

REGISTERED COMPANY NUMBER: 04001321 (England and Wales)
REGISTERED CHARITY NUMBER: 1089171

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2024
for
Headway Black Country
(A Company Limited by Guarantee)

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

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Headway Black Country

Reference and Administrative Details
for the Year Ended 31 March 2024

TRUSTEES

Ms Claire Victoria Burnell
Ms Susan Mary Hatton
Ms Deborah Ann Pejica
Ms Alison Jane Ratcliffe
Ms Jane Camellia Sarker (resigned 15.1.24)
Ms Kavita Nagra
Mr James Robert Brent (appointed 15.7.24)
Mr Stephen Paul Austin (appointed 28.10.24)

REGISTERED OFFICE

Headway Black Country
Martin Hill Street
Dudley
West Midlands
DY2 8RT

**REGISTERED COMPANY
NUMBER**

04001321 (England and Wales)

**REGISTERED CHARITY
NUMBER**

1089171

INDEPENDENT EXAMINER

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

Headway Black Country

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).

Headway Black Country

Report of the Trustees for the Year Ended 31 March 2024

OBJECTIVES AND ACTIVITIES

Structure, Governance and Management

Headway Black Country was started as branch of Headway UK in 1997.

It was incorporated as a company limited by guarantee on 24th May 2000. On 1st November 2001 the company was entered on to the Central Register of Charities, number: 1089171. The company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association.

The company is limited by guarantee. Each member undertakes to contribute to the company as may be required, but not exceeding £5, in the event that the company is wound up.

As such, Headway Black Country has been an independent charity and company limited by guarantee since these dates, affiliated to Headway UK.

Our main address is:

Headway Black Country, Martin Hill Street, Dudley, West Midlands, DY2 8RT

Our Bank is:

Unity Trust Bank, Four Brindleyplace, Birmingham B1 2JB

Accountant and Independent Examiner are:

Lewis Smith & Co. The Old Doctors House, 74 Grange Road, Dudley DY1 2AW

The Board of Trustees meets quarterly to manage the strategic direction and overall performance of the organisation. Minutes are taken at each meeting. At least three Trustees must attend in order for action or a decision to be approved.

The Chair and the Treasurer are appointed annually and one third of all remaining Trustees retire by rotation each year. A retiring Trustee is eligible for re-election. A Secretary may be appointed by The Board for such term as it shall think fit.

Trustees are recruited from all sections of the local community often through contact with support groups, professionals and sometimes advertisements. All Trustees receive an induction.

Trustees in office during 2023/24 were:

Ms Debbie Pejica (Chair)

Ms Claire Burnell

Ms Sue Hatton (Ambassador)

Ms Alison Ratcliffe

Ms Kavita Nagra

The following trustee resigned during the year:

Ms Jane Sarker

The following trustees were appointed after the year end:

Mr James Brent

Mr Stephen Austin

The Chief Officer is responsible for the day-to-day running of the charity and reports to the Trustees on a regular basis. The Chief Officer, Operations Manager, Finance and Admin Manager, Referral and Outreach Manager and Life Skills Co-ordinator form the Management Team.

Frontline delivery is carried out by our staff team and our volunteers. At the end of March 2024, we employed 23 staff (2 full time, 21 part time), 2 sessional Counsellors and 2 Bank Support Workers. During the financial year 2023/24 we were supported by 10 volunteers in total.

Headway Black Country

Report of the Trustees for the Year Ended 31 March 2024

All volunteers undergo relevant training and are vital to the services we provide. We are very grateful for their contribution to our work.

Objectives

Headway Black Country is a local charity set up to provide support and information for adults who have survived a brain injury and to their family and carers. We cover The Black Country areas of Dudley, Sandwell, Walsall and Wolverhampton.

Our mission is: To promote the understanding of all aspects of brain injury and provide information, support and services for people with a brain injury, their families and carers.

Our vision is that: Any person with an acquired brain injury and their family, living in the Black Country, will have access to all the resources and support they need to enable them to live an active and fulfilled life within their family and communities.

