

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

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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 year's 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 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
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
	<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)
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
	<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
	91,569	(32,477)	-	59,092
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
	1,687	1,051	-	2,738
TOTAL FUNDS	93,256	(31,426)	-	61,830

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)	-
	8,874	(7,823)	1,051
TOTAL FUNDS	159,105	(190,531)	(31,426)

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