
HEADWAY HERTFORDSHIRE LIMITED
(A Company Limited by Guarantee)

Company registration number: 04341309
Charity number: 1094046

TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2025

HEADWAY
HERTFORDSHIRE
LIMITED
(A Company Limited by
Guarantee)

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

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HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS

FOR THE YEAR ENDED 31 MARCH 2025

Trustees	D H Gibson, Chair (appointed 25 June 2024) N P Baines G P Bell (resigned 25 June 2024) A Beric M H B Ferguson (resigned 1 December 2024) J Goulde V J Molloy B P St Leger S Woodward F Anwar (appointed 17 March 2025) R Fink (appointed 8 July 2025)
Company registered Number	04341309
Charity registered number	1094046
Registered office	Suite 3a 30 Bancroft Hitchin Herts SG5 1LA
Company secretary	A Beric
Chief executive officer	J Archer
Bankers	Charities Aid Foundation Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent Examiner	Neil Atherton Accountancy Services Ltd Rosemount Garden Close Lane Newbury RG14 6PR

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report together with the financial statements of the Company for the year 1 April 2024 to 31 March 2025. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Chairman's foreword

I became Chairman of the Trustees in June 2024, a role I am very proud and privileged to hold and fulfil. Prior to this I was a Volunteer, attending and supporting two Peer Support Groups and other Headway activities throughout the County, seeing first-hand the work and benefits our dedicated team provide to our client's. Currently I still combine my chairman role with that of a Volunteer, seeing the great and first class work our team, under the excellent leadership of our CEO, our full and part time staff and Volunteers provide, in enhancing the lives of our client's. I am very proud of all our team's commitment, their dedication, all they achieve and the joy, benefits, improvements and enrichment they make to the lives of our client's.

Together with my Trustee colleague's we look forward to supporting the Headway Hertfordshire team in all their activities, to ensure continuation of the services the organization provides.

I am pleased that we continue to succeed in securing funds, via grants and donations which enable us to provide our excellent services. Our success record in grant applications has continued during the year, which is testament to the confidence the awarding organisations have in Headway Hertfordshire, we are seen as a safe investment.

Our service and business model is flexible, innovative and economic, providing a firm financial foundation for the services we provide and for the future of the organization.

A major contributor to our success is the ability to create and maintain good relationships with stakeholders, influencers, authorities and all we deal with, which our CEO continues to cultivate and master.

The following headlines show the levels of activity managed by Headway Herts:

Our clients:

- We have 1480 clients on our database, of which 359 are active and cover a range of conditions:
 - 47% stroke victims
 - 33.5% TBI
 - 4% Infection
 - 10% Tumour
 - 5.5% Hypoxic
- We received 112 new referrals to which we responded efficiently and speedily

Our services:

- 64 attendances to our Carer Education Workshops
- 2057 attendances at 10 groups

Our Support Coordinators managed:

- 52 one-to-one sessions
- 46 assessments +49 home visit assessments
- 402 contacts via email, phone or text + 117 to professional regarding clients

Our Occupational Therapist managed:

- 129 HABIT attendances by Zoom/Workshop
- 338 one-to-one sessions
- 954 contacts via email, phone or text + 446 to professionals regarding Clients

Our Carer Support service managed:

- 57 one-to-one sessions

HEADWAY HERTFORDSHIRE LIMITED

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

- 954 contacts via email, phone or text
- Carer Support Groups in 4 locations with 46 attendances

Our Counselling service covered:

- 187 sessions of counselling delivered to clients or carers
- 3 x trainee counsellors on placement with us, who are now qualified. New advert being places in colleges to attract new trainees, from the new intake.

Our volunteers provided:

- 18 volunteers across the team
- Delivered over 1500 hours of volunteering

Other activity:

Seated Yoga

- 207 attendances
- 11 attendances at PSGs

SALT (speech and language therapy) Project:

- 1 x group with 52 attendances

When compared with the previous year, these levels of activity show an increase in a majority of the measures, which demonstrates the continued and increasing demand for the ABI services provided by Headway Hertfordshire, together with recognition of our established reputation in successfully delivering these services.