The Strategic Objectives of the Charity are to:

- Increase awareness and understanding of acquired brain injury and its consequences.
- Provide relevant and timely support services for people with acquired brain injury, their relatives and carers.
- Promote improved, co-ordinated and multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-integration.
- Assist people with acquired brain injury return to independent living, including access to productive activities, social outlets and appropriate accommodation.
- Participate in promotions aimed at reducing the incidence of acquired brain injury.

Guiding principles underpinning the delivery of our services

Headway Black Country:

- Values the individual and believes in the equal right of all to realise their potential.
- Believes in countering the disadvantage and social exclusion experienced by people with acquired brain injury and their carers.
- Values and respects diversity of ability and disability, race, culture, gender, religion and sexual orientation.
- Believes that people with acquired brain injury, their relatives, carers and relevant professional people should work together in pursuit of shared goals.

OBJECTIVES AND ACTIVITIES

Activities for Public Benefit

Acquired Brain Injury refers to any form of brain injury that has occurred since birth. It includes Traumatic Brain Injury (from a severe blow or jolt to the head), Strokes (including haemorrhages caused by ruptured aneurysms), viral infections (e.g. encephalitis, meningitis), brain tumours, hypoxic/anoxic injuries, amongst other causes.

Our brain is a complex organ controlling our body and all the elements of who we are, from our thoughts and memory, to our behaviour and personality. Injury to the brain, however it is caused, affects people in different ways with each person having unique physical, emotional, intellectual or behavioural problems. These problems may not always be apparent and for this reason it is often referred to as a 'hidden disability'.

These difficulties - which the person with a brain injury may not be aware of themselves - can be severely life restricting and go largely unrecognised by the public, statutory authorities and non-expert professionals.

Each year an estimated 1 million people attend hospital accident and emergency in the UK following brain injury. Many more head injuries go unreported and are not assessed by medical professionals. It is estimated that across the UK there are 500,000 people of working age living with long-term disabilities as a result of traumatic brain injury.

Headway Black Country seeks to address the needs of its client group by:

- Ensuring accurate information is made available to brain injury survivors, their families and interested professional. Provision takes various forms including telephone enquiries, a website, presence at events, training sessions and a comprehensive range of brain injury publications. These include those published by Headway UK and those of other specialist agencies such as the Stroke Association.
- Providing guidance about entitlements and practical support to access support services. Being a voice for those who find interaction with statutory and other services difficult and/or daunting.
- Access to our counselling service for those in need of emotional support.
- Presence at several hospitals serving our area to provide early support to survivors and to their families/carers
- Regular Carer Support Groups to foster mutual support, provide respite and social activities.
- Organising and running a Life Skills Service over five days per week at our Centres at Dudley and Willenhall. With the help of volunteers and paid staff, we provide person centred life skills activities in small groups for people with a brain injury. At the end of March 2024, we were providing 29 Life Skills Activity Sessions (257 individual session spaces) each week.
- Working in partnership with other organisations, charities and statutory bodies to raise awareness of brain injury and to support our beneficiary group more effectively.
- Campaigning on behalf of brain injury survivors and carers; representing their needs at relevant forums including Headway UK and the United Kingdom Acquired Brain Injury Forum, contributing to national debates on brain injury related issues.

In undertaking these activities, Headway Black Country and its Trustees confirm the Charity has complied with its duty under section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Up to March 2024, our Chief Officer has worked tirelessly with the team and partners on dealing with many staff changes following leavers and change in roles, as well as improvement and implementation of policies and procedures to ensure the safe and effective running of Headway Black Country. This has enabled us to have a solid team, with clear roles and responsibilities and clear direction on the objectives and the actions needed to sustain and grow.

