announced plans to develop a cross departmental strategy on acquired brain injury. This aims to improve the provision of services by local authorities, NHS, Department for Education, Ministry of Defence, Prison Service, DWP and The Department of Digital, Culture, Media and Sport. We sincerely hope to see an improved pathway for local people with brain injuries as a result.

70% of Headway Nottingham clients express that they worry about managing finances, with a potentially devastating effect on the health and wellbeing of the individual and their families.

98.5% of Headway Nottingham's clients are long term unemployed due to their disability.

72% of our Outreach clients received our help with their welfare/benefits provision.

[*Figures from national charity, Headway - the brain injury association's analysis of ABI admission statistics from 2019-20.]

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2022

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievements

"I truly don't know where I would be without you and all of your stalwart support".

Service User - Headway Nottingham

The first three months of this financial year saw Headway Nottingham still very much curbed by Covid related difficulties, meaning that our day centre was not operational, and we were supporting our clients virtually, on the phone, by post and with 1-1 visits at home and in the community. We took this opportunity to move our service away from the privately leased grade II listed building in Bilborough to a new, more central home in Nottingham. Using this time to avoid the disruption that would have been caused were we to attempt this while our day service was operational. The cost of maintaining a listed building was becoming prohibitive and with predictions of an unstable fundraising and statutory services sector, and with the cost of living predicted to rise the Board decided it would be prudent to find an alternative base. We moved to our new home, within another local charity's building, at the beginning of July. Our partnership with The Nottinghamshire Deaf Society (NDS) offered us the chance to reduce our outgoings considerably whilst simultaneously helping another local third sector organisation increase their income. The creation of this community charity hub in Forest Fields has been very successful, and we wish to offer our sincerest thanks to the Board and staff of NDS for the very warm welcome, and the staff of Headway Nottingham for the immense amount of work undertaken to make it happen.

On 5th July 2021 we joyfully re-opened our build-based face-to-face day service and our clients quickly settled in our new home. Though we were still operating under strict social care covid regulations the year saw 67 people benefitting from the day service provision and thoroughly enjoying being back with each other in person, sharing the lived experience so valuable to those feeling so alone after brain injury strikes. Allowing some time for members to settle in our new surroundings our activity timetable didn't begin again until September, providing much-valued person-centred and life-improving rehabilitation through a wide range of engaging, practical workshops, all designed to support with skills and confidence rebuilding whilst establishing an appropriate level of safe independence for each person.

At the centre, each person is celebrated for their achievements and abilities and supported to live positively without feeling limited or defined by their disabilities. We are proud to have seen 958 individual attendances at 7 different types of rehabilitation workshops over the last 6 months of the year.

Workshops delivered include:

- Functional skills - English and Maths
- Music Therapy, specifically therapeutic use of singing for improvements in memory, vocal expression, tonal matching and pleasure.
- Creative Writing, consistently popular with clients, all of whom take tremendous steps forward with their confidence to express themselves in written form, then share their work aloud with the group. Sessions improve written skills, speed up coherent thought processing and demonstrate to the individual that their thoughts, feelings and creations are valuable and important.
- Therapeutic Textiles, working on individual textile related projects to improve manual dexterity, hand-eye coordination, planning and organisation and a sense of achievement.
- Indoor Bowls, a collaboration with researchers at Sheffield Hallam University to understand how this inclusive physical activity can improve balance and coordination, dexterity, physical fitness and mobility while also encouraging gentle competition and a sense of fun.

Our small staff team of 5 were not supported by volunteers in the centre this year as we adhered to strict capacity limits and social distancing. This put slightly more pressure on the team but meant that every spare space at the centre could be given to an individual living with brain injury to maximise our reach.

Outreach Service in the Community and Welfare Support

Headway Nottingham's Outreach service continued to provide an invaluable support for local people beginning their rehabilitative journey through the day centre and referrals into the service averaged at 3.9 per month with 47 over the year.

Headway Nottingham's Outreach provided 825 information and telephone support interventions, with an approximate additional 23 benefits-related interventions and applications completed on behalf of clients. The Outreach Worker maintained a 100% success rate in securing appropriate financial awards for clients, ensuring their medium-term financial stability, whilst also attending and advocating at tribunals, medical assessments and award assessments. Our Outreach worker left us 6 months into the year, however, her invaluable work was continued by existing staff taking on extra responsibility until the role was filled in 2022.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2022

We are proud that the value of the Outreach service was recognised by Nottinghamshire County Council's Local Improvement Scheme, who's valued contribution was used towards our support of local people affected by brain injury in the Nottinghamshire County area.

FINANCIAL REVIEW

Review of the year

Headway Nottingham and the Local Brain Injury Landscape

The biggest challenge for people with brain injuries throughout Nottingham and Nottinghamshire continues to be accessing appropriate, long term cognitive and physical rehabilitation and emotional support. For many people, the pathway to accessing brain injury specific support is unclear and too often left to luck as to whether they are referred to Headway Nottingham. Coupled with this, an ever-tightening public purse increases barriers to support as subsidised transport is cut dramatically (leaving many unable to attend due to geography) and contributions of statutory funding reduce per person, sometimes to pence per day.

The reduction in statutory funding is reflected in our accounts this year, and we recognise that this situation is unlikely to change in the near future. Therefore, we are concentrating our efforts on attracting funding from other sources to enable us to maintain and develop the services which have proved so valuable to our service users over the years.

Headway Nottingham continues to evolve strategic direction to maximise attendances and benefit to clients, whilst matching potential funders to appropriate and essential elements of the service. The development of our new three year business plan aims to help give us very clear direction in this regard and is proving helpful in our aim of becoming a much more sustainable organisation in the next three years.

Headway Nottingham has applied many cost-saving initiatives over the year, many of which have impacted upon the roles of Support staff and placed additional demands on their working time, however no impact of these measures has been felt by clients, which is testament to the charity's dedicated, professional and supportive team. Their vast practical experience of brain injury and their knowledge of clients, coupled with the invaluable support of our funders is the reason Headway Nottingham remains a vital lifeline to many local people, their families and carers, who otherwise often feel marginalised and misunderstood in their communities.

Staff Team

Charlotte Leask - Services Manager

Rhiana Lakin - Assistant Manager

Alexandria Smith - Outreach Worker

Angela Cattermer - Senior Support Worker

Miriam Aguilar Gil - Support worker

Accounts Preparation

The Trustees confirm that the accounts comply with current statutory requirement and with those of the governing Instruments. This report and the accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORPS 2015(FRS102)), the Companies Act 2006 and the Trust Deed. The report has also been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2022

FINANCIAL REVIEW

Reserves & Investment policy

Last year Headway Nottingham shared its successful step in increasing our free reserves up to £80,000 with a plan to increase it even further to £100,000 in the next two. We're pleased to see that despite the very difficult financial year we've had as we emerge from the pandemic, and the deficit we see in this year's accounts, Headway Nottingham's tight financial controls have meant that the free reserves have not been dented by this deficit. We are proud to have navigated such tumultuous times without a drop in our reserves but are only too aware that the current cost of living crisis and a looming recession will almost definitely make next year even more difficult.

Therefore, a key objective for the trustees this year is the continued work of keeping our business and contingency plans under constant review in order to remain financially responsible during the uncertain times ahead. After the last two years we have developed strong skills in learning how to change and adapt quickly and successfully and have confidence that Headway Nottingham can continue to provide its crucial local brain injury services as we move into 2022/23.

The Trustees have the power to invest in such assets as they see fit.

The company has a policy of keeping any surplus liquid funds in short term deposits which can be accessed readily should the need arise.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document & body

The charity is governed by its Memorandum and Articles of Association dated 16 February 2001

The company's directors who are also the trustees of the charity are set out below. The directors also constitute the board of directors who accept overall responsibility of operational, financial and constitutional matters.

Recruitment and training of Trustees

The Boards of Trustees is composed of Trustees nominated by existing members. They are constantly looking to recruit new Trustees who can broaden the skills, knowledge and experience of the charity to ensure that it continues to be focused on meeting the needs of the beneficiaries.

All potential Trustees will be in sympathy with the aims, objectives and ethos of Headway (Nottingham)

Each Trustee recruited receives a copy of the Annual accounts, and a copy of the current business plan. Each Trustee is also invited to visit the centre and spend time with members of staff so they can fully appreciate how the charity operates on a day to day basis.

Organisational management

The charity's Trustees are legally responsible for the overall management and control of the charity and usually meet on a monthly basis.

The day to day running of the charity is delegated to the Services Manager who attends meetings of the Trustees.

Risk management

The trustees regularly review the major risks which the charity face and procedures have been put in place to mitigate these risks. The procedures themselves will be regularly reviewed to ensure that they still meet the needs of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04161891 (England and Wales)

Registered Charity number

1088685

Registered office

22 Forest Road West
Nottingham
Nottinghamshire
NG7 4EQ

REPORT OF THE TRUSTEES
for the year ended 31 March 2022

Trustees

Ms N Offord-Hall (resigned 21.6.22)
P J Antunes Gonçalves (resigned 30.4.21)
Mrs G Perkins (resigned 30.6.21)
J Blakey
Mrs S A Harris
Dr J A Ditchfield
Ms M A Roe
R Allen (resigned 21.6.22)
K J H Bird
A Sutcliffe
T M Easom (resigned 21.6.22)
H J Rapiniet
S Elliot (appointed 15.6.21)

The Trustees present their annual report together with the unaudited financial statements of the year ended 31 March 2022.

Company Secretary

J Blakey

Independent Examiner

Hewitt Card Chartered Certified Accountants
ACCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

The company is limited by guarantee, not having a share capital. It was incorporated on the 16 February 2001 and is registered with the charity commission as a registered charity.

The Trustees and the principal address of the charity along with the professional advisors are detailed in this document.

Approved by order of the board of trustees on 23/05/22 and signed on its behalf by:


Mrs S A Harris - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY (NOTTINGHAM) LIMITED**

Independent examiner's report to the trustees of Headway (Nottingham) Limited ('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').

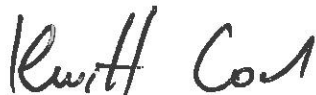
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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



Hewitt Card Chartered Certified Accountants
ACCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date: 6/9/22

HEADWAY (NOTTINGHAM) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES 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		28,742	11,783	40,525	172,905
Charitable activities					
General		95,980	-	95,980	121,512
Investment income	2	527	-	527	518
Total		125,249	11,783	137,032	294,935
EXPENDITURE ON					
Charitable activities					
General		181,913	14,421	196,334	218,897
NET INCOME/(EXPENDITURE)		(56,664)	(2,638)	(59,302)	76,038
RECONCILIATION OF FUNDS					
Total funds brought forward		148,233	4,325	152,558	76,520
TOTAL FUNDS CARRIED FORWARD		91,569	1,687	93,256	152,558

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED (REGISTERED NUMBER: 04161891)

**BALANCE SHEET
31 March 2022**

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	7	-	-	-	10,336
CURRENT ASSETS					
Debtors	8	8,685	-	8,685	11,043
Cash at bank and in hand		91,846	1,687	93,533	139,172
		<u>100,531</u>	<u>1,687</u>	<u>102,218</u>	<u>150,215</u>
CREDITORS					
Amounts falling due within one year	9	(8,962)	-	(8,962)	(7,993)
NET CURRENT ASSETS		<u>91,569</u>	<u>1,687</u>	<u>93,256</u>	<u>142,222</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>91,569</u>	<u>1,687</u>	<u>93,256</u>	<u>152,558</u>
NET ASSETS		<u>91,569</u>	<u>1,687</u>	<u>93,256</u>	<u>152,558</u>
FUNDS	11				
Unrestricted funds				91,569	148,233
Restricted funds				1,687	4,325
TOTAL FUNDS				<u>93,256</u>	<u>152,558</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

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 by the Board of Trustees and authorised for issue on 23/08/22 and were signed on its behalf by:


S A Harris - Trustee

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

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 2019)', 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.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Improvements to property	☐ Straight line over 10 years
Office equipment	☐ 33.3% straight line

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.

2. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Deposit account interest	<u>527</u>	<u>518</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

3. NET INCOME/(EXPENDITURE)

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

	31.3.22	31.3.21
	£	£
Depreciation - owned assets	10,336	10,333
Other operating leases	<u>24,933</u>	<u>22,000</u>

4. 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

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

5. STAFF COSTS

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

	31.3.22	31.3.21
	2	2
Admin and management	3	4
Support workers	<u>5</u>	<u>6</u>

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	21,717	151,188	172,905
Charitable activities			
General	121,512	-	121,512
Investment income	<u>518</u>	<u>-</u>	<u>518</u>
Total	143,747	151,188	294,935
EXPENDITURE ON			
Charitable activities			
General	78,436	140,461	218,897
NET INCOME	65,311	10,727	76,038
Transfers between funds	<u>25,545</u>	<u>(25,545)</u>	<u>-</u>
Net movement in funds	90,856	(14,818)	76,038
RECONCILIATION OF FUNDS			
Total funds brought forward	57,377	19,143	76,520

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued			
	Unrestricted funds £	Restricted funds £	Total funds £
TOTAL FUNDS CARRIED FORWARD	148,233	4,325	152,558
7. TANGIBLE FIXED ASSETS			
	Improvements to property £	Office equipment £	Totals £
COST			
At 1 April 2021	103,333	12,681	116,014
Disposals	(103,333)	-	(103,333)
At 31 March 2022	-	12,681	12,681
DEPRECIATION			
At 1 April 2021	92,997	12,681	105,678
Charge for year	10,336	-	10,336
Eliminated on disposal	(103,333)	-	(103,333)
At 31 March 2022	-	12,681	12,681
NET BOOK VALUE			
At 31 March 2022	-	-	-
At 31 March 2021	10,336	-	10,336
8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	31.3.22 £	31.3.21 £	
Other debtors and prepayments	8,685	11,043	
9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	31.3.22 £	31.3.21 £	
Trade creditors	2,261	420	
Social security and other taxes	2,915	3,180	
Other creditors	432	444	
Accrued expenses	3,354	3,949	
	8,962	7,993	

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

10. LEASING AGREEMENTS

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

	31.3.22	31.3.21
	£	£
Within one year	3,000	12,920
Between one and five years	-	1,920
	<u>3,000</u>	<u>14,840</u>

11. MOVEMENT IN FUNDS

	At 1.4.21	Net movement in funds	At 31.3.22
	£	£	£
Unrestricted funds			
General fund	68,233	(56,664)	11,569
Operational reserve (xxi)	80,000	-	80,000
	<u>148,233</u>	<u>(56,664)</u>	<u>91,569</u>
Restricted funds			
Groundworks Garden Project (xxviii)	234	(234)	-
Mansfield Building Society (xoxix)	491	(491)	-
Skipton Building Society (xi)	249	-	249
Local Improvement Scheme (xli)	2,625	(1,750)	875
Beeston and District Round Table (xliv)	100	(100)	-
Reg Adair - Councillor (xlv)	82	-	82
Thoresby Charity (xlvii)	80	(80)	-
Music Therapy fund in Memory of Bev Savage (i)	264	(264)	-
BADTh (lii)	200	(200)	-
Ken Bird Donation (lxi)	-	325	325
Nottingham City Council workforce retention fund (lxii)	-	156	156
	<u>4,325</u>	<u>(2,638)</u>	<u>1,687</u>
TOTAL FUNDS	<u>152,558</u>	<u>(59,302)</u>	<u>93,256</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

11. 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	125,249	(181,913)	(56,664)
Restricted funds			
Groundworks Garden Project (xxviii)	-	(234)	(234)
Mansfield Building Society (xxxix)	-	(491)	(491)
Local Improvement Scheme (xli)	7,875	(9,625)	(1,750)
Beeston and District Round Table (xliv)	-	(100)	(100)
Thoresby Charity (xlv)	-	(80)	(80)
Music Therapy fund in Memory of Bev Savage (l)	-	(264)	(264)
BADTh (lii)	-	(200)	(200)
Ken Bird Donation (lxi)	1,000	(675)	325
Nottingham City Council workforce retention fund (lxii)	2,908	(2,752)	156
	<u>11,783</u>	<u>(14,421)</u>	<u>(2,638)</u>
TOTAL FUNDS	<u>137,032</u>	<u>(196,334)</u>	<u>(59,302)</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	23,877	65,311	(20,955)	68,233
Operational reserve (xxi)	33,500	-	46,500	80,000
	<u>57,377</u>	<u>65,311</u>	<u>25,545</u>	<u>148,233</u>
Restricted funds				
Groundworks Garden Project (xxviii)	234	-	-	234
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	249	-	-	249
Local Improvement Scheme (xli)	3,500	(875)	-	2,625
Beeston and District Round Table (xliv)	100	-	-	100
Reg Adair - Councillor (xlv)	82	-	-	82
Thoresby Charity (xlv)	80	-	-	80
Music Therapy fund in Memory of Bev Savage (l)	264	-	-	264
Peoples Postcode Lottery (li)	12,743	(12,156)	(587)	-
BADTh (lii)	1,400	(1,200)	-	200
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	-	24,958	(24,958)	-
	<u>19,143</u>	<u>10,727</u>	<u>(25,545)</u>	<u>4,325</u>
TOTAL FUNDS	<u>76,520</u>	<u>76,038</u>	<u>-</u>	<u>152,558</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

11. 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	143,747	(78,436)	65,311
Restricted funds			
Local Improvement Scheme (xli)	10,500	(11,375)	(875)
Peoples Postcode Lottery (li)	-	(12,156)	(12,156)
BADTh (lii)	3,000	(4,200)	(1,200)
National Emergencies Trust (liii)	8,553	(8,553)	-
Councillor Weisz (liv)	500	(500)	-
Edward Gostling Foundation (lv)	5,000	(5,000)	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	91,991	(67,033)	24,958
LIS Covid Relief Fund (lvii)	720	(720)	-
Albert Hunt Trust (lviii)	2,000	(2,000)	-
Julia and Hans Rausing trust (lix)	28,352	(28,352)	-
EMA Covid Relief Fund (lx)	572	(572)	-
	<u>151,188</u>	<u>(140,461)</u>	<u>10,727</u>
TOTAL FUNDS	<u>294,935</u>	<u>(218,897)</u>	<u>76,038</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

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

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	23,877	8,647	(20,955)	11,569
Operational reserve (xxi)	33,500	-	46,500	80,000
	<u>57,377</u>	<u>8,647</u>	<u>25,545</u>	<u>91,569</u>
Restricted funds				
Groundworks Garden Project (xxviii)	234	(234)	-	-
Mansfield Building Society (xxxix)	491	(491)	-	-
Skipton Building Society (xi)	249	-	-	249
Local Improvement Scheme (xli)	3,500	(2,625)	-	875
Beeston and District Round Table (xliv)	100	(100)	-	-
Reg Adair - Councillor (xlv)	82	-	-	82
Thoresby Charity (xvii)	80	(80)	-	-
Music Therapy fund in Memory of Bev Savage (i)	264	(264)	-	-
Peoples Postcode Lottery (li)	12,743	(12,156)	(587)	-
BADTh (lii)	1,400	(1,400)	-	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	-	24,958	(24,958)	-
Ken Bird Donation (lxi)	-	325	-	325
Nottingham City Council workforce retention fund (lxii)	-	156	-	156
	<u>19,143</u>	<u>8,089</u>	<u>(25,545)</u>	<u>1,687</u>
TOTAL FUNDS	<u><u>76,520</u></u>	<u><u>16,736</u></u>	<u><u>-</u></u>	<u><u>93,256</u></u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

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	268,996	(260,349)	8,647
Restricted funds			
Groundworks Garden Project (xxviii)	-	(234)	(234)
Mansfield Building Society (xxix)	-	(491)	(491)
Local Improvement Scheme (xli)	18,375	(21,000)	(2,625)
Beeston and District Round Table (xliv)	-	(100)	(100)
Thoresby Charity (xlv)	-	(80)	(80)
Music Therapy fund in Memory of Bev Savage (i)	-	(264)	(264)
Peoples Postcode Lottery (ii)	-	(12,156)	(12,156)
BADTh (iii)	3,000	(4,400)	(1,400)
National Emergencies Trust (iii)	8,553	(8,553)	-
Councillor Weisz (iv)	500	(500)	-
Edward Gostling Foundation (iv)	5,000	(5,000)	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (vi)	91,991	(67,033)	24,958
LIS Covid Relief Fund (lvii)	720	(720)	-
Albert Hunt Trust (lviii)	2,000	(2,000)	-
Julia and Hans Rausing trust (lix)	28,352	(28,352)	-
EMA Covid Relief Fund (ix)	572	(572)	-
Ken Bird Donation (lxi)	1,000	(675)	325
Nottingham City Council workforce retention fund (lxii)	2,908	(2,752)	156
	<u>162,971</u>	<u>(154,882)</u>	<u>8,089</u>
TOTAL FUNDS	<u>431,967</u>	<u>(415,231)</u>	<u>16,736</u>

Each restricted and designated fund has sufficient resources to enable the fund to be applied in accordance with the restrictions imposed.

(xxi) The operational reserve was established as a designated fund to ensure that the charity would be able to meet expenditure commitments (salaries and Tax) for at least three months.

(xxviii) Groundworks Garden Project Successful application to Onestop Groundworks to pay for a horticulture project here in the Headway Nottingham garden, led by a volunteer landscape architect and executed by our service users. The grant pays for installation of garden features such as willow pods, composters, bug hotels and planting of wild flowers along with the tools and equipment needed to deliver the project. This project has enhanced the centre garden, creating a welcoming and peaceful outdoor space for our service users whilst giving them the opportunity to build that space and take ownership of the project.

(xxix) Mansfield Building Society. This money was awarded to aid the purchase of specialist Aphasia software for us to use in the centre with the clients who struggle with word finding post brain injury. It will offer significant ongoing support for those people living with aphasia in the Headway Nottingham Service.

(xl) Skipton Building Society. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

(xli) Local Improvement Scheme. This is an award to pay for the majority of our Outreach work in the County of Nottinghamshire over the course of three years. Our Outreach worker delivers support, advice and advocacy services to County residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(xlii) Beeston and District Round Table. Beeston and District Round Table have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Giltbrook Workwear and Stratstone Landrover.

(xliii) Reg Adair - Councillor. This award of funds comes from Nottinghamshire County Councillor Reg Adair's allocated Divisional fund for community support. Specifically designated to pay for two tablets for use in the centre, and art supplies needed for our therapeutic art workshops.

(xliv) Thoresby Charity. This is an award given by Thoresby Charity to use towards the cost of our Creative Writing sessions. Creative writing helps our client base to express their thoughts and feelings in a productive way whilst also improving vocabulary, fine motor skills and sense of ability.

(xlv) Music Therapy Fund In Memory of Bev Savage. This fund was collected in remembrance of a client who used the service for many years and benefitted hugely from the music therapy he received. Those who donated wish to help support that therapy going forward for other people affected by brain injury.

(xli) Peoples Postcode Lottery. This is an award to pay for the majority of our Outreach work in the City of Nottingham over the course of one year. Our Outreach worker delivers support, advice and advocacy services to City residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(lii) BADTh. In awarding this fund the BADTh Charity have secured the novel use of drama therapy as a tool to help those struggling with the effects of brain injury. A qualified drama therapist works both in a group setting and one-to-one with clients with the aim of improving their emotional and mental health. The use of drama techniques to explore new behaviours, feelings and thoughts connected to the trauma of experiencing change after brain injury is an evolving field but one that shows extremely positive results for those involved. This innovation was featured in the Neuro Rehab Times online publication.

(lvi) Coronavirus Community Support Fund (distributed by The National Lottery Community Fund). Announced by the Chancellor, a central government fund designed to ease the strain on the third sector as they provided essential covid response services during the global pandemic. Used specifically for our "Separate Together" project to supply our vulnerable client base with vital support during the pandemic. Consisting of a technology project to give more people the access and the skills to access the online community during a time when they were confined to their houses, a welfare call service, postal activity packs for those unable to use technology and the core costs associated with the supply of these services.

(lxi) Ken Bird Donation. A very generous donation from a valued and long-standing volunteer with a wish that it be used to provide activity workshops and sessions directly benefiting our Day Centre users. With first hand experience of these sessions and their impact, our donor wishes this work to continue to bring increased wellbeing and confidence to the clients.

(lxii) Nottingham City Council Workforce Retention Fund. A central government initiative handed to local authorities to disperse among social care providers with a view to help the health and social care staffing crisis. Can be used for anything that increases the chances of staff retention including pay rises, staff training, incentives etc.

HEADWAY (NOTTINGHAM) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the year ended 31 March 2022**

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

HEADWAY (NOTTINGHAM) LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2022

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	30,492	172,045
Other income	10,033	860
	<u>40,525</u>	<u>172,905</u>
Investment income		
Deposit account interest	527	518
Charitable activities		
Funding bodies	95,980	92,170
Grants	-	29,342
	<u>95,980</u>	<u>121,512</u>
Total incoming resources	<u>137,032</u>	<u>294,935</u>
EXPENDITURE		
Charitable activities		
Wages (see note 5 & 6)	121,451	147,451
Rent (see note 4 & 11)	24,933	22,000
Rates and utilities	3,505	6,597
Insurance	2,351	2,677
Cost of providing activities for members	17,447	14,261
Travel & Transport	457	-
Management costs	795	696
Staff training & welfare	1,802	1,046
Stationery & Postage	643	2,186
Telephone	8,714	6,986
Depn Leasehold Improvements (see note 4)	10,336	10,333
	<u>192,434</u>	<u>214,233</u>
Support costs		
Governance costs		
Accountancy fees	3,900	4,664
Total resources expended	<u>196,334</u>	<u>218,897</u>
Net (expenditure)/income	<u>(59,302)</u>	<u>76,038</u>

This page does not form part of the statutory financial statements

HEADWAY NOTTINGHAM LIMITED

England & Wales - Charity number 1088685

Accounts

“The Headway Nottingham online activities have been a lifeline for me while I have been shielding, I don’t know what I would have done without them. I can only imagine how difficult and lonely life would have been without our Zoom get togethers”.

Tom, service user.