Headway Herts has a very active and vibrant social scene and has held a number of events, open to all, well attended and which generate donations. Highlights include:

- Welwyn PSG Xmas Lunch with 21 attendees
- St Albans/Hertsmere PSG Xmas Lunch with 22 attendees
- Spring Social with 25 attendees
- Museum of Brands trip with 24 joining the trip
- 10 Pin Bowling had 128 participants
- North Herts PSG Xmas Lunch with 31 attendees
- Letchworth PSG Xmas Lunch with 16 attendees
- East Herts PSG Xmas Lunch with 9 attendees
- Xmas Quiz over Zoom had 40 enthusiastic participants
- Family Event – One event with 9 families attending
- *Volunteer's Celebration*
- *The 'Big Step Out'*
- *Spinathon*

I have mentioned previously our brilliant dedicated team, and we could not achieve the success we do without them. We continue to invest in their learning and development with 248 hours of training undertaken this year, provided by iHasco who provide and manage our training needs.

It has been a busy year for our team, but we are all rewarded through the success of our clients and all they achieve in reaching their goals and outcomes.

In common with other Charities, Headway Hertfordshire has and will face many challenges going forward. Together with an increasing demand for our services, these challenges are unlikely to get easier, but I am satisfied and confident we have put in place the structure, organization, leadership, strong financial position and initiatives, to competently deal with these, ensuring we remain fit for the future and fit to continue, as a sustainable business, providing the requisite service levels to our clients, so they have every opportunity to achieve their goals and outcomes.

I am confident and optimistic of another successful year ahead, and I together with my Trustee colleagues, look forward to supporting the Headway Hertfordshire team to achieve this.

HEADWAY HERTFORDSHIRE LIMITED

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Objectives and activities

a. Policies and objectives

Anyone can acquire a brain injury at any time in their lives.

People with an acquired brain injury often experience:

- Anxiety, depression, loss of motivation, difficulty controlling anger, and impulsivity
- Problems with memory, attention and concentration, low tolerance of noisy or stressful environments, loss of insight and initiative.
- Loss of co-ordination, muscle rigidity, paralysis, epilepsy, difficulty in speaking, loss of sight, smell or taste, fatigue, and sexual problems.
- Relationship difficulties with family and friends, which can be placed under immense strain. Relatives report that the ten most difficult problems are personality changes, slowness, poor memory, irritability, bad temper, tiredness, depression, tension and anxiety, rapid mood changes, and threats of violence.
- Longer term impacts on their ability to return to their previous level of function and quality of life. This includes their ability to attain, or retain, employment or education.
- `Members of the Hertfordshire ABI Steering Group estimate that 5000 people suffer a traumatic or acquired brain injury in the county every year. Of these, approximately 2500 would fall within the remit of our work.

Our charity's purposes as set out in the company's Memorandum of Association are to:

Relieve persons who are over 18 and resident in Hertfordshire who have suffered a brain injury, their families, carers and other related professionals by the provision of such information, service and facilities as the trustees from time to time determine.

Headway Hertfordshire's Vision

Currently, Headway Hertfordshire works with approximately 270 people each year and our aim is to expand our reach and support more people in the years ahead.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Objectives and activities (continued)

b. Strategies for achieving objectives

To achieve our aim, we will:

- Look to activate chargeable services wherever possible whilst being understanding of our clients' unique situations, ability to pay and the timings of any financial contribution.
- Make our charity more attractive to new investors and sponsors, showing them clearly the difference we make to people's lives who are affected by a brain injury.
- Develop our approach to driving and maximizing our fundraising channels.
- Improve our visibility and become known as the organisation of choice in Hertfordshire for those with a brain injury who need expert support, education and encouragement.
- Develop and launch new services that reflect the identified needs of our clients and will include a Family support programme, a Physiotherapy programme and a SALT (Speech And Language Therapy) programme.

We will, of course, focus on having policies and procedures that meet any relevant legislative changes and enhance our service delivery quality standards.

Our vision statement:

To be the support organisation of choice for all those over 18 affected by an acquired brain injury living in Hertfordshire.

Our mission statement:

To promote awareness and understanding of all aspects of an acquired brain injury and to provide information, support and services to people with an acquired brain injury, their families and carers in Hertfordshire.

Our core values and purposes:

- Professional
We run Headway Hertfordshire as a sustainable charitable business, managing our finances and services responsibly and in the best interests of those who use our services.
- Friendly
We are approachable, friendly and offer a safe, comfortable community of support where people feel welcomed, accepted and understood.
- Client focused
We deliver accessible, tailored services and respond to the clearly defined individual needs, circumstances and views of our clients and are primarily accountable to them.
- Respectful
We respond to our clients and colleagues as valued human beings, treating them with dignity and respect. Whilst we recognise each person as unique, we seek to promote equality of access in the wider community.

c. Main activities undertaken to further the Company's purposes for the public benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 and have regard to the public benefit guidance as issued by the Charity Commission as shown in the objectives above.