OBJECTIVES AND ACTIVITIES

Risk

The key risk continues to be funding to ensure stability and growth of our charity. With the changing economic conditions over the last 3 years, we will be reviewing and updating our Risk Register and ensuring the key risks with mitigating actions are reviewed in our quarterly Trustee meetings

We are working with the four local authorities within the Black Country and the Black Country Integrated Care Board and other bodies to ensure that we continue to be funded to deliver the vital support and services we offer to people with brain injury, their families and carers. In line with our Business Plan we are actively exploring new services that will provide sustainable income sources over time.

Protection of vulnerable adults

All clients attending our Life Skills Sessions are individually risk assessed as are the activities they engage in. Headway Black Country is committed to safeguarding of vulnerable adults. We have policy and procedures for the protection of people who use our services, provide regular staff training and subscribe to the Safeguarding Adults Multi-Agency Policy and Procedures for the West Midlands.

ACHIEVEMENT AND PERFORMANCE

Achievement and Performance 2023/24

During the year Headway Black Country has continued to achieve its objectives, providing significant benefits to the service users, their families and carers.

Life Skills Services

1st April 2023 - 82 clients attending at least one session each week.

31st March 2024 - 85 clients attending at least one session each week.

Outreach Service

The outreach service has continued to support people both on the telephone and in person.

Referrals for April 2023 - March 2024 - 330 clients, families and carers.

Counselling Service

During the year;

27 new counselling referrals were received.

FINANCIAL REVIEW

Financial position

The Charity receives income from the provision of care services. It also seeks financial support for specific activities / services from a variety of sources including charitable trusts, local authorities and health trusts. Fundraising and charitable giving by individuals, organisations and groups also make important contributions to our services and activities.

During the year to 31st March 2024 the charity received donations, service income, grants and interest amounting to £666,776 (2023 £508,066). It has spent £516,112 (2023 - £537,713) in pursuit of the Charity's objects. At 31st March 2024 £782,839 (2023 - £632,175) was held as Restricted and Unrestricted Funds. The detailed accounts are set out on the pages 9 to 25 of these financial statements.

FINANCIAL REVIEW

Funds policy

Headway Black Country and its Trustees consider that the assets within the Charity should be at a level to cover the Charity's operational costs for at least six months. The reserves are needed to bridge the funding gaps between spending on the Charity's overheads and the receipt of new grants and development of new income streams.

In previous financial years, an Accommodation Strategy was adopted and a Designated Building Fund developed. However, building costs had more than doubled post Covid and despite a comprehensive report from Baxendale proving the financial viability of the organisation, a decision was made not to commit to this increased expense. Following consultation with clients and staff, it is proposed to develop an accessible garden project instead. Therefore the Designated Building Fund has been released back into general funds this year.

Our Investment Policy guides our approach to the application of reserves to further the work of the Charity having regard to its Business Plan and investment risks. The majority of the reserves are represented by cash at bank and the managerial staff monitor the cash levels on a daily basis and report any material fluctuations to the Trustees.

FUTURE PLANS

Looking Ahead

At the close of March 2024, we are proposing (to be agreed in the April 2024 Trustee Board meeting) that our 3 strategic priorities will be:

- Investment into Business Development to increase our funding stream opportunities
- Investment in a Garden Room to free up space for new sessions for existing & new clients
- Increased Brand awareness through marketing materials and a new website, built with SEO in mind

The above will be achieved through donations and grants where possible. We recognise that there are many more people with ABI who would greatly benefit from our services so at the close of March 2025 our focus will turn to collaboration with partners to sustain and grow our service

We continue to engage with a wide range of statutory agencies, voluntary partners and commissioning bodies in order to sustain our work and explore opportunities of meeting unmet need amongst those affected by acquired brain injury.

Trustees are dedicated to seeking other funding and income streams to give our organisation security and stability so that we can continue to provide services to people with acquired brain injury and their families and carers in the long-term.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Approved by order of the board of trustees on 28 November 2024 and signed on its behalf by:

Ms Deborah Ann Pejica - Trustee

Independent examiner's report to the trustees of Headway Black Country ('the Company')

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

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the 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.