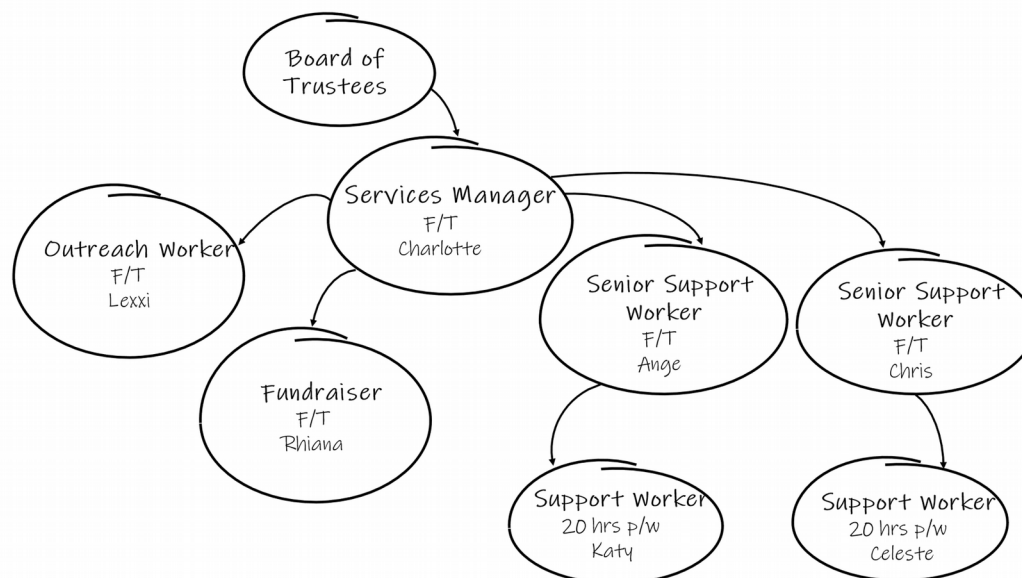


Headway
Nottingham

A Look Back
Annual report: 2020/21

**Prepared by Charlotte Leask, Services Manager
AGM: 19th October 2021,**

Team Structure



Board of Trustees

The period 2020/21 saw the resignation of Headway Nottingham's Chair of the Board of Trustees, Ed Myers. Ed's contribution and dedication to Headway Nottingham's adaptation, success and continuity over 22 years is deeply valued by all the team. It's wonderful that those affected by brain injury will continue to benefit from his compassion and expertise in the field in his continuing role as a specialist in Personal Injury and Criminal Injury claims. We are incredibly grateful for his unwavering support. On Ed's resignation, Sam Harris stepped up to the role of Chair.

2020/21 saw Headway Nottingham benefit from the appointments of Hilary Rapinet, a Senior HR practitioner with over 20 years of experience in global private sector companies, and Therese Easom, Head of Corporate Communications at Nottinghamshire Fire and Rescue Service. We were delighted to welcome Hilary and Therese to the team and thrilled to benefit from their wealth of experience in HR, Communications and PR. The staff team are grateful for the ongoing support and hard work of Headway Nottingham's Board of Trustees throughout this turbulent year.

Staffing narrative

Headway Nottingham's small staff team was inevitably, significantly impacted by the global COVID-19 pandemic, as doors to our face-to-face services were closed for all but five weeks over this financial year in the interests of maintaining our clients' safety. The team responded quickly to national lockdown and services were reworked to offer

comprehensive support remotely. As a result, fewer staff were initially required and for part of the year the organisation was able to benefit from the Government Furlough scheme. At various points of the year, four of the seven-strong team were furloughed.

By Christmas 2020 the team had absorbed the loss of two part time staff members – Support Workers Katy and Celeste. Whilst their hard work and support was missed, we chose not to advertise the vacancies until building-based services were to resume. By the end of the financial year the team had reduced to five.

Purpose and Activity

The principal objectives of Headway Nottingham are to:

- promote understanding of all aspects of brain injury
- provide information, support and services for those who have sustained a brain injury
- improve the quality of life for people with a brain injury, their families and carers in Nottingham's city and county.

Rehabilitation Centre

The year 2020/21 threw challenges at Headway Nottingham which undermined the foundations of our work in our rehabilitation centre. The pandemic, and ensuing lockdowns, saw our service users not able to rely on their allocated time at the centre for in-person support to maintain and develop their abilities and sense of self post-injury. Many were physically separated from their support networks, jeopardising their access to simple necessities. Vital friendships nurtured at the centre were threatened and for many their source of routine and reassurance was snatched away for an indefinite period of time.

"My favourite people at Headway are Ange, Charlotte, Lexxi..."

Lauren, new service user

The staff team worked quickly to restructure how support could be delivered, taking into account the variances in our 70 day service users' ability to communicate through different media. Initially this remote offering started at a basic level with regular welfare telephone calls and rehabilitative / engaging activity packs sent through the post to

Over the year the staff team made an astonishing 5,550 welfare telephone calls and sent nearly 1,500 postal activity packs to our clients.

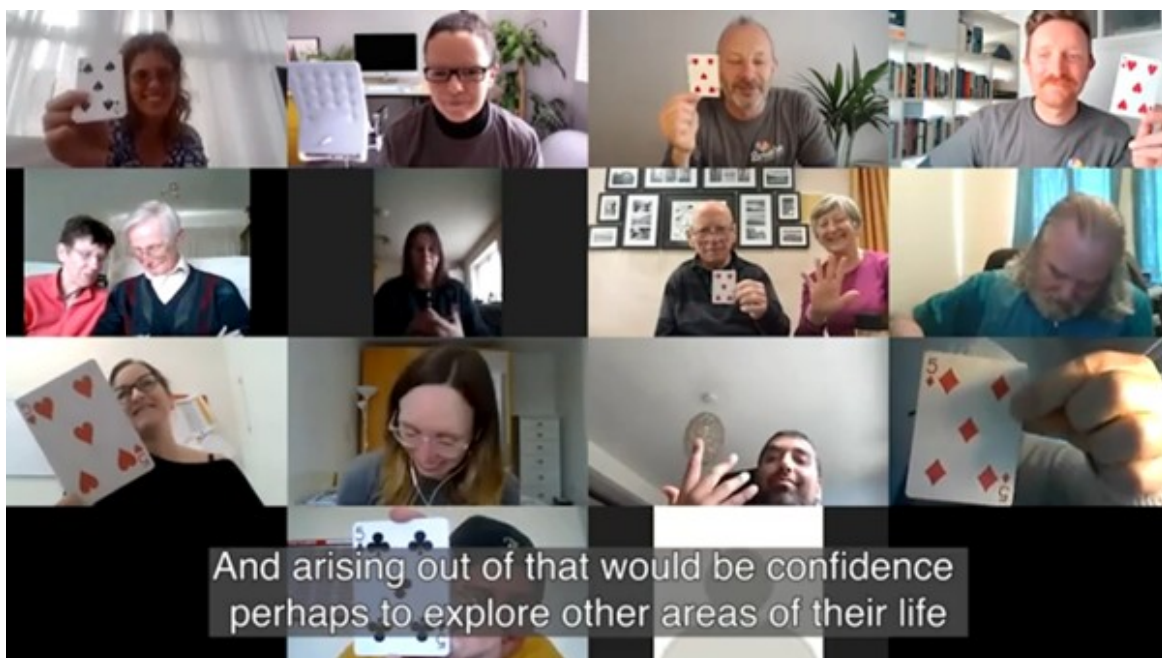
clients.

The welfare calls enabled our team to "check-in" with those we support, offering some social interaction over the phone, the opportunity for them to talk through any worries during an unprecedented time, and gave our staff the chance to pick up on any concerns arising. Indeed, these calls did lead to interventions and referrals into appropriate

agencies for extra support for some of our most vulnerable clients, allowing them to remain shielding as advised but still having access to critical supplies of food, medication, and other essentials. It was also important that the messages surrounding how to stay safe during the pandemic were repeated and explained often to our client base, many of whom struggle with memory loss and have some difficulties understanding information.

The remote offering soon expanded to a closed Facebook group only for those who would normally have been attending the day centre. This offered a place where the vital peer to peer support usually experienced within the centre could continue. A daily mental health “check-in” in this group allowed service users to engage without having to write lengthy sentences, instead only having to post a heart of a certain colour to alert staff moderators and other service users to their current mood. This prompted an outpouring of support from their friends and interventions from staff when required. With almost 250 mental health check-in’s and over 8000 comments and interactions stemming from them, we are proud to have facilitated this level of connection when so many were feeling so isolated.

The final piece of our remote support puzzle slipped into place when we started offering “live” sessions via Zoom. A full weekly timetable of activities with staff members and contracted tutors soon had our service users back in the swing of learning and laughing. We facilitated creative writing lessons, “Laughter Yoga and Wellbeing” sessions, quizzes, “Music for Wellbeing” and our highlight of the lockdowns, our “Magic for Memory” online sessions. A course designed by **Breathe Arts Health Research** and our colleagues at **Headway East London**, using members of the Magic Circle to teach our service users magic tricks whilst simultaneously improving memory, sequencing, communication skills, storytelling and their sense of wellbeing. It was a joy to be involved in and made a huge and positive difference to those who participated.



Let us not forget that this pandemic had an impact on us all, we are incredibly proud of the hard work and resilience of our staff team during this unprecedented time. Putting aside their own worries and difficulties during this time, they dedicated themselves to making sure that the wellbeing and safety of our members was our highest priority and, crucially, that the negative impact of the pandemic was minimised for those that they supported. Our sincerest thanks to Charlotte, Rhiana, Alexandria, Angela, Chris, Celeste and Katy for making sure we all came together, despite the physical distance between us.

Volunteers

Social distancing and capacity in the centre dictated that even when lockdown restrictions eased and we were able to provide in-person services, utilising volunteers in the centre would reduce numbers of services users able to attend for rehabilitation. We look forward to welcoming volunteers back to the centre when capacity issues allow.

Funding, Fundraising and Campaigning

Statutory Funding

The temporary, but indefinite, closure of Headway Nottingham's in-person support during national lockdown was cause for immediate financial concern for the organisation, as well as for the wellbeing and safety of our clients. In the context of our reliance on statutory income in previous years, the threatened loss of this source of income had the potential to jeopardise the future of our service.

Headway Nottingham continued to have responsibility for overseeing the welfare of our clients in the city and county whilst day services were closed, so we were pleased to receive confirmation from both Nottingham City and Nottinghamshire County's Adult Social Care commissioners that client's subsidised places with the service would continue to be funded, on the proviso that 'blended support' through multiple mediums was provided. We thank both of our local authorities for working with us to make sure our vulnerable clients still had access to the support and interactions they needed throughout this difficult time.

Grant Funding

At a time of significant uncertainty as the pandemic took hold, Headway Nottingham was fortunate to benefit from existing grants being in place to support the role of our Outreach Worker. Having received £14,855 from **The People's Postcode Lottery** a matter of weeks before the commencement of the financial year, the funders responded to the global crisis by quickly taking the unprecedented step of unrestricting their grant, allowing us the opportunity to utilise their funds wherever the need in the service was greatest. The essential nature of the Outreach Worker's role dictated that despite this kind offer, it was felt that provision of support for our clients in Nottingham City should continue to be funded as planned, albeit in a different and remote format.

Headway Nottingham's remaining Outreach work throughout Nottinghamshire County continued to be funded by **Nottinghamshire County Council's Local Improvement Scheme**. This marks the final year of their much-valued three-year commitment to support the project for the benefit of citizens affected by brain injury. The project was set to exceed stated targets in year three, as it had in years one and two, however priorities of the role shifted as our support became remote and the welfare benefits system slowed as a result of the pandemic. We are thrilled that despite challenges faced this year, the Local Improvement Scheme committee deemed our project to be a resounding success.

The BADth (British Association of Dramatherapists) Charity's support of Headway Nottingham's Dramatherapy project continued unabated despite distancing restrictions as we were fortunate to benefit from delivery creativity from our external Dramatherapist, Kathy Akers. The remainder of the £6,000 grant was provided following assessment of the project's efficacy, which allowed us to continue a much-valued and innovative rehabilitation opportunity despite the physical distance between clients and our service. Workshops were undertaken by telephone and online, using postal packs as reiteration of work completed. Sessions provided invaluable opportunities for clients to process and reflect on their emotions and responses to their current situations as well as the address ongoing challenges relating to their brain injuries. This session provided a lifeline of emotional support for its beneficiaries.

We were grateful to benefit from a grant to the value of £500 from Nottinghamshire County **Councillor Weisz** to support the provision of activity resources, which were invaluable in helping us to manage the wellbeing and progression of our clients in Nottinghamshire. An additional grant of £720 was gratefully received from **Nottinghamshire County Council's Local Improvement Scheme Covid-19 Relief Fund** to support the provision of our online Laughter Yoga workshops. The sense of connection this afforded our clients at an incredibly challenging time was central to nurturing positivity and hope for our clients, despite their social isolation.

The team responded quickly to funding opportunities which were made available to charities whose services and core costs were affected by Covid-19. We were grateful to receive a grant from the **National Emergencies Trust**, through the Nottinghamshire Community Fund to the value of £8,553, to support the establishment of our remote services as we adjusted to working with pandemic restrictions. We were also thrilled to benefit from a £5,000 grant from the **Edward Gosling Foundation**, which contributed to our outgoings of wages and rent during 2020. Similarly, the **Albert Hunt Trust awarded** £2,000 to cover some of the salary costs of our critical workers along with the **East Midlands Airport Covid Relief Fund** giving us £572 towards those same core salary costs. **The Julia and Hans Rausing Trust** were exceptionally generous with an award of £28,352 to help us pay for core costs and continue with remote support for our members during the crisis and a successful application to the **Coronavirus Community Support Fund** distributed by the National Lottery Community Fund saw us receive £90,875 to cover much of the remote support offering we were providing and notably, pay for our technology loan/training scheme which saw us provide tablets, data and training to a cohort of clients who were isolated, so that they too could join in with our online activity provision during the covid crisis.

All the team at Headway Nottingham work transparently and collaboratively with grant-makers, and we are sincerely grateful for their support and interest in our work. Their contributions enable us to grow and develop the charity's profile, whilst providing brain injury-specific, innovative and effective rehabilitation services for our members.