We have referred to the guidance on public benefit when reviewing our aims and objectives and in planning our future activities in particular, the Trustees consider how planned activities will contribute to the aims and objectives that they have set.

This public benefit statement forms the basis for all judgements regarding operational reports to the Board meetings, in order to be reassured that the facilities and services currently managed by the charity continue to meet these criteria. At these meetings, the Financial Controller also presents the quarterly financial position including taking account of any restricted funds and the Charity's status as a going concern.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

During 2024/25 the charity made a deficit of £28,995. A surplus of £66,640 was made in 2023/24.

The total funds as at the year-end 31st March 2025 were £94,683 (2024: £123,678).

b. Reserves policy

The board of trustees determined that the reserves should be maintained at a level which ensures that Headway Hertfordshire's core activity could continue during a period of unforeseen difficulty. The trustees examined the charities requirements for reserves in the light of main risks to the organisation and established a policy whereby the unrestricted funds, not committed, should be three months of expenditure. The board of trustees reviews their reserves policy annually. Current unrestricted reserves held cover the reserves policy.

Structure, governance and management

a. Constitution

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.

The organisation is a charitable company limited by guarantee, incorporated on 17th December 2001 and registered as a charity on 4th October 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under Articles of Association.

b. Methods of appointment or election of Trustees

The directors of the company are also charity trustees for the purposes of charity law. Under the arrangements agreed at the last AGM, trustees can serve for three terms of three years.

All members of the trustee board give their time voluntarily and receive no benefits from the charity. Any expenses claimed from the charity are set out in note 8 of the accounts.

The trustee board seeks to ensure that the needs of the beneficiary group are appropriately reflected through the diversity of the trustee body and ensures that at least one service user sits on the board at any one time.

The more traditional business skills are well represented on the board. In an effort to maintain this broad mix, trustees are required to provide a list of their skills and to update it each year. In the event of particular skill shortage, new individuals are approached to offer themselves for election to the board.

The board remained stable with a strong expertise across a broad set of skills.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Structure, governance and management (continued)

c. Organisational structure and decision-making policies

At the start of 2024/25 Headway Hertfordshire employed ten staff (a full-time chief executive, three support coordinators (one full and two part time) four occupational therapists (one full time and three part time), a full-time office manager and a part time office support worker. Their work was supported by a core team of nine freelance counsellors (three in their final year of training) and a freelance part time Finance Manager and 15 excellent volunteers.

The Chief Executive, John Archer, has now been in post since November 2016 and continues to support, re-organise and strengthen the front-line team whilst concentrating on ensuring adequate resources are in place and the name and positive reputation of Headway Hertfordshire is well known and appreciated throughout the county.

Our service delivery model

Our delivery model has evolved to create a mix of virtual and face-to-face interactions with our clients and carers. We continue to risk assess the best way to meet each individual client's needs to create the best mix of face-to-face meetings either at a client's home, in community group settings, through virtual communications such as Zoom and by email and telephone.

- Referrals to Headway Hertfordshire can be made by health or social service professionals, family members or clients themselves.
- After initial triage by our office manager, initial referrals go to our support coordinators, following discharge from acute or community NHS treatment or care or through self-referrals from our website or a local GP, Link workers, Community Navigators or a Social Worker via social prescribing
- Our support coordinators provide information and advice, including self-help materials about brain injury and how to cope with the various effects, understanding the care pathway in Hertfordshire and how to access relevant statutory and voluntary sector services.
- We signpost to speech therapists and physiotherapists, Hertfordshire's NHS Acquired Brain Injury team and local voluntary organisations, throughout the county.
- We provide counselling via face to face, telephone or Zoom calls to clients and or carers, where required and if funding is available.
- Regular contact calls are made via telephone or Zoom by our support coordinators or our pastoral care volunteer where clients and/or carers require 1:1 support.
- We run both virtual and face to face rehabilitation group sessions for clients which provide a break for carers. Sessions include exercises to improve memory and reduce stress through art, music and physical activities.
- We run regular Carers' Education Groups via Zoom conference calls to help carers understand brain injuries and the effects this may have on their loved one.
- We offer peer support activities, throughout the county. These are facilitated by our support coordinators supported by volunteers, many of whom have lived experience or have had a brain injury themselves and take place in a variety of community settings
- Approximately 30% of clients, working directly with our occupational therapists (OTs), will be supported onto our HABIT programme, which is designed to help people with a brain injury understand their injury, deal with the effects and prepare for work, training, volunteering or other meaningful activity.
- Our OTs undertake cognitive and mood assessments, using ACE, COPM and LIKERT scales and cognitive screening to check suitability/ motivation. They help clients signed up to the HABIT programme to set goals and score their achievements via either virtual group sessions or face to face enhanced 1-2-1 meetings.
- Our OTs support user-led training and peer support work and provide education about brain injury and its effects and rehabilitation workshops - e.g. dealing with fatigue, memory and life skills development.
- Clients on the HABIT programme are supported to access meaningful occupation e.g. volunteering, paid employment, training or physical activities.

d. Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The risk register is reviewed and amended on an ongoing basis.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Approved by order of the members of the board of Trustees and signed on their behalf by:



D H Gibson

Date: 16th September 2025

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2025


The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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



D H Gibson

Date: 16th September 2025

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

INDEPENDENT EXAMINERS' REPORT

Independent examiner's report to the Trustees of Headway Hertfordshire 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 on pages 11 to 22 following, which have been prepared on the basis of the accounting policies set out on pages 13 to 14.

Responsibilities and basis of report

As the Trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the 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 the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out our examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination as being a Member in Practice of the Chartered Institute of Management Accountants, which is one of the listed bodies.

I have completed my examination and confirm that no material 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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:



Date:

Neil Atherton FCMA (CGMA)

16th September 2025

Neil Atherton Accountancy Services Limited
Rosemount
Garden Close Lane
Newbury
RG14 6PR

HEADWAY HERTFORDSHIRE LIMITED

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

	Note	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from:					
Donations and legacies	2	132,260	204,338	336,598	398,549
Charitable activities	3	-	7,284	7,284	6,065
Investments	4	-	2,722	2,722	1,665
Total income		132,260	214,344	346,604	406,279
Expenditure on:					
Raising funds	5	571	20,895	21,466	18,194
Charitable activities	5	153,972	200,161	354,133	321,445
Total expenditure		154,543	221,056	375,599	339,639
Net movement in funds		(22,283)	(6,712)	(28,995)	66,640
Reconciliation of funds:					
Total funds brought forward		39,381	84,297	123,678	57,038
Net movement in funds		(22,283)	(6,712)	(28,995)	66,640
Total funds carried forward		17,098	77,585	94,683	123,678

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 13 to 22 form part of these financial statements.

HEADWAY HERTFORDSHIRE LIMITED

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REGISTERED NUMBER: 04341309

BALANCE SHEET AS AT 31 MARCH 2025

	Note	2025 £	2024 £
Debtors & Prepayments	9	3,227	330
Cash at bank and in hand		105,076	134,694
		<u>108,303</u>	<u>135,024</u>
Creditors: amounts falling due within one year	10	(13,620)	(11,346)
Total net assets		<u>94,683</u>	<u>123,678</u>
Charity funds			
Restricted funds	11	17,098	39,381
Unrestricted funds	11	77,585	84,297
Total funds		<u>94,683</u>	<u>123,678</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Directors (who are the charitable company trustees for the purposes of charity law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions of part 15 of the Companies Act 2006 applicable to entities subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



D H Gibson

Date: 16th September 2005

The notes on pages 13 to 22 form part of these financial statements.

HEADWAY HERTFORDSHIRE LIMITED

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

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Headway Hertfordshire Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going concern

The financial statements have been appropriately prepared on a going concern basis.

1.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

1.5 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

HEADWAY HERTFORDSHIRE LIMITED

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

1. Accounting policies (continued)

1.6 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. Income from donations and legacies

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Donations	-	41,025	41,025	44,150
Grants	132,260	163,313	295,573	354,399
	<u>132,260</u>	<u>204,338</u>	<u>336,598</u>	<u>398,549</u>

3. Income from charitable activities

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from charitable activities	7,284	7,284	6,065
	<u>7,284</u>	<u>7,284</u>	<u>6,065</u>

4. Investment income

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Investment income	2,722	2,722	1,665
	<u>2,722</u>	<u>2,722</u>	<u>1,665</u>

HEADWAY HERTFORDSHIRE LIMITED

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

5. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2025	Unrestricted funds 2025	Total 2025	Total 2024
	£	£	£	£
Therapy, advice & support activities	124,230	139,530	263,760	242,759
Support costs	29,742	56,966	86,708	77,876
Governance costs	-	3,665	3,665	810
	<u>153,972</u>	<u>200,161</u>	<u>354,133</u>	<u>321,445</u>

6. Governance Costs

	2025 £	2024 £
Governance costs include:		
Independent examination costs	2,140	810
Other governance costs	1,525	-
	<u>3,665</u>	<u>810</u>

7. Staff costs

	2025 £	2024 £
Gross wages and salaries	271,324	260,007
Employers pension	5,213	4,863
	<u>276,537</u>	<u>264,870</u>

The average number of persons employed by the Company during the year was as follows:

	2025 No.	2024 No.
Staff	<u>10</u>	<u>9</u>

No employee received remuneration amounting to more than £60,000 in either year.