Mr Andrew James Smith

FCCA

Lewis Smith & Co.
Chartered Certified Accountants
The Old Doctor's House
74 Grange Road
Dudley
West Midlands
DY1 2AW

28 November 2024

Headway Black Country

Statement of Financial Activities for the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	31,462	147,957	179,419	11,839
Charitable activities	3				
Grants receivable		-	24,162	24,162	37,417
Income received through the provision of rehabilitative services		453,430	-	453,430	455,239
Investment income		9,765	-	9,765	3,571
Total		<u>494,657</u>	<u>172,119</u>	<u>666,776</u>	<u>508,066</u>
EXPENDITURE ON					
Charitable activities	4				
Staff and volunteer costs		393,973	33,863	427,836	401,156
Property costs		32,483	-	32,483	46,526
Other operating costs		51,433	4,360	55,793	90,031
Total		<u>477,889</u>	<u>38,223</u>	<u>516,112</u>	<u>537,713</u>
NET INCOME/(EXPENDITURE)		16,768	133,896	150,664	(29,647)
RECONCILIATION OF FUNDS					
Total funds brought forward		603,291	28,884	632,175	661,822
TOTAL FUNDS CARRIED FORWARD		<u><u>620,059</u></u>	<u><u>162,780</u></u>	<u><u>782,839</u></u>	<u><u>632,175</u></u>

The notes form part of these financial statements

Headway Black CountryBalance Sheet31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
FIXED ASSETS					
Tangible assets	10	210,315	729	211,044	216,722
CURRENT ASSETS					
Debtors	11	54,394	-	54,394	42,755
Cash at bank and in hand		372,067	162,051	534,118	436,856
		<u>426,461</u>	<u>162,051</u>	<u>588,512</u>	<u>479,611</u>
CREDITORS					
Amounts falling due within one year	12	(16,717)	-	(16,717)	(25,754)
NET CURRENT ASSETS		<u>409,744</u>	<u>162,051</u>	<u>571,795</u>	<u>453,857</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		620,059	162,780	782,839	670,579
CREDITORS					
Amounts falling due after more than one year	13	-	-	-	(38,404)
NET ASSETS		<u>620,059</u>	<u>162,780</u>	<u>782,839</u>	<u>632,175</u>
FUNDS	16				
Unrestricted funds				620,059	603,291
Restricted funds				162,780	28,884
TOTAL FUNDS				<u>782,839</u>	<u>632,175</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

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

Headway Black Country

Balance Sheet - continued

31 March 2024

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

The financial statements were approved by the Board of Trustees and authorised for issue on 28 November 2024 and were signed on its behalf by:

Ms Deborah Ann Pejica - Trustee

Headway Black Country

Cash Flow Statement
for the Year Ended 31 March 2024

	Notes	31.3.24 £	31.3.23 £
Cash flows from operating activities			
Cash generated from operations	1	143,804	(16,443)
Interest paid		(1,667)	(2,073)
Net cash provided by/(used in) operating activities		<u>142,137</u>	<u>(18,516)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(2,650)	(850)
Net cash used in investing activities		<u>(2,650)</u>	<u>(850)</u>
Cash flows from financing activities			
Loan repayments in year		(42,225)	(3,616)
Net cash used in financing activities		<u>(42,225)</u>	<u>(3,616)</u>
Change in cash and cash equivalents in the reporting period		<u>97,262</u>	<u>(22,982)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>436,856</u>	<u>459,838</u>
Cash and cash equivalents at the end of the reporting period		<u><u>534,118</u></u>	<u><u>436,856</u></u>

The notes form part of these financial statements

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.24 £	31.3.23 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	150,664	(29,647)
Adjustments for:		
Depreciation charges	8,328	8,769
Interest paid	1,667	2,073
(Increase)/decrease in debtors	(11,639)	439
(Decrease)/increase in creditors	(5,216)	1,923
Net cash provided by/(used in) operations	<u>143,804</u>	<u>(16,443)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23 £	Cash flow £	At 31.3.24 £
Net cash			
Cash at bank and in hand	<u>436,856</u>	<u>97,262</u>	<u>534,118</u>
	<u>436,856</u>	<u>97,262</u>	<u>534,118</u>
Debt			
Debts falling due within 1 year	(3,821)	3,821	-
Debts falling due after 1 year	(38,404)	38,404	-
	<u>(42,225)</u>	<u>42,225</u>	<u>-</u>
Total	<u>394,631</u>	<u>139,487</u>	<u>534,118</u>

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.