Voluntary Fundraising and Donations

This year we saw our individual donations and community fundraising decrease, reflecting both the uncertainty of the time and the lockdowns making in person fundraising events impossible. A drop in donations of this kind has been experienced right across the third sector during the pandemic and we consider ourselves extremely lucky and privileged to have continued to receive donations of any level. Fairly soon after the pandemic began it became clear that this could become a problem that put at risk our charity, and efforts to mitigate this through more targeted applications to trusts and grants became our fundraising priority. We saw success in concentrating on this switch and this is reflected in our accounts for the year.

In Conclusion...

In a year that not one of us could have foreseen, Headway Nottingham continued through extremely difficult circumstances, to deliver support, information and friendship to adults living with brain injuries in Nottingham and Nottinghamshire. Though our means of service delivery had to change, our mission and ethos remained; to use a person centred and holistic approach to improve lives after brain injury. We truly value all the support we have received from our supporters, commissioners, staff, tutors, trustees and most importantly, our clients, over this very difficult year and we want to reassure you all that our enthusiasm for what we do has not waned. We will endeavour to build on our successes and learn from our difficulties in order to reach more people who need us in the coming year.

Addendum - May 2021

The last year has been extremely difficult and vastly different. While we await the collation of data gathered during the crisis and into 2021/22 which will detail the impact the pandemic has had on our clients and the service, we believe that the following preliminary points are worthy of note...

- Our experience of covid suggests that we are right about the false economy of cutting day services – anecdotal evidence of mental health decline associated with isolation, carer crisis without respite, declining cognitive function and independence skills and increased likelihood of supported/residential care were reported during the crisis.
- Our predicted budget for 2021/22 indicates a huge deficit by the end of the year and a likely closure of day services early in 2022 if other funding streams don't become available.
- The cost of the service has reduced by nearly 30% over the last 3.5 years to try and account for a tougher fundraising environment without significant impact of service provision but there are no longer any further cuts to be made without losing core support services for our clients.

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
HEADWAY (NOTTINGHAM) LIMITED**

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HEADWAY (NOTTINGHAM) LIMITED

**CONTENTS OF THE FINANCIAL STATEMENTS
for the year ended 31 March 2021**

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 to 20
Detailed Statement of Financial Activities	21

HEADWAY (NOTTINGHAM) LIMITED

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

Charitable objects

What does Brain Injury Mean?

There are no certainties or 'one size fits all' approaches in the field of brain injury. Whilst some people do have physical disabilities meaning they are reliant on wheelchairs or walkers, every one of our clients struggles with profound cognitive disability. By the nature of this invisible disability, on arriving at Headway Nottingham people often find that their relationships with family are strained, friendship groups have fallen away and they may have lost the ability to plan and execute straightforward tasks independently. Long and short term memory loss is invariably a difficult area for most, potentially making them vulnerable in terms of safety in the home and community, and causing profound upset for many with the feeling that they simply don't know who they are any longer. This can mean that without intensive support, the individual and their families can experience spiralling debt, housing insecurity and experience exclusion from their communities.

Behaviourally, clients frequently struggle with impulsive behaviour and disinhibition, struggle to manage their mood and as a result can be alienated from their support networks. The effects of brain injury can reach into every part of someone's life and take away everything that they knew about themselves prior to their injury. The disproportionate amount of depression, anxiety and family breakdown experienced in those with brain injuries demonstrates the urgent need for Headway Nottingham to provide accessible therapeutic processes to improve quality of life for clients and their families.

Brain Injury in the UK

Every 90 seconds someone is admitted to hospital with an acquired brain injury related illness -this could be from a head injury, stroke or other cause.

Comparison - "Every two minutes someone in the UK is diagnosed with cancer."**

There were 348,453 UK admissions to hospital with acquired brain injury in 2016-17. That is 531 admissions per 100,000 of the population.

[**Cancer Research UK, 2017]

Headway Nottingham shares its Nottingham roots with national charity, Headway - the brain injury association, whose UK-wide services include an invaluable information Helpline, downloadable web-based information on the effects of brain injury and nationwide campaigning to highlight the prevalence and significance of disabilities resulting from brain injury. This more generalised support complements the work of Headway Nottingham and aids some local residents to find our day centre for their person-centred, long term rehabilitation. Headway Nottingham remains a separate charity to its national neighbour, with responsibility for its own strategic direction, governance and fundraising.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Public benefit

Brain Injury in Nottingham

Headway Nottingham operates on the doorstep of one of the UK's foremost Major Trauma Centres at Nottingham Queens Medical Centre. As a result, this incredible medical care sees local survival rates following brain injury ever-increasing. However, as our clients often report, long term support for the profound and potentially devastating disabilities resulting from brain injury is severely lacking. Headway Nottingham continues to be the only brain injury specific service available for people throughout Nottingham city and Nottinghamshire county, that will support each individual and their families for as long as they need us.

In 2016-17 Nottingham city and county saw 4,317 admissions to hospital as a result of an acquired brain injury. 1,434 (33.2%) of these injuries were as a result of Stroke.*

Headway Nottingham supports and represents people living throughout Nottingham city and Nottinghamshire county - a vast geographical remit for our small charity. Our catchment area is diverse in terms of affluence and does include areas included in the National Indices of Deprivation. As a result, many of our clients experience multiple and complex deprivation in addition to the disabilities they experience following brain injury.

78% of Headway Nottingham's clients are not supported by any other organisation. This is representative of the likelihood of people living with brain injuries slipping 'under the net' of available support as well as a wider failure of national services to recognise and acknowledge the nature of brain injury as distinct from other types of disadvantage. More than one third of our clients experienced a delay of more than ten years between hospital discharge and accessing brain injury specific support from Headway Nottingham. We still have much work to do to improve the pathway for local people with brain injuries, ensuring referrals to us are made quickly to avoid plateaus in rehabilitation and minimise additional disadvantage, such as spiralling debt or family breakdown.

70% of Headway Nottingham clients express that they worry about managing finances, with a potentially devastating effect on the health and wellbeing of the individual and their families.

98.5% of Headway Nottingham's clients are long term unemployed due to their disability

72% of our Outreach clients received our help with their welfare/benefits provision.

[*Figures from national charity, Headway - the brain injury association's analysis of ABI admission statistics from 2016-17.]

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievements

"The Headway centre is a lifeline for us. They teach us and everyone they support that there is a life after this. Brain injury bares down on all three of us most of the time like a dark cloud of depression and anxiety... but when we arrive at Headway, we hear people talking and it's like the sun is shining through".

- Jo Samples, Carer for daughter and husband with brain injuries

At its community resource centre Headway Nottingham provides much-valued person-centred and life-improving rehabilitation through a wide range of engaging, practical workshops, all designed to support with skills and confidence rebuilding whilst establishing an appropriate level of safe independence for each person.

Unfortunately, the global pandemic saw our centre closed for all but 5 weeks of this financial year. In the interests of keeping our clients safe, many of whom are extremely clinically vulnerable, Headway Nottingham's senior leadership team made the decision to suspend all face to face and building based services. This saw a very quickly designed and implemented change to offering remote services to our group of 70 centre attendees.

Initially this remote offering started at a basic level with welfare phone calls and activities sent through the post to our clients. Over the year the staff team made a staggering 5550 calls and sent nearly 1500 postal activity packs to our clients.

The welfare calls enabled our team to "check-in" with those we support, offering some social interaction over the phone, the opportunity for them to talk through any worries during an unprecedented time, and gave our staff the chance to pick up on any concerns arising. Indeed, these calls did lead to interventions and referrals into appropriate agencies for extra support for some of our most vulnerable clients, allowing them to remain shielding as advised but still having access to critical supplies of food, medication, and other essentials. It was also important that the messages surrounding how to stay safe during the pandemic were repeated and explained often to our client base, most of whom struggle with memory loss and have some difficulties understanding information.

Our remote offering developed over time, and we soon had a Facebook group only for our attendees and moderated by staff so that their interactions with each other could continue. This offered a place where the vital peer to peer support usually experienced in the centre could continue for our members. A daily "mental Health Check-in" was established in this group with clients only having to post a heart of a particular colour to alert staff members and fellow clients as to their current mood. This prompted an outpouring of support from their friends and interventions from staff if required. With approximately 250 mental health check-ins and nearly 8000 comments and interactions stemming from them we are proud to have facilitated this level of connection at a time when so many were feeling so isolated. Facebook also allowed us to post activities, generate conversation and host quizzes and classes for anyone who needed to feel that warm embrace of Headway Nottingham they were so missing during lockdown.

The next development was the use of live Zoom sessions, giving the clients the opportunity to interact with each other and staff in real time. We brought in tutors to deliver sessions such as Singing for Wellbeing, Laughter Yoga and Wellbeing, Creative Writing, Dramatherapy, Coffee and Catch-ups and a weekly Headway Nottingham Quiz which was quite the hit. 198 live zoom sessions over 33 weeks added a whole new dimension to our remote provision and with the help of a successful bid for covid related funding from the central government grants distributed through the Big Lottery we were able to provide essential hardware, internet access and training to many clients who would otherwise have been excluded from this type of online provision.

Outreach Service in the Community and Welfare Support

Headway Nottingham's Outreach service was also affected by the pandemic, as a service primarily undertaken in the homes of those we support, this too had to stop in the interests of safety. We did continue to offer advice and guidance throughout the lockdowns via the phone and over Zoom and as we had short reprieves of those lockdowns during the summer months we could advocate for the most in need with garden and doorstep visits. Welfare interventions were much less as the DWP needed to take action to implement safe working practices and delayed reviews and face to face meetings. Our Outreach service still maintains a 100% record of successfully claiming and/or overturning wrongful rejections of disability benefits for those we support through the process. This highlights the need for more brain injury specific specialists within the welfare system and the vital nature of the welfare support we offer to an often misunderstood client base with invisible disability. Without our specialist brain injury specific help, many people would not have the financial security needed post brain injury and would risk falling into poverty.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

We continued to accept new referrals during the pandemic under the proviso that they would join a waiting list and only be actioned when restrictions eased, and we had 28 during the course of the year. Whilst this is much reduced in comparison to previous years due to everyone understanding the limits of service that could be offered during this time, it is safe to assume that our workload as we come out of the pandemic will be significantly increased as we try and catch up with the new referrals and those who have been putting off referral until the covid situation improves.

We are proud that the value of the Outreach service was recognised by two funders in the year - Nottinghamshire County Council's Local Improvement Scheme, who's valued contributions are used towards our support of local people affected by brain injury in the Nottinghamshire County area, and The People's Postcode Lottery, whose grant ensured the continuation of our vital support throughout Nottingham City in 2020.

FINANCIAL REVIEW

Review of the year

Headway Nottingham and the Local Brain Injury Landscape

The biggest challenge for people with brain injuries throughout Nottingham and Nottinghamshire continues to be accessing appropriate, long term cognitive and physical rehabilitation and emotional support. For many people, the pathway to accessing brain injury specific support is unclear and too often left to luck as to whether they are referred to Headway Nottingham. Coupled with this, an ever-tightening public purse increases barriers to support as subsidised transport is cut dramatically (leaving many unable to attend due to geography) and contributions of statutory funding reduce per person, sometimes to pence per day. The pandemic has only added to this problem as services were stretched beyond the any previous 'norms'. We anticipate a significant increase in referrals as the pandemic is controlled and moved beyond in the years to come.

Having seen statutory funding decrease over recent years we have had a much more strategic approach to funding applications this year and have been pleased to see some success. In part, this success was helped by the opening up of many funding pots to help with the pandemic response and from which we have benefitted. As we move forwards our aim is to match potential funders to appropriate and essential elements of the service whilst developing our strategic business planning to generate further and more diverse income streams.

Our continuous reviewing of our financial situation and desire to be as efficient as possible has led to a decision to move premises and this will be completed in the next financial year. We will be leaving behind the onerous and financially risky grade II listed building and have managed to secure a home within the building of another local charity. This will mean our expenditure in years to come on renting and maintaining a building is much reduced and we can be proud that we are also boosting another third sector organisation in the process. Our staff team has reduced over the course of this year as our two part-time support workers moved on. Whilst their hard work and support will be missed, Headway Nottingham did not re-advertise these positions immediately and instead chose to delay the recruitment process until the building-based services can resume.

Staff Team

Charlotte Leask - Services Manager

Rhiana Lakin - Assistant Manager

Alexandria Smith - Outreach Worker

Angela Cattermer - Senior Support Worker

Chris Musson - Senior Support Worker

Accounts Preparation

The Trustees confirm that the accounts comply with current statutory requirement and with those of the governing instruments. This report and the accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORPS 2015(FRS102)), the companies Act 2006 and the Trust Deed. The report has also been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

FINANCIAL REVIEW

Reserves & investment policy

Last year Headway Nottingham shared its plan to increase its free reserves to £100,000 over the next three years. This year, thanks to successes with funding applications along with savings on expenditure associated with not providing a building-based service we have seen the reserves increase to £80,000, up from £33,500. We are still hoping to increase this level further but are aware that the funding landscape as we emerge from the pandemic is anything but certain.

Therefore, a key objective for the trustees this year is the continued work developing a robust strategic development plan to help achieve this goal. This will go hand in hand with review of contingency plans in order to remain financially responsible during the uncertain times ahead. After the last year we have developed strong skills in learning how to change and adapt quickly and successfully and have the infrastructure in place should we need to implement this type of pandemic induced remote provision again at some point in the future.

The Trustees have the power to invest in such assets as they see fit.

The company has a policy of keeping any surplus liquid funds in short term deposits which can be accessed readily should the need arise.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document & body

The charity is governed by its Memorandum and Articles of Association dated 16 February 2001

The company's directors who are also the trustees of the charity are set out below. The directors also constitute the board of directors who accept overall responsibility of operational, financial and constitutional matters.