The presentation currency of the financial statements is the Pound Sterling (£) and the figures are rounded to the nearest round pound.

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.

Voluntary income received by the way of donations and gifts to the charity is included in full in the Statement of Financial Activities when received.

Grants are credited to the Statement of Financial Activities on a receivable basis. Grants received in advance have been recognised as deferred income and are released to the Statement of Financial Activities when the related expenditure is incurred.

Income received through the provision of rehabilitative services is credited to the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable and the amount can be measured reliably by the charity.

Other charitable activity income and other income are included in the period to which they relate.

Intangible income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include this value.

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 are allocated to activities using estimates deemed appropriate by the Trustees on a basis consistent with the use of resources. Expenditure is classified under the following activity headings:

Cost of raising funds comprises investment management costs and their associated support costs.

Expenditure on charitable activities included the costs undertaken to further the purpose of the charity and their associated support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objectives of the charity and include governance costs and back office costs. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

The basis upon which support costs have been allocated are set out in note 3 of the financial statements.

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

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

Freehold property	- Straight line over 50 years
Computer equipment	- 25% on reducing balance

Tangible fixed assets are items of equipment, furniture etc and have a useful life in excess of one year. The charity has adopted a policy of writing off, in the year of acquisition, all fixed assets costing £350 or less.

Donated assets are valued at the time of acquisition.

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.

Designated funds are the unrestricted funds of the charity which the trustees have decided at their discretion to set aside for a specific purpose.

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.

Pension costs and other post-retirement benefits

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

Financial instruments

Debtors and creditors with no stated interest rate receivable or payable are recorded at their transaction price. Any basic financial instruments are recognised at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	31.3.24	31.3.23
	£	£
Donations	31,553	11,839
Legacies	147,866	-
	<u>179,419</u>	<u>11,839</u>

3. INCOME FROM CHARITABLE ACTIVITIES

		31.3.24 £	31.3.23 £
Grants	Activity Grants receivable	24,162	37,417
Rehabilitative services	Income received through the provision of rehabilitative services	453,430	455,239
Investment income	Investment income	9,765	3,571
		<u>487,357</u>	<u>496,227</u>

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

	31.3.24 £	31.3.23 £
General grants	<u>24,162</u>	<u>37,417</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Staff and volunteer costs	347,355	80,481	427,836
Property costs	26,343	6,140	32,483
Other operating costs	41,560	14,233	55,793
	<u>415,258</u>	<u>100,854</u>	<u>516,112</u>

5. SUPPORT COSTS

	Finance £	Information technology £	Other £	Governance costs £	Totals £
Staff and volunteer costs	-	-	80,481	-	80,481
Property costs	-	-	6,140	-	6,140
Other operating costs	918	3,115	6,025	4,175	14,233
	<u>918</u>	<u>3,115</u>	<u>92,646</u>	<u>4,175</u>	<u>100,854</u>

6. NET INCOME/(EXPENDITURE)

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

	31.3.24 £	31.3.23 £
Other assurance services	4,175	4,319
Depreciation - owned assets	<u>8,328</u>	<u>8,769</u>

7. 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.

8. STAFF COSTS

	31.3.24	31.3.23
	£	£
Wages and salaries	384,587	366,713
Social security costs	21,853	18,761
Other pension costs	7,212	8,314
	<u>413,652</u>	<u>393,788</u>

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

	31.3.24	31.3.23
Average number of employees	<u>26</u>	<u>30</u>

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

Key Management Personnel

In the year, the total aggregate costs relating to key management personnel (which is considered to be the charity's Chief Officer, Jayne Emery) were £53,187 (2023 - £47,369). This cost includes gross salary, employers national insurance and pension contributions. The Chief Officer is not a trustee of the charity, Jayne has been in post throughout both of the past two financial years.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	11,839	-	11,839
Charitable activities			
Grants receivable	-	37,417	37,417
Income received through the provision of rehabilitative services	455,239	-	455,239
Investment income	3,571	-	3,571
Total	<u>470,649</u>	<u>37,417</u>	<u>508,066</u>
EXPENDITURE ON			
Charitable activities			
Staff and volunteer costs	378,237	22,919	401,156
Property costs	42,918	3,608	46,526
Other operating costs	58,739	31,292	90,031
Total	<u>479,894</u>	<u>57,819</u>	<u>537,713</u>

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	(9,245)	(20,402)	(29,647)
 RECONCILIATION OF FUNDS			
Total funds brought forward	612,536	49,286	661,822
 TOTAL FUNDS CARRIED FORWARD	<u>603,291</u>	<u>28,884</u>	<u>632,175</u>

10. TANGIBLE FIXED ASSETS

	Freehold property £	Computer equipment £	Totals £
COST			
At 1 April 2023	271,430	44,523	315,953
Additions	-	2,650	2,650
At 31 March 2024	<u>271,430</u>	<u>47,173</u>	<u>318,603</u>
 DEPRECIATION			
At 1 April 2023	65,128	34,103	99,231
Charge for year	5,429	2,899	8,328
At 31 March 2024	<u>70,557</u>	<u>37,002</u>	<u>107,559</u>
 NET BOOK VALUE			
At 31 March 2024	<u>200,873</u>	<u>10,171</u>	<u>211,044</u>
At 31 March 2023	<u>206,302</u>	<u>10,420</u>	<u>216,722</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Trade debtors	46,818	38,126
Prepayments and accrued income	7,576	4,629
	<u>54,394</u>	<u>42,755</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Bank loans and overdrafts (see note 14)	-	3,821
Trade creditors	1,257	2,838
Social security and other taxes	6,187	5,038
Pension creditor	1,428	2,655
Attachment of earnings	279	-
Accruals and deferred income	7,566	11,402
	<u>16,717</u>	<u>25,754</u>

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.24	31.3.23
	£	£
Bank loans (see note 14)	-	38,404
	<u>-</u>	<u>38,404</u>

14. LOANS

An analysis of the maturity of loans is given below:

	31.3.24	31.3.23
	£	£
Amounts falling due within one year on demand:		
Bank loans	-	3,821
	<u>-</u>	<u>3,821</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	-	3,821
	<u>-</u>	<u>3,821</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	-	11,463
	<u>-</u>	<u>11,463</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instal	-	23,120

15. SECURED DEBTS

The bank loan was secured by a legal charge over the freehold land and buildings.

16. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	413,291	16,768	190,000	620,059
Building reserve	190,000	-	(190,000)	-
	<u>603,291</u>	<u>16,768</u>	<u>-</u>	<u>620,059</u>
Restricted funds				
Lottery Funding	15,392	(15,392)	-	-
Lottery Funding - Server	972	(243)	-	729
Eveson Trust Grant	4,555	(249)	-	4,306
Screwfix Foundation	2,418	-	-	2,418
National Heritage	1,124	(1,124)	-	-
Black Country Consortium	4,423	(4,423)	-	-
Beacon Centre	-	3,346	-	3,346
Additional Counselling Support	-	4,115	-	4,115
New Development Project	-	147,866	-	147,866
	<u>28,884</u>	<u>133,896</u>	<u>-</u>	<u>162,780</u>
TOTAL FUNDS	<u>632,175</u>	<u>150,664</u>	<u>-</u>	<u>782,839</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	494,657	(477,889)	16,768
Restricted funds			
Lottery Funding	-	(15,392)	(15,392)
Lottery Funding - Server	-	(243)	(243)
Eveson Trust Grant	-	(249)	(249)
National Heritage	91	(1,215)	(1,124)
QE Project	12,833	(12,833)	-
Black Country Consortium	-	(4,423)	(4,423)
Beacon Centre	3,346	-	3,346
Additional Counselling Support	7,983	(3,868)	4,115
New Development Project	147,866	-	147,866
	<u>172,119</u>	<u>(38,223)</u>	<u>133,896</u>
TOTAL FUNDS	<u>666,776</u>	<u>(516,112)</u>	<u>150,664</u>