Recruitment and training of Trustees

The Boards of Trustees is composed of Trustees nominated by existing members. They are constantly looking to recruit new Trustees who can broaden the skills, knowledge and experience of the charity to ensure that it continues to be focused on meeting the needs of the beneficiaries.

All potential Trustees will be in sympathy with the aims, objectives and ethos of Headway (Nottingham)

Each Trustee recruited receives a copy of the Annual accounts, and a copy of the current business plan. Each Trustee is also invited to visit the centre and spend time with members of staff so they can fully appreciate how the charity operates on a day to day basis.

Organisational management

The charity's Trustees are legally responsible for the overall management and control of the charity and usually meet on a monthly basis.

The day to day running of the charity is delegated to the Services Manager who attends meetings of the Trustees.

Risk management

The trustees regularly review the major risks which the charity face and procedures have been put in place to mitigate these risks. The procedures themselves will be regularly reviewed to ensure that they still meet the needs of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04161891 (England and Wales)

Registered Charity number

1088685

Registered office

22 Forest Road West
Nottingham
Nottinghamshire
NG7 4EQ

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

Trustees

E Myers (resigned 31.10.20)
Ms N Offord-Hall
P J Antunes Goncalves
Mrs G Perkins
J Blakey
Mrs S A Harris
Dr J A Ditchfield
Ms M A Roe
R Allen
K J H Bird
A Sutcliffe
T M Easom (appointed 16.2.21)
H J Rapinet (appointed 16.2.21)

The Trustees present their annual report together with the unaudited financial statements of the year ended 31 March 2020.

Company Secretary

J Blakey

Independent Examiner

Hewitt Card Chartered Certified Accountants
ACCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

The company is limited by guarantee, not having a share capital. It was incorporated on the 16 February 2001 and is registered with the charity commission as a registered charity.

The Trustees and the principle address of the charity along with the professional advisors are detailed in this document.

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

.....
E Myers - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY (NOTTINGHAM) LIMITED

Independent examiner's report to the trustees of Headway (Nottingham) Limited ('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

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 registered member of ACCA 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.

Hewitt Card Chartered Certified Accountants
ACCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date:

HEADWAY (NOTTINGHAM) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		21,717	151,188	172,905	88,583
Charitable activities					
General		121,512	-	121,512	123,216
Other trading activities	2	-	-	-	485
Investment income	3	518	-	518	377
Total		143,747	151,188	294,935	212,661
EXPENDITURE ON					
Charitable activities					
General		78,436	140,461	218,897	231,134
NET INCOME/(EXPENDITURE)		65,311	10,727	76,038	(18,473)
Transfers between funds	12	25,545	(25,545)	-	-
Net movement in funds		90,856	(14,818)	76,038	(18,473)
RECONCILIATION OF FUNDS					
Total funds brought forward		57,377	19,143	76,520	94,993
TOTAL FUNDS CARRIED FORWARD		148,233	4,325	152,558	76,520

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

BALANCE SHEET 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	8	10,336	-	10,336	20,669
CURRENT ASSETS					
Debtors	9	11,043	-	11,043	9,582
Cash at bank and in hand		134,487	4,685	139,172	53,834
		<u>145,530</u>	<u>4,685</u>	<u>150,215</u>	<u>63,416</u>
CREDITORS					
Amounts falling due within one year	10	(7,633)	(360)	(7,993)	(7,565)
NET CURRENT ASSETS		<u>137,897</u>	<u>4,325</u>	<u>142,222</u>	<u>55,851</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>148,233</u>	<u>4,325</u>	<u>152,558</u>	<u>76,520</u>
NET ASSETS		<u>148,233</u>	<u>4,325</u>	<u>152,558</u>	<u>76,520</u>
FUNDS	12				
Unrestricted funds				148,233	57,377
Restricted funds				4,325	19,143
TOTAL FUNDS				<u>152,558</u>	<u>76,520</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

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
E Myers - Trustee

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

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 2019)', 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.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Improvements to property	- Straight line over 10 years
Office equipment	- 33.3% straight line

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.

2. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	-	485
	<u> </u>	<u> </u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>518</u>	<u>377</u>

4. NET INCOME/(EXPENDITURE)

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

	2021	2020
	£	£
Depreciation - owned assets	10,333	10,495
Other operating leases	<u>22,000</u>	<u>22,000</u>

5. 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

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

6. STAFF COSTS

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

	2021	2020
Headway House - Admin and management	2	2
Headway House - Support workers	<u>4</u>	<u>5</u>
	<u>6</u>	<u>7</u>

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	58,964	29,619	88,583
Charitable activities			
General	123,216	-	123,216
Other trading activities	485	-	485
Investment income	<u>377</u>	<u>-</u>	<u>377</u>
Total	183,042	29,619	212,661
EXPENDITURE ON			
Charitable activities			
General	210,503	20,631	231,134
NET INCOME/(EXPENDITURE)	(27,461)	8,988	(18,473)

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	84,838	10,155	94,993
TOTAL FUNDS CARRIED FORWARD	<u>57,377</u>	<u>19,143</u>	<u>76,520</u>

8. TANGIBLE FIXED ASSETS

	Improvements to property £	Office equipment £	Totals £
COST			
At 1 April 2020 and 31 March 2021	<u>103,333</u>	<u>12,681</u>	<u>116,014</u>
DEPRECIATION			
At 1 April 2020	82,664	12,681	95,345
Charge for year	<u>10,333</u>	-	<u>10,333</u>
At 31 March 2021	<u>92,997</u>	<u>12,681</u>	<u>105,678</u>
NET BOOK VALUE			
At 31 March 2021	<u>10,336</u>	-	<u>10,336</u>
At 31 March 2020	<u>20,669</u>	-	<u>20,669</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other debtors and prepayments	<u>11,043</u>	<u>9,582</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	420	440
Social security and other taxes	3,180	2,710
Other creditors	444	385
Accrued expenses	<u>3,949</u>	<u>4,030</u>
	<u>7,993</u>	<u>7,565</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

11. LEASING AGREEMENTS

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

	2021 £	2020 £
Within one year	12,920	23,920
Between one and five years	1,920	14,840
	<u>14,840</u>	<u>38,760</u>

In August 2018, a new 3 year lease was signed for the property for £22,000 per annum.

12. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	23,877	65,311	(20,955)	68,233
Operational reserve (xxi)	33,500	-	46,500	80,000
	<u>57,377</u>	<u>65,311</u>	<u>25,545</u>	<u>148,233</u>
Restricted funds				
Groundworks Garden Project (xxviii)	234	-	-	234
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	249	-	-	249
Local Improvement Scheme (xli)	3,500	(875)	-	2,625
Beeston and District Round Table (xliv)	100	-	-	100
Reg Adair - Councillor (xlv)	82	-	-	82
Thoresby Charity (xlvii)	80	-	-	80
Music Therapy fund in Memory of Bev Savage (l)	264	-	-	264
Peoples Postcode Lottery (li)	12,743	(12,156)	(587)	-
BADTh (lii)	1,400	(1,200)	-	200
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	-	24,958	(24,958)	-
	<u>19,143</u>	<u>10,727</u>	<u>(25,545)</u>	<u>4,325</u>
TOTAL FUNDS	<u>76,520</u>	<u>76,038</u>	<u>-</u>	<u>152,558</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. 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	143,747	(78,436)	65,311
Restricted funds			
Local Improvement Scheme (xli)	10,500	(11,375)	(875)
Peoples Postcode Lottery (li)	-	(12,156)	(12,156)
BADTh (lii)	3,000	(4,200)	(1,200)
National Emergencies Trust (liii)	8,553	(8,553)	-
Councillor Weisz (liv)	500	(500)	-
Edward Gostling Foundation (lv)	5,000	(5,000)	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	91,991	(67,033)	24,958
LIS Covid Relief Fund (lvii)	720	(720)	-
Albert Hunt Trust (lviii)	2,000	(2,000)	-
Julia and Hans Rausing trust (lix)	28,352	(28,352)	-
EMA Covid Relief Fund (lx)	572	(572)	-
	<u>151,188</u>	<u>(140,461)</u>	<u>10,727</u>
TOTAL FUNDS	<u>294,935</u>	<u>(218,897)</u>	<u>76,038</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	44,838	(27,461)	6,500	23,877
Operational reserve (xxi)	40,000	-	(6,500)	33,500
	<u>84,838</u>	<u>(27,461)</u>	<u>-</u>	<u>57,377</u>
Restricted funds				
Groundworks Garden Project (xxviii)	399	(165)	-	234
Coop Local Cause - Round 2 (xxix)	1,941	(1,941)	-	-
Warburtons (xxxvii)	228	(228)	-	-
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	659	(410)	-	249
Local Improvement Scheme (xli)	3,500	-	-	3,500
Wesleyan Foundation (xlii)	2,055	(2,055)	-	-
Beeston and District Round Table (xliv)	130	(30)	-	100
Reg Adair - Councillor (xlv)	252	(170)	-	82
Thoresby Charity (xlvii)	500	(420)	-	80
Music Therapy fund in Memory of Bev Savage (l)	-	264	-	264
Peoples Postcode Lottery (li)	-	12,743	-	12,743
BADTh (lii)	-	1,400	-	1,400
	<u>10,155</u>	<u>8,988</u>	<u>-</u>	<u>19,143</u>
TOTAL FUNDS	<u>94,993</u>	<u>(18,473)</u>	<u>-</u>	<u>76,520</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. 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	183,042	(210,503)	(27,461)
Restricted funds			
Groundworks Garden Project (xxviii)	-	(165)	(165)
Coop Local Cause - Round 2 (xxix)	-	(1,941)	(1,941)
Warburtons (xxxvii)	-	(228)	(228)
Skipton Building Society (xl)	-	(410)	(410)
Local Improvement Scheme (xli)	10,500	(10,500)	-
Wesleyan Foundation (xlii)	-	(2,055)	(2,055)
Beeston and District Round Table (xliv)	-	(30)	(30)
Reg Adair - Councillor (xlv)	-	(170)	(170)
Thoresby Charity (xlvi)	-	(420)	(420)
Strathstone Landrover (xlvii)	300	(300)	-
The Vegetarian Society (xlviii)	200	(200)	-
Local Giving's Magic Little Grant (xlix)	500	(500)	-
Music Therapy fund in Memory of Bev Savage (l)	264	-	264
Peoples Postcode Lottery (li)	14,855	(2,112)	12,743
BADTh (lii)	3,000	(1,600)	1,400
	<u>29,619</u>	<u>(20,631)</u>	<u>8,988</u>
TOTAL FUNDS	<u>212,661</u>	<u>(231,134)</u>	<u>(18,473)</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

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

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	44,838	37,850	(14,455)	68,233
Operational reserve (xxi)	40,000	-	40,000	80,000
	<u>84,838</u>	<u>37,850</u>	<u>25,545</u>	<u>148,233</u>
Restricted funds				
Groundworks Garden Project (xxviii)	399	(165)	-	234
Coop Local Cause - Round 2 (xxix)	1,941	(1,941)	-	-
Warburtons (xxxvii)	228	(228)	-	-
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	659	(410)	-	249
Local Improvement Scheme (xli)	3,500	(875)	-	2,625
Wesleyan Foundation (xlii)	2,055	(2,055)	-	-
Beeston and District Round Table (xliv)	130	(30)	-	100
Reg Adair - Councillor (xlv)	252	(170)	-	82
Thoresby Charity (xlvii)	500	(420)	-	80
Music Therapy fund in Memory of Bev Savage (l)	-	264	-	264
Peoples Postcode Lottery (li)	-	587	(587)	-
BADTh (lii)	-	200	-	200
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	-	24,958	(24,958)	-
	<u>10,155</u>	<u>19,715</u>	<u>(25,545)</u>	<u>4,325</u>
TOTAL FUNDS	<u>94,993</u>	<u>57,565</u>	<u>-</u>	<u>152,558</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

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	326,789	(288,939)	37,850
Restricted funds			
Groundworks Garden Project (xxviii)	-	(165)	(165)
Coop Local Cause - Round 2 (xxix)	-	(1,941)	(1,941)
Warburtons (xxxvii)	-	(228)	(228)
Skipton Building Society (xl)	-	(410)	(410)
Local Improvement Scheme (xli)	21,000	(21,875)	(875)
Wesleyan Foundation (xlii)	-	(2,055)	(2,055)
Beeston and District Round Table (xliv)	-	(30)	(30)
Reg Adair - Councillor (xlv)	-	(170)	(170)
Thoresby Charity (xlvi)	-	(420)	(420)
Strathstone Landrover (xlvii)	300	(300)	-
The Vegetarian Society (xlviii)	200	(200)	-
Local Giving's Magic Little Grant (xlix)	500	(500)	-
Music Therapy fund in Memory of Bev Savage (l)	264	-	264
Peoples Postcode Lottery (li)	14,855	(14,268)	587
BADTh (lii)	6,000	(5,800)	200
National Emergencies Trust (liii)	8,553	(8,553)	-
Councillor Weisz (liv)	500	(500)	-
Edward Gostling Foundation (lv)	5,000	(5,000)	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	91,991	(67,033)	24,958
LIS Covid Relief Fund (lvii)	720	(720)	-
Albert Hunt Trust (lviii)	2,000	(2,000)	-
Julia and Hans Rausing trust (lix)	28,352	(28,352)	-
EMA Covid Relief Fund (lx)	572	(572)	-
	<u>180,807</u>	<u>(161,092)</u>	<u>19,715</u>
TOTAL FUNDS	<u>507,596</u>	<u>(450,031)</u>	<u>57,565</u>

Fund account details

Each restricted and designated fund has sufficient resources to enable the fund to be applied in accordance with the restrictions imposed.