16. MOVEMENT IN FUNDS - continued**Comparatives for movement in funds**

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	422,536	(9,245)	413,291
Building reserve	190,000	-	190,000
	<u>612,536</u>	<u>(9,245)</u>	<u>603,291</u>
Restricted funds			
Future Builders Grant	70	(70)	-
Santander Foundation	79	(79)	-
Lottery Funding	24,211	(8,819)	15,392
Lottery Funding - Server	1,296	(324)	972
Dudley MBC Carers Grant	26	(26)	-
Eveson Trust Grant	4,555	-	4,555
Kick Start Grant	189	(189)	-
Access Reach Fund	13,860	(13,860)	-
Screwfix Foundation	5,000	(2,582)	2,418
National Heritage	-	1,124	1,124
Black Country Consortium	-	4,423	4,423
	<u>49,286</u>	<u>(20,402)</u>	<u>28,884</u>
TOTAL FUNDS	<u>661,822</u>	<u>(29,647)</u>	<u>632,175</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	470,649	(479,894)	(9,245)
Restricted funds			
Future Builders Grant	-	(70)	(70)
Santander Foundation	-	(79)	(79)
Lottery Funding	-	(8,819)	(8,819)
Lottery Funding - Server	-	(324)	(324)
Dudley MBC Carers Grant	-	(26)	(26)
Kick Start Grant	2,925	(3,114)	(189)
Access Reach Fund	-	(13,860)	(13,860)
Screwfix Foundation	-	(2,582)	(2,582)
Heart of England	8,835	(8,835)	-
National Heritage	7,000	(5,876)	1,124
QE Project	11,667	(11,667)	-
Communities in Sync	2,000	(2,000)	-
Black Country Consortium	4,990	(567)	4,423
	<u>37,417</u>	<u>(57,819)</u>	<u>(20,402)</u>
TOTAL FUNDS	<u>508,066</u>	<u>(537,713)</u>	<u>(29,647)</u>

16. MOVEMENT IN FUNDS - continued

The purpose of the restricted funds are as follows:

Future Builders Grant

This was a capital grant to cover the costs of moving premises to Martin Street Hill, Dudley and refurbishment costs. This fund was fully utilised in the previous year.

Santander Foundation

This was a grant towards the provision of IT services for clients. This fund was fully utilised in the previous year.

Lottery Funding

This was a grant to deliver sufficient extension to the services already provided for brain injury survivors. This included new rehabilitation sessions for survivors in Walsall, extending the sessions already provided in Dudley, a new family outreach service to help families and careers and an advice partnership with Dudley CAB. In particular, it provided a service dedicated to supporting carers of brain injury survivors whose needs for specialist support and information often go unmet and unrecognised. This funding ceased in the previous year and the balance of the remaining fund brought forward was fully utilised in the current year.

Lottery Funding - Server

Some of the lottery funding was used to acquire a server at a cost of £5,700. This has been treated as a fixed asset and annual depreciation is charged against the fund.

Dudley MBC Carers Grant

This was grant funding to support Carer Support Groups for family members of survivors in Dudley. This fund was fully utilised in the previous year.

Eveson Trust

This is a grant to support development of Survivor Peer Support, Tea and chat and Carer Support Groups.

Kick Start Grant

This was funding given to help the charity employ a Social Media Assistant for a period of six months. She was employed from December 2021 to June 2022. This fund was fully utilised in the previous year.

Access Reach Fund

This grant provided consultancy funding to help strengthen not only the charity's application for funding for the Annex Project but also to strengthen some of our Business/Strategic Planning etc. This fund was fully utilised in the previous year.