(xxi) The operational reserve was established as a designated fund to ensure that the charity would be able to meet expenditure commitments (salaries and Tax) for at least three months.

((xxviii) Groundworks Garden Project Successful application to Onestop Groundworks to pay for a horticulture project here in the Headway Nottingham garden, led by a volunteer landscape architect and executed by our service users. The grant pays for installation of garden features such as willow pods, composters, bug hotels and planting of wild flowers along with the tools and equipment needed to deliver the project. This project has enhanced the centre garden, creating a welcoming and peaceful outdoor space for our service users whilst giving them the opportunity to build that space and take ownership of the project.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(xxix) Coop Local Causes Successful application to receive donations made from local coop stores made up of a percentage of customers own brand purchases and the carrier bag charges. This is being used to help fund the Outreach Service. Outreach delivers advocacy, support, advice and provides a gateway into our rehabilitation day service. It is the vital first step on the Headway Nottingham journey for the people of Nottingham and Nottinghamshire living with the effects of brain injury.

(xxxvii) Warburtons. This award was granted to help in the successful delivery of our nutrition workshops, being used exclusively to buy the food for the practical demonstrations and tasters that are offered as part of the sessions. This fund helps to turn the theoretical work into a more engaging and practical workshop, increasing the likelihood of successfully educating our attendees about making healthy nutritional choices.

(xxxix) Mansfield Building Society. This money was awarded to aid the purchase of specialist Aphasia software for us to use in the centre with the clients who struggle with word finding post brain injury. It will offer significant ongoing support for those people living with aphasia in the Headway Nottingham Service.

(xl) Skipton Building Society. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

(xli) Local Improvement Scheme. This is an award to pay for the majority of our Outreach work in the County of Nottinghamshire over the course of three years. Our Outreach worker delivers support, advice and advocacy services to County residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(xlii) Wesleyan Foundation. A generous award from the Wesleyan Foundation is funding our Access to Health and Wellness after Brain Injury project. This project sees the combination of Nordic walking, Nutrition and Drama therapy addressing the physical and emotional health needs of our clients and improving overall wellbeing.

(xliii) Giltbrook Workwear. Giltbrook have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Beeston and District Round Table and Stratstone Landrover.

(xliv) Beeston and District Round Table. Beeston and District Round Table have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Giltbrook Workwear and Stratstone Landrover.

(xlv) Reg Adair - Councillor. This award of funds comes from Nottinghamshire County Councillor Reg Adair's allocated Divisional fund for community support. Specifically designated to pay for two tablets for use in the centre, and art supplies needed for our therapeutic art workshops.

(xlvi) Thoresby Charity. This is an award given by Thoresby Charity to use towards the cost of our Creative Writing sessions. Creative writing helps our client base to express their thoughts and feelings in a productive way whilst also improving vocabulary, fine motor skills and sense of ability.

(xlvii) Stratstone landrover. Stratstone Landrover have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Giltbrook Workwear and Beeston and District Round Table.

(xlviii) The Vegetarian Society. This award was given to Headway Nottingham to support clients to make healthy food choices via a number of nutrition workshops promoting vegetarian lifestyle and ethos. Introducing the idea that balanced meal choices do not have to be meat based and the necessary nutrients can be found from plant based sources, information which is particularly vital for those shopping on a strict budget.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(xlix) Local Giving's Magic Little Grant. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

(l) Music Therapy Fund in Memory of Bev Savage. This fund was collected in remembrance of a client who used the service for many years and benefitted hugely from the music therapy he received. Those who donated wish to help support that therapy going forward for other people affected by brain injury.

(li) Peoples Postcode Lottery. This is an award to pay for the majority of our Outreach work in the City of Nottingham over the course of one year. Our Outreach worker delivers support, advice and advocacy services to City residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(lii) BADTh. In awarding this fund the BADTh Charity have secured the novel use of drama therapy as a tool to help those struggling with the effects of brain injury. A qualified drama therapist works both in a group setting and one-to-one with clients with the aim of improving their emotional and mental health. The use of drama techniques to explore new behaviours, feelings and thoughts connected to the trauma of experiencing change after brain injury is an evolving field but one that shows extremely positive results for those involved. This innovation was featured in the Neuro Rehab Times online publication.

(liii) National Emergencies Trust. A successful application to a fund set up and distributed specifically to help with covid-19 response within the third sector. It allowed us to cover essential core costs of running our adapted covid response services during the global pandemic despite significant drops in fundraising income during the period.

(liv) Councillor Weisz. A donation from a Nottinghamshire County Council councillor specifically for providing meaningful activities for our County residing clients.

(lv) Edward Gostling Foundation. A successful application to a fund specifically designed to help third sector organisations during the covid pandemic. It was allocated for use to pay rent and salary costs during a time when core costs such as these were more difficult to cover because of the significant drop in community fundraising income.

(lvi) Coronavirus Community Support Fund (distributed by The National Lottery Community Fund). Announced by the Chancellor, a central government fund designed to ease the strain on the third sector as they provided essential covid response services during the global pandemic. Used specifically for our "Separate Together" project to supply our vulnerable client base with vital support during the pandemic. Consisting of a technology project to give more people the access and the skills to access the online community during a time when they were confined to their houses, a welfare call service, postal activity packs for those unable to use technology and the core costs associated with the supply of these services.

(lvii) LIS Covid Relief Fund. A fund from Nottinghamshire County Council specifically designed to support its citizens through the pandemic. This award was made specifically to cover the costs of providing "Laughter Yoga and Wellbeing" sessions via Zoom to our clients during our day centre closure due to lockdown. Laughter Yoga and Wellbeing helps those we support to use the power of laughter, along with traditional yoga techniques and basic mobility exercises to enhance feelings of wellbeing, connection with each other and physical fitness.

(lviii) Albert Hunt Trust. A successful application to contribute towards the salary and associated costs of vital staff team members working during the pandemic to keep our vulnerable clients connected with their support service and receiving activity provision during a time when lives were restricted and largely lived inside the home.

(lix) Julia and Hans Rausing Trust. A successful application to this fund specifically to cover some of our core costs and those specific to our established covid response activities at a time when third sector organisations were under pressure to continue their vital services to some of the most vulnerable in our communities with significantly less income.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(lx) EMA Covid Relief Fund. A successful application for funds to contribute to the salaries and associated costs of two key members of the Headway Nottingham staff team working through the pandemic to provide adapted remote services to our vulnerable client base. This offered vital support to our organisation during uncertain financial times provoked by covid related restrictions.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

HEADWAY (NOTTINGHAM) LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	172,045	72,321
Other income	860	16,262
	<u>172,905</u>	<u>88,583</u>
Other trading activities		
Fundraising events	-	485
Investment income		
Deposit account interest	518	377
Charitable activities		
Funding bodies	92,170	123,216
Grants	29,342	-
	<u>121,512</u>	<u>123,216</u>
Total incoming resources	294,935	212,661
EXPENDITURE		
Charitable activities		
Wages (see note 5 & 6)	147,451	148,219
Rent (see note 4 & 11)	22,000	22,000
Rates and utilities	6,597	6,701
Insurance	2,677	2,317
Cost of providing activities for members	14,261	25,231
Travel & Transport	-	804
Management costs	696	1,529
Staff training & welfare	1,046	2,346
Stationery & Postage	2,186	1,138
Telephone	6,986	5,948
Depn Leasehold Improvements (see note 4)	10,333	10,333
Depn office equipment (see note 4)	-	162
	<u>214,233</u>	<u>226,728</u>
Support costs		
Governance costs		
Accountancy fees	4,664	4,406
Total resources expended	218,897	231,134
Net income/(expenditure)	76,038	(18,473)

This page does not form part of the statutory financial statements

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
HEADWAY (NOTTINGHAM) LIMITED**

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HEADWAY (NOTTINGHAM) LIMITED

**CONTENTS OF THE FINANCIAL STATEMENTS
for the year ended 31 March 2021**

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 to 20
Detailed Statement of Financial Activities	21

HEADWAY (NOTTINGHAM) LIMITED

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

Charitable objects

What does Brain Injury Mean?

There are no certainties or 'one size fits all' approaches in the field of brain injury. Whilst some people do have physical disabilities meaning they are reliant on wheelchairs or walkers, every one of our clients struggles with profound cognitive disability. By the nature of this invisible disability, on arriving at Headway Nottingham people often find that their relationships with family are strained, friendship groups have fallen away and they may have lost the ability to plan and execute straightforward tasks independently. Long and short term memory loss is invariably a difficult area for most, potentially making them vulnerable in terms of safety in the home and community, and causing profound upset for many with the feeling that they simply don't know who they are any longer. This can mean that without intensive support, the individual and their families can experience spiralling debt, housing insecurity and experience exclusion from their communities.

Behaviourally, clients frequently struggle with impulsive behaviour and disinhibition, struggle to manage their mood and as a result can be alienated from their support networks. The effects of brain injury can reach into every part of someone's life and take away everything that they knew about themselves prior to their injury. The disproportionate amount of depression, anxiety and family breakdown experienced in those with brain injuries demonstrates the urgent need for Headway Nottingham to provide accessible therapeutic processes to improve quality of life for clients and their families.

Brain Injury in the UK

Every 90 seconds someone is admitted to hospital with an acquired brain injury related illness -this could be from a head injury, stroke or other cause.

Comparison - "Every two minutes someone in the UK is diagnosed with cancer."**

There were 348,453 UK admissions to hospital with acquired brain injury in 2016-17. That is 531 admissions per 100,000 of the population.

[**Cancer Research UK, 2017]

Headway Nottingham shares its Nottingham roots with national charity, Headway - the brain injury association, whose UK-wide services include an invaluable information Helpline, downloadable web-based information on the effects of brain injury and nationwide campaigning to highlight the prevalence and significance of disabilities resulting from brain injury. This more generalised support complements the work of Headway Nottingham and aids some local residents to find our day centre for their person-centred, long term rehabilitation. Headway Nottingham remains a separate charity to its national neighbour, with responsibility for its own strategic direction, governance and fundraising.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Public benefit

Brain Injury in Nottingham

Headway Nottingham operates on the doorstep of one of the UK's foremost Major Trauma Centres at Nottingham Queens Medical Centre. As a result, this incredible medical care sees local survival rates following brain injury ever-increasing. However, as our clients often report, long term support for the profound and potentially devastating disabilities resulting from brain injury is severely lacking. Headway Nottingham continues to be the only brain injury specific service available for people throughout Nottingham city and Nottinghamshire county, that will support each individual and their families for as long as they need us.

In 2016-17 Nottingham city and county saw 4,317 admissions to hospital as a result of an acquired brain injury. 1,434 (33.2%) of these injuries were as a result of Stroke.*

Headway Nottingham supports and represents people living throughout Nottingham city and Nottinghamshire county - a vast geographical remit for our small charity. Our catchment area is diverse in terms of affluence and does include areas included in the National Indices of Deprivation. As a result, many of our clients experience multiple and complex deprivation in addition to the disabilities they experience following brain injury.

78% of Headway Nottingham's clients are not supported by any other organisation. This is representative of the likelihood of people living with brain injuries slipping 'under the net' of available support as well as a wider failure of national services to recognise and acknowledge the nature of brain injury as distinct from other types of disadvantage. More than one third of our clients experienced a delay of more than ten years between hospital discharge and accessing brain injury specific support from Headway Nottingham. We still have much work to do to improve the pathway for local people with brain injuries, ensuring referrals to us are made quickly to avoid plateaus in rehabilitation and minimise additional disadvantage, such as spiralling debt or family breakdown.

70% of Headway Nottingham clients express that they worry about managing finances, with a potentially devastating effect on the health and wellbeing of the individual and their families.

98.5% of Headway Nottingham's clients are long term unemployed due to their disability

72% of our Outreach clients received our help with their welfare/benefits provision.

[*Figures from national charity, Headway - the brain injury association's analysis of ABI admission statistics from 2016-17.]

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievements

"The Headway centre is a lifeline for us. They teach us and everyone they support that there is a life after this. Brain injury bares down on all three of us most of the time like a dark cloud of depression and anxiety... but when we arrive at Headway, we hear people talking and it's like the sun is shining through".

- Jo Samples, Carer for daughter and husband with brain injuries

At its community resource centre Headway Nottingham provides much-valued person-centred and life-improving rehabilitation through a wide range of engaging, practical workshops, all designed to support with skills and confidence rebuilding whilst establishing an appropriate level of safe independence for each person.

Unfortunately, the global pandemic saw our centre closed for all but 5 weeks of this financial year. In the interests of keeping our clients safe, many of whom are extremely clinically vulnerable, Headway Nottingham's senior leadership team made the decision to suspend all face to face and building based services. This saw a very quickly designed and implemented change to offering remote services to our group of 70 centre attendees.

Initially this remote offering started at a basic level with welfare phone calls and activities sent through the post to our clients. Over the year the staff team made a staggering 5550 calls and sent nearly 1500 postal activity packs to our clients.

The welfare calls enabled our team to "check-in" with those we support, offering some social interaction over the phone, the opportunity for them to talk through any worries during an unprecedented time, and gave our staff the chance to pick up on any concerns arising. Indeed, these calls did lead to interventions and referrals into appropriate agencies for extra support for some of our most vulnerable clients, allowing them to remain shielding as advised but still having access to critical supplies of food, medication, and other essentials. It was also important that the messages surrounding how to stay safe during the pandemic were repeated and explained often to our client base, most of whom struggle with memory loss and have some difficulties understanding information.