Screwfix Foundation

The Screwfix grant was given to the charity for us to investigate and repair the subsidence at the front of the building and to treat the damp in the stationery cupboard. Some of the grant still remains and will be put towards future building repairs when required.

National Heritage Fund

A celebration of Headway's 25th year anniversary and providing visits to the Black Country Museum etc. This fund was fully utilised in the current year.

QE Project

For our Outreach Team to support brain Injury patients at the Queen Elizabeth Hospital. This fund was fully utilised in the current year.

Communities In Sync

This service is designed to assist Sandwell residents, with an acquired brain injury, who are currently on a waiting list for 'Wellbeing Support' which is provided by the Black Country Healthcare NHS Foundation Trust. This grant was received and fully utilised in the previous year.

16. MOVEMENT IN FUNDS - continued

Black Country Consortium

This fund was to provide seated exercise class and weekly walks to clients. This fund was fully utilised in the current year.

Beacon Centre

This fund is provided by Black Country Healthcare NHS Foundation Trust. This is a new fund received close to the end of the year which will be spent in 2024/25.

Additional Counselling Support

This grant was to provide counselling services to clients.

New Development Project

A legacy donation of £147,866 was received during the year to support the charity's new development project.

17. RELATED PARTY DISCLOSURES

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

18. ULTIMATE CONTROLLING PARTY

The charity is under the control of the trustees.

Headway Black Country

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	31,553	11,839
Legacies	147,866	-
	<hr/> 179,419	<hr/> 11,839
Charitable activities		
Grants	24,162	37,417
Rehabilitative services	453,430	455,239
Investment income	9,765	3,571
	<hr/> 487,357	<hr/> 496,227
Total incoming resources	<hr/> 666,776	<hr/> 508,066
EXPENDITURE		
Charitable activities		
Wages	312,285	297,771
Social security	17,745	15,234
Pensions	5,856	6,771
Heat, light and rates	4,270	5,648
Telephone	4,483	4,331
Printing, postage & stationery	3,639	3,972
Sundry expenses	3,062	4,809
Travel expenses	2,754	2,005
Publicity costs	1,517	4,874
Rent and insurance	8,213	14,018
Professional fees	4,697	22,834
Training and books	7,310	4,004
Repairs and renewals	9,631	13,704
Computer costs	12,619	12,860
Equipment hire	3,425	3,621
Membership fees	796	3,144
Cleaning	3,123	2,770
Life and health insurance	1,661	-
Bad debts	-	1,594
Depreciation	6,818	7,120
Mortgage and loan interest	1,354	1,683
	<hr/> 415,258	<hr/> 432,767
Support costs		
Finance		
Bank charges	605	627
Mortgage and loan interest	313	390
	<hr/> 918	<hr/> 1,017

This page does not form part of the statutory financial statements

Headway Black CountryDetailed Statement of Financial Activities
for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
Finance		
Information technology		
Telephone	193	187
Computer costs	2,922	3,197
	<hr/>	<hr/>
	3,115	3,384
 Other		
Wages	72,302	68,942
Social security	4,108	3,527
Pensions	1,356	1,543
Heat, light and rates	989	1,308
Rent and insurance	1,901	3,246
Telephone	845	816
Printing, postage & stationery	842	920
Sundry expenses	709	1,113
Training and books	1,692	927
Travel expenses	638	464
Publicity costs	351	1,128
Repairs and renewals	2,230	3,173
Professional fees	1,088	5,348
Membership fees	184	643
Equipment hire	793	838
Cleaning	723	641
Life and health insurance	385	-
Depreciation	1,510	1,649
	<hr/>	<hr/>
	92,646	96,226
 Governance costs		
Auditors' remuneration for non audit work	4,175	4,319
	<hr/>	<hr/>
Total resources expended	516,112	537,713
	<hr/>	<hr/>
Net income/(expenditure)	<u>150,664</u>	<u>(29,647)</u>