Our remote offering developed over time, and we soon had a Facebook group only for our attendees and moderated by staff so that their interactions with each other could continue. This offered a place where the vital peer to peer support usually experienced in the centre could continue for our members. A daily "mental Health Check-in" was established in this group with clients only having to post a heart of a particular colour to alert staff members and fellow clients as to their current mood. This prompted an outpouring of support from their friends and interventions from staff if required. With approximately 250 mental health check-ins and nearly 8000 comments and interactions stemming from them we are proud to have facilitated this level of connection at a time when so many were feeling so isolated. Facebook also allowed us to post activities, generate conversation and host quizzes and classes for anyone who needed to feel that warm embrace of Headway Nottingham they were so missing during lockdown.

The next development was the use of live Zoom sessions, giving the clients the opportunity to interact with each other and staff in real time. We brought in tutors to deliver sessions such as Singing for Wellbeing, Laughter Yoga and Wellbeing, Creative Writing, Dramatherapy, Coffee and Catch-ups and a weekly Headway Nottingham Quiz which was quite the hit. 198 live zoom sessions over 33 weeks added a whole new dimension to our remote provision and with the help of a successful bid for covid related funding from the central government grants distributed through the Big Lottery we were able to provide essential hardware, internet access and training to many clients who would otherwise have been excluded from this type of online provision.

Outreach Service in the Community and Welfare Support

Headway Nottingham's Outreach service was also affected by the pandemic, as a service primarily undertaken in the homes of those we support, this too had to stop in the interests of safety. We did continue to offer advice and guidance throughout the lockdowns via the phone and over Zoom and as we had short reprieves of those lockdowns during the summer months we could advocate for the most in need with garden and doorstep visits. Welfare interventions were much less as the DWP needed to take action to implement safe working practices and delayed reviews and face to face meetings. Our Outreach service still maintains a 100% record of successfully claiming and/or overturning wrongful rejections of disability benefits for those we support through the process. This highlights the need for more brain injury specific specialists within the welfare system and the vital nature of the welfare support we offer to an often misunderstood client base with invisible disability. Without our specialist brain injury specific help, many people would not have the financial security needed post brain injury and would risk falling into poverty.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

We continued to accept new referrals during the pandemic under the proviso that they would join a waiting list and only be actioned when restrictions eased, and we had 28 during the course of the year. Whilst this is much reduced in comparison to previous years due to everyone understanding the limits of service that could be offered during this time, it is safe to assume that our workload as we come out of the pandemic will be significantly increased as we try and catch up with the new referrals and those who have been putting off referral until the covid situation improves.

We are proud that the value of the Outreach service was recognised by two funders in the year - Nottinghamshire County Council's Local Improvement Scheme, who's valued contributions are used towards our support of local people affected by brain injury in the Nottinghamshire County area, and The People's Postcode Lottery, whose grant ensured the continuation of our vital support throughout Nottingham City in 2020.

FINANCIAL REVIEW

Review of the year

Headway Nottingham and the Local Brain Injury Landscape

The biggest challenge for people with brain injuries throughout Nottingham and Nottinghamshire continues to be accessing appropriate, long term cognitive and physical rehabilitation and emotional support. For many people, the pathway to accessing brain injury specific support is unclear and too often left to luck as to whether they are referred to Headway Nottingham. Coupled with this, an ever-tightening public purse increases barriers to support as subsidised transport is cut dramatically (leaving many unable to attend due to geography) and contributions of statutory funding reduce per person, sometimes to pence per day. The pandemic has only added to this problem as services were stretched beyond the any previous 'norms'. We anticipate a significant increase in referrals as the pandemic is controlled and moved beyond in the years to come.

Having seen statutory funding decrease over recent years we have had a much more strategic approach to funding applications this year and have been pleased to see some success. In part, this success was helped by the opening up of many funding pots to help with the pandemic response and from which we have benefitted. As we move forwards our aim is to match potential funders to appropriate and essential elements of the service whilst developing our strategic business planning to generate further and more diverse income streams.

Our continuous reviewing of our financial situation and desire to be as efficient as possible has led to a decision to move premises and this will be completed in the next financial year. We will be leaving behind the onerous and financially risky grade II listed building and have managed to secure a home within the building of another local charity. This will mean our expenditure in years to come on renting and maintaining a building is much reduced and we can be proud that we are also boosting another third sector organisation in the process. Our staff team has reduced over the course of this year as our two part-time support workers moved on. Whilst their hard work and support will be missed, Headway Nottingham did not re-advertise these positions immediately and instead chose to delay the recruitment process until the building-based services can resume.

Staff Team

Charlotte Leask - Services Manager

Rhiana Lakin - Assistant Manager

Alexandria Smith - Outreach Worker

Angela Cattermer - Senior Support Worker

Chris Musson - Senior Support Worker

Accounts Preparation

The Trustees confirm that the accounts comply with current statutory requirement and with those of the governing instruments. This report and the accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORPS 2015(FRS102)), the companies Act 2006 and the Trust Deed. The report has also been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

FINANCIAL REVIEW

Reserves & investment policy

Last year Headway Nottingham shared its plan to increase its free reserves to £100,000 over the next three years. This year, thanks to successes with funding applications along with savings on expenditure associated with not providing a building-based service we have seen the reserves increase to £80,000, up from £33,500. We are still hoping to increase this level further but are aware that the funding landscape as we emerge from the pandemic is anything but certain.

Therefore, a key objective for the trustees this year is the continued work developing a robust strategic development plan to help achieve this goal. This will go hand in hand with review of contingency plans in order to remain financially responsible during the uncertain times ahead. After the last year we have developed strong skills in learning how to change and adapt quickly and successfully and have the infrastructure in place should we need to implement this type of pandemic induced remote provision again at some point in the future.

The Trustees have the power to invest in such assets as they see fit.

The company has a policy of keeping any surplus liquid funds in short term deposits which can be accessed readily should the need arise.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document & body

The charity is governed by its Memorandum and Articles of Association dated 16 February 2001

The company's directors who are also the trustees of the charity are set out below. The directors also constitute the board of directors who accept overall responsibility of operational, financial and constitutional matters.

Recruitment and training of Trustees

The Boards of Trustees is composed of Trustees nominated by existing members. They are constantly looking to recruit new Trustees who can broaden the skills, knowledge and experience of the charity to ensure that it continues to be focused on meeting the needs of the beneficiaries.

All potential Trustees will be in sympathy with the aims, objectives and ethos of Headway (Nottingham)

Each Trustee recruited receives a copy of the Annual accounts, and a copy of the current business plan. Each Trustee is also invited to visit the centre and spend time with members of staff so they can fully appreciate how the charity operates on a day to day basis.

Organisational management

The charity's Trustees are legally responsible for the overall management and control of the charity and usually meet on a monthly basis.

The day to day running of the charity is delegated to the Services Manager who attends meetings of the Trustees.

Risk management

The trustees regularly review the major risks which the charity face and procedures have been put in place to mitigate these risks. The procedures themselves will be regularly reviewed to ensure that they still meet the needs of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04161891 (England and Wales)

Registered Charity number

1088685

Registered office

22 Forest Road West
Nottingham
Nottinghamshire
NG7 4EQ

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

Trustees

E Myers (resigned 31.10.20)
Ms N Offord-Hall
P J Antunes Goncalves
Mrs G Perkins
J Blakey
Mrs S A Harris
Dr J A Ditchfield
Ms M A Roe
R Allen
K J H Bird
A Sutcliffe
T M Easom (appointed 16.2.21)
H J Rapinet (appointed 16.2.21)

The Trustees present their annual report together with the unaudited financial statements of the year ended 31 March 2020.

Company Secretary

J Blakey

Independent Examiner

Hewitt Card Chartered Certified Accountants
ACCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

The company is limited by guarantee, not having a share capital. It was incorporated on the 16 February 2001 and is registered with the charity commission as a registered charity.

The Trustees and the principle address of the charity along with the professional advisors are detailed in this document.

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

.....
E Myers - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY (NOTTINGHAM) LIMITED

Independent examiner's report to the trustees of Headway (Nottingham) Limited ('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

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 registered member of ACCA 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.

Hewitt Card Chartered Certified Accountants
ACCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date:

HEADWAY (NOTTINGHAM) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		21,717	151,188	172,905	88,583
Charitable activities					
General		121,512	-	121,512	123,216
Other trading activities	2	-	-	-	485
Investment income	3	518	-	518	377
Total		143,747	151,188	294,935	212,661
EXPENDITURE ON					
Charitable activities					
General		78,436	140,461	218,897	231,134
NET INCOME/(EXPENDITURE)		65,311	10,727	76,038	(18,473)
Transfers between funds	12	25,545	(25,545)	-	-
Net movement in funds		90,856	(14,818)	76,038	(18,473)
RECONCILIATION OF FUNDS					
Total funds brought forward		57,377	19,143	76,520	94,993
TOTAL FUNDS CARRIED FORWARD		148,233	4,325	152,558	76,520

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

BALANCE SHEET 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	8	10,336	-	10,336	20,669
CURRENT ASSETS					
Debtors	9	11,043	-	11,043	9,582
Cash at bank and in hand		134,487	4,685	139,172	53,834
		<u>145,530</u>	<u>4,685</u>	<u>150,215</u>	<u>63,416</u>
CREDITORS					
Amounts falling due within one year	10	(7,633)	(360)	(7,993)	(7,565)
NET CURRENT ASSETS		<u>137,897</u>	<u>4,325</u>	<u>142,222</u>	<u>55,851</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>148,233</u>	<u>4,325</u>	<u>152,558</u>	<u>76,520</u>
NET ASSETS		<u>148,233</u>	<u>4,325</u>	<u>152,558</u>	<u>76,520</u>
FUNDS	12				
Unrestricted funds				148,233	57,377
Restricted funds				4,325	19,143
TOTAL FUNDS				<u>152,558</u>	<u>76,520</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

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
E Myers - Trustee

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

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 2019)', 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.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

- | | |
|--------------------------|-------------------------------|
| Improvements to property | - Straight line over 10 years |
| Office equipment | - 33.3% straight line |

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.

2. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	-	485
	<u> </u>	<u> </u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>518</u>	<u>377</u>

4. NET INCOME/(EXPENDITURE)

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

	2021	2020
	£	£
Depreciation - owned assets	10,333	10,495
Other operating leases	<u>22,000</u>	<u>22,000</u>

5. 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

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

6. STAFF COSTS

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

	2021	2020
Headway House - Admin and management	2	2
Headway House - Support workers	<u>4</u>	<u>5</u>
	<u>6</u>	<u>7</u>

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	58,964	29,619	88,583
Charitable activities			
General	123,216	-	123,216
Other trading activities	485	-	485
Investment income	<u>377</u>	<u>-</u>	<u>377</u>
Total	183,042	29,619	212,661
EXPENDITURE ON			
Charitable activities			
General	210,503	20,631	231,134
NET INCOME/(EXPENDITURE)	(27,461)	8,988	(18,473)

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	84,838	10,155	94,993
TOTAL FUNDS CARRIED FORWARD	<u>57,377</u>	<u>19,143</u>	<u>76,520</u>

8. TANGIBLE FIXED ASSETS

	Improvements to property £	Office equipment £	Totals £
COST			
At 1 April 2020 and 31 March 2021	<u>103,333</u>	<u>12,681</u>	<u>116,014</u>
DEPRECIATION			
At 1 April 2020	82,664	12,681	95,345
Charge for year	<u>10,333</u>	-	<u>10,333</u>
At 31 March 2021	<u>92,997</u>	<u>12,681</u>	<u>105,678</u>
NET BOOK VALUE			
At 31 March 2021	<u>10,336</u>	-	<u>10,336</u>
At 31 March 2020	<u>20,669</u>	-	<u>20,669</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other debtors and prepayments	<u>11,043</u>	<u>9,582</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	420	440
Social security and other taxes	3,180	2,710
Other creditors	444	385
Accrued expenses	<u>3,949</u>	<u>4,030</u>
	<u>7,993</u>	<u>7,565</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

11. LEASING AGREEMENTS

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

	2021 £	2020 £
Within one year	12,920	23,920
Between one and five years	1,920	14,840
	<u>14,840</u>	<u>38,760</u>

In August 2018, a new 3 year lease was signed for the property for £22,000 per annum.

12. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	23,877	65,311	(20,955)	68,233
Operational reserve (xxi)	33,500	-	46,500	80,000
	<u>57,377</u>	<u>65,311</u>	<u>25,545</u>	<u>148,233</u>
Restricted funds				
Groundworks Garden Project (xxviii)	234	-	-	234
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	249	-	-	249
Local Improvement Scheme (xli)	3,500	(875)	-	2,625
Beeston and District Round Table (xliv)	100	-	-	100
Reg Adair - Councillor (xlv)	82	-	-	82
Thoresby Charity (xlv)	80	-	-	80
Music Therapy fund in Memory of Bev Savage (l)	264	-	-	264
Peoples Postcode Lottery (li)	12,743	(12,156)	(587)	-
BADTh (lii)	1,400	(1,200)	-	200
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	-	24,958	(24,958)	-
	<u>19,143</u>	<u>10,727</u>	<u>(25,545)</u>	<u>4,325</u>
TOTAL FUNDS	<u>76,520</u>	<u>76,038</u>	<u>-</u>	<u>152,558</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. 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	143,747	(78,436)	65,311
Restricted funds			
Local Improvement Scheme (xli)	10,500	(11,375)	(875)
Peoples Postcode Lottery (li)	-	(12,156)	(12,156)
BADTh (lii)	3,000	(4,200)	(1,200)
National Emergencies Trust (liii)	8,553	(8,553)	-
Councillor Weisz (liv)	500	(500)	-
Edward Gostling Foundation (lv)	5,000	(5,000)	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	91,991	(67,033)	24,958
LIS Covid Relief Fund (lvii)	720	(720)	-
Albert Hunt Trust (lviii)	2,000	(2,000)	-
Julia and Hans Rausing trust (lix)	28,352	(28,352)	-
EMA Covid Relief Fund (lx)	572	(572)	-
	<u>151,188</u>	<u>(140,461)</u>	<u>10,727</u>
TOTAL FUNDS	<u>294,935</u>	<u>(218,897)</u>	<u>76,038</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	44,838	(27,461)	6,500	23,877
Operational reserve (xxi)	40,000	-	(6,500)	33,500
	<u>84,838</u>	<u>(27,461)</u>	<u>-</u>	<u>57,377</u>
Restricted funds				
Groundworks Garden Project (xxviii)	399	(165)	-	234
Coop Local Cause - Round 2 (xxix)	1,941	(1,941)	-	-
Warburtons (xxxvii)	228	(228)	-	-
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	659	(410)	-	249
Local Improvement Scheme (xli)	3,500	-	-	3,500
Wesleyan Foundation (xlii)	2,055	(2,055)	-	-
Beeston and District Round Table (xliv)	130	(30)	-	100
Reg Adair - Councillor (xlv)	252	(170)	-	82
Thoresby Charity (xlvi)	500	(420)	-	80
Music Therapy fund in Memory of Bev Savage (l)	-	264	-	264
Peoples Postcode Lottery (li)	-	12,743	-	12,743
BADTh (lii)	-	1,400	-	1,400
	<u>10,155</u>	<u>8,988</u>	<u>-</u>	<u>19,143</u>
TOTAL FUNDS	<u>94,993</u>	<u>(18,473)</u>	<u>-</u>	<u>76,520</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. 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	183,042	(210,503)	(27,461)
Restricted funds			
Groundworks Garden Project (xxviii)	-	(165)	(165)
Coop Local Cause - Round 2 (xxix)	-	(1,941)	(1,941)
Warburtons (xxxvii)	-	(228)	(228)
Skipton Building Society (xl)	-	(410)	(410)
Local Improvement Scheme (xli)	10,500	(10,500)	-
Wesleyan Foundation (xlii)	-	(2,055)	(2,055)
Beeston and District Round Table (xliv)	-	(30)	(30)
Reg Adair - Councillor (xlv)	-	(170)	(170)
Thoresby Charity (xlvi)	-	(420)	(420)
Strathstone Landrover (xlvii)	300	(300)	-
The Vegetarian Society (xlviii)	200	(200)	-
Local Giving's Magic Little Grant (xlix)	500	(500)	-
Music Therapy fund in Memory of Bev Savage (l)	264	-	264
Peoples Postcode Lottery (li)	14,855	(2,112)	12,743
BADTh (lii)	3,000	(1,600)	1,400
	<u>29,619</u>	<u>(20,631)</u>	<u>8,988</u>
TOTAL FUNDS	<u>212,661</u>	<u>(231,134)</u>	<u>(18,473)</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

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

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	44,838	37,850	(14,455)	68,233
Operational reserve (xxi)	40,000	-	40,000	80,000
	<u>84,838</u>	<u>37,850</u>	<u>25,545</u>	<u>148,233</u>
Restricted funds				
Groundworks Garden Project (xxviii)	399	(165)	-	234
Coop Local Cause - Round 2 (xxix)	1,941	(1,941)	-	-
Warburtons (xxxvii)	228	(228)	-	-
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	659	(410)	-	249
Local Improvement Scheme (xli)	3,500	(875)	-	2,625
Wesleyan Foundation (xlii)	2,055	(2,055)	-	-
Beeston and District Round Table (xliv)	130	(30)	-	100
Reg Adair - Councillor (xlv)	252	(170)	-	82
Thoresby Charity (xlvi)	500	(420)	-	80
Music Therapy fund in Memory of Bev Savage (l)	-	264	-	264
Peoples Postcode Lottery (li)	-	587	(587)	-
BADTh (lii)	-	200	-	200
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	-	24,958	(24,958)	-
	<u>10,155</u>	<u>19,715</u>	<u>(25,545)</u>	<u>4,325</u>
TOTAL FUNDS	<u>94,993</u>	<u>57,565</u>	<u>-</u>	<u>152,558</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

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	326,789	(288,939)	37,850
Restricted funds			
Groundworks Garden Project (xxviii)	-	(165)	(165)
Coop Local Cause - Round 2 (xxix)	-	(1,941)	(1,941)
Warburtons (xxxvii)	-	(228)	(228)
Skipton Building Society (xl)	-	(410)	(410)
Local Improvement Scheme (xli)	21,000	(21,875)	(875)
Wesleyan Foundation (xlii)	-	(2,055)	(2,055)
Beeston and District Round Table (xliv)	-	(30)	(30)
Reg Adair - Councillor (xlv)	-	(170)	(170)
Thoresby Charity (xlvi)	-	(420)	(420)
Strathstone Landrover (xlvii)	300	(300)	-
The Vegetarian Society (xlviii)	200	(200)	-
Local Giving's Magic Little Grant (xlix)	500	(500)	-
Music Therapy fund in Memory of Bev Savage (l)	264	-	264
Peoples Postcode Lottery (li)	14,855	(14,268)	587
BADTh (lii)	6,000	(5,800)	200
National Emergencies Trust (liii)	8,553	(8,553)	-
Councillor Weisz (liv)	500	(500)	-
Edward Gostling Foundation (lv)	5,000	(5,000)	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	91,991	(67,033)	24,958
LIS Covid Relief Fund (lvii)	720	(720)	-
Albert Hunt Trust (lviii)	2,000	(2,000)	-
Julia and Hans Rausing trust (lix)	28,352	(28,352)	-
EMA Covid Relief Fund (lx)	572	(572)	-
	<u>180,807</u>	<u>(161,092)</u>	<u>19,715</u>
TOTAL FUNDS	<u>507,596</u>	<u>(450,031)</u>	<u>57,565</u>

Fund account details

Each restricted and designated fund has sufficient resources to enable the fund to be applied in accordance with the restrictions imposed.

(xxi) The operational reserve was established as a designated fund to ensure that the charity would be able to meet expenditure commitments (salaries and Tax) for at least three months.

((xxviii) Groundworks Garden Project Successful application to Onestop Groundworks to pay for a horticulture project here in the Headway Nottingham garden, led by a volunteer landscape architect and executed by our service users. The grant pays for installation of garden features such as willow pods, composters, bug hotels and planting of wild flowers along with the tools and equipment needed to deliver the project. This project has enhanced the centre garden, creating a welcoming and peaceful outdoor space for our service users whilst giving them the opportunity to build that space and take ownership of the project.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(xxix) Coop Local Causes Successful application to receive donations made from local coop stores made up of a percentage of customers own brand purchases and the carrier bag charges. This is being used to help fund the Outreach Service. Outreach delivers advocacy, support, advice and provides a gateway into our rehabilitation day service. It is the vital first step on the Headway Nottingham journey for the people of Nottingham and Nottinghamshire living with the effects of brain injury.

(xxxvii) Warburtons. This award was granted to help in the successful delivery of our nutrition workshops, being used exclusively to buy the food for the practical demonstrations and tasters that are offered as part of the sessions. This fund helps to turn the theoretical work into a more engaging and practical workshop, increasing the likelihood of successfully educating our attendees about making healthy nutritional choices.

(xxxix) Mansfield Building Society. This money was awarded to aid the purchase of specialist Aphasia software for us to use in the centre with the clients who struggle with word finding post brain injury. It will offer significant ongoing support for those people living with aphasia in the Headway Nottingham Service.

(xl) Skipton Building Society. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

(xli) Local Improvement Scheme. This is an award to pay for the majority of our Outreach work in the County of Nottinghamshire over the course of three years. Our Outreach worker delivers support, advice and advocacy services to County residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(xlii) Wesleyan Foundation. A generous award from the Wesleyan Foundation is funding our Access to Health and Wellness after Brain Injury project. This project sees the combination of Nordic walking, Nutrition and Drama therapy addressing the physical and emotional health needs of our clients and improving overall wellbeing.

(xliii) Giltbrook Workwear. Giltbrook have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Beeston and District Round Table and Stratstone Landrover.

(xliv) Beeston and District Round Table. Beeston and District Round Table have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Giltbrook Workwear and Stratstone Landrover.

(xlv) Reg Adair - Councillor. This award of funds comes from Nottinghamshire County Councillor Reg Adair's allocated Divisional fund for community support. Specifically designated to pay for two tablets for use in the centre, and art supplies needed for our therapeutic art workshops.

(xlvi) Thoresby Charity. This is an award given by Thoresby Charity to use towards the cost of our Creative Writing sessions. Creative writing helps our client base to express their thoughts and feelings in a productive way whilst also improving vocabulary, fine motor skills and sense of ability.

(xlvii) Stratstone landrover. Stratstone Landrover have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Giltbrook Workwear and Beeston and District Round Table.

(xlviii) The Vegetarian Society. This award was given to Headway Nottingham to support clients to make healthy food choices via a number of nutrition workshops promoting vegetarian lifestyle and ethos. Introducing the idea that balanced meal choices do not have to be meat based and the necessary nutrients can be found from plant based sources, information which is particularly vital for those shopping on a strict budget.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(xlix) Local Giving's Magic Little Grant. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

(l) Music Therapy Fund in Memory of Bev Savage. This fund was collected in remembrance of a client who used the service for many years and benefitted hugely from the music therapy he received. Those who donated wish to help support that therapy going forward for other people affected by brain injury.

(li) Peoples Postcode Lottery. This is an award to pay for the majority of our Outreach work in the City of Nottingham over the course of one year. Our Outreach worker delivers support, advice and advocacy services to City residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(lii) BADTh. In awarding this fund the BADTh Charity have secured the novel use of drama therapy as a tool to help those struggling with the effects of brain injury. A qualified drama therapist works both in a group setting and one-to-one with clients with the aim of improving their emotional and mental health. The use of drama techniques to explore new behaviours, feelings and thoughts connected to the trauma of experiencing change after brain injury is an evolving field but one that shows extremely positive results for those involved. This innovation was featured in the Neuro Rehab Times online publication.

(liii) National Emergencies Trust. A successful application to a fund set up and distributed specifically to help with covid-19 response within the third sector. It allowed us to cover essential core costs of running our adapted covid response services during the global pandemic despite significant drops in fundraising income during the period.

(liv) Councillor Weisz. A donation from a Nottinghamshire County Council councillor specifically for providing meaningful activities for our County residing clients.

(lv) Edward Gostling Foundation. A successful application to a fund specifically designed to help third sector organisations during the covid pandemic. It was allocated for use to pay rent and salary costs during a time when core costs such as these were more difficult to cover because of the significant drop in community fundraising income.

(lvi) Coronavirus Community Support Fund (distributed by The National Lottery Community Fund). Announced by the Chancellor, a central government fund designed to ease the strain on the third sector as they provided essential covid response services during the global pandemic. Used specifically for our "Separate Together" project to supply our vulnerable client base with vital support during the pandemic. Consisting of a technology project to give more people the access and the skills to access the online community during a time when they were confined to their houses, a welfare call service, postal activity packs for those unable to use technology and the core costs associated with the supply of these services.

(lvii) LIS Covid Relief Fund. A fund from Nottinghamshire County Council specifically designed to support its citizens through the pandemic. This award was made specifically to cover the costs of providing "Laughter Yoga and Wellbeing" sessions via Zoom to our clients during our day centre closure due to lockdown. Laughter Yoga and Wellbeing helps those we support to use the power of laughter, along with traditional yoga techniques and basic mobility exercises to enhance feelings of wellbeing, connection with each other and physical fitness.

(lviii) Albert Hunt Trust. A successful application to contribute towards the salary and associated costs of vital staff team members working during the pandemic to keep our vulnerable clients connected with their support service and receiving activity provision during a time when lives were restricted and largely lived inside the home.

(lix) Julia and Hans Rausing Trust. A successful application to this fund specifically to cover some of our core costs and those specific to our established covid response activities at a time when third sector organisations were under pressure to continue their vital services to some of the most vulnerable in our communities with significantly less income.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(lx) EMA Covid Relief Fund. A successful application for funds to contribute to the salaries and associated costs of two key members of the Headway Nottingham staff team working through the pandemic to provide adapted remote services to our vulnerable client base. This offered vital support to our organisation during uncertain financial times provoked by covid related restrictions.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

HEADWAY (NOTTINGHAM) LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	172,045	72,321
Other income	860	16,262
	<u>172,905</u>	<u>88,583</u>
Other trading activities		
Fundraising events	-	485
Investment income		
Deposit account interest	518	377
Charitable activities		
Funding bodies	92,170	123,216
Grants	29,342	-
	<u>121,512</u>	<u>123,216</u>
Total incoming resources	294,935	212,661
EXPENDITURE		
Charitable activities		
Wages (see note 5 & 6)	147,451	148,219
Rent (see note 4 & 11)	22,000	22,000
Rates and utilities	6,597	6,701
Insurance	2,677	2,317
Cost of providing activities for members	14,261	25,231
Travel & Transport	-	804
Management costs	696	1,529
Staff training & welfare	1,046	2,346
Stationery & Postage	2,186	1,138
Telephone	6,986	5,948
Depn Leasehold Improvements (see note 4)	10,333	10,333
Depn office equipment (see note 4)	-	162
	<u>214,233</u>	<u>226,728</u>
Support costs		
Governance costs		
Accountancy fees	4,664	4,406
Total resources expended	218,897	231,134
Net income/(expenditure)	76,038	(18,473)

This page does not form part of the statutory financial statements