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 March 2025, no Trustee expenses have been incurred (2024 - £NIL).

HEADWAY HERTFORDSHIRE LIMITED

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

9. Debtors

	2025 £	2024 £
Due within one year		
Trade debtors	-	80
Prepayments and accrued income	3,227	250
	<u>3,227</u>	<u>330</u>
	<u><u>3,227</u></u>	<u><u>330</u></u>

10. Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	7,059	5,001
Other taxation and social security	5,311	5,312
Other creditors	-	-
Accruals and deferred income	1,250	1,033
	<u>13,620</u>	<u>11,346</u>
	<u><u>13,620</u></u>	<u><u>11,346</u></u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

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

11. Statement of funds

Statement of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Balance at 31 March 2025 £
Unrestricted funds				
General Funds	(5,510)	51,031	(11,939)	33,582
Edward Gostling Foundation	150	-	(150)	-
Hertfordshire County Council (HCC)	39,160	128,513	(144,270)	23,403
League of Friends	2,471	-	(2,471)	-
Marsh Charitable Trust	-	600	-	600
The Follet Trust	1,440	-	(1,440)	-
The Shanly Foundation	461	2,500	(2,961)	-
KAYE Trust	250	-	(250)	-
Garfield Weston	25,000	25,000	(30,000)	20,000
Childwick Trust	10,000	-	(10,000)	-
Dacorum	-	200	(200)	-
The Mrs Smith & Mount Trust	-	2,500	(2,500)	-
Tesco Groundwork	375	-	(375)	-
Forrester Family Trust	10,000	-	(10,000)	-
Welwyn Parish Council	500	-	(500)	-
Clutterbuck Trust	-	1,000	(1,000)	-
Frank Litchfield Trust	-	3,000	(3,000)	-
	84,297	214,344	(221,056)	77,585
Restricted funds				
Edward Gostling Foundation	3,750	-	(3,750)	-
Letchworth Civic Trust	1,020	-	(1,020)	-
HCC - Family Project Pilot	3,188	-	(3,188)	-
HCC - Support Coordinator	3,152	-	(3,152)	-
HCC-Winter Celebration	-	500	(500)	-
Hospital Saturday Fund	2,835	-	(2,835)	-
HCF-Welwyn PSG	-	2,000	(9)	1,991
HCF-Training	3,059	1,460	(4154)	365
HCF-Household Support Fund	-	4,800	(4,800)	-
Henry Smith	-	70,000	(60,720)	9,280
Stevenage Community Trust (SCT)	1,500	1,000	(2,500)	-
The Shanly Foundation	2,162	-	(2,162)	-

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

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

11. Statement of funds (continued)

Statement of funds - current year (continued)

	Balance at 1 April 2024 £	Income £	Expenditure £	Balance at 31 March 2025 £
The National Lottery Community Fund	8,459	52,500	(55,497)	5,460
Postcode Places	8,756	-	(8,756)	-
Boshier Hinton	1,500	-	(1,500)	-
	39,381	132,260	(154,543)	17,098
Total of funds	123,678	346,604	(375,599)	94,683

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

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

11. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Unrestricted funds				
General Funds	21,738	51,280	(78,528)	(5,510)
Edward Gostling Foundation	-	15,000	(14,850)	150
Hertfordshire County Council (HCC)	400	174,224	(135,464)	39,160
League of Friends	4,200	-	(1,729)	2,471
Mr and Mrs Smith	-	2,500	(2,500)	-
The Follet Trust	750	750	(60)	1,440
The Shanly Foundation	2,315	-	(1,854)	461
KAYE Trust	-	250	-	250
Garfield Weston	-	25,000	-	25,000
Childwick Trust	-	10,000	-	10,000
Dacorum	-	500	(500)	-
The Neighbourly Trust	-	1,000	(1,000)	-
Tesco Groundwork	-	375	-	375
Forrester Family Trust	-	10,000	-	10,000
Welwyn Parish Council	-	500	-	500
Frank Litchfield Trust	-	3,000	(3,000)	-
	29,403	294,379	(239,485)	84,297
Restricted funds				
Edward Gostling Foundation	3,750	-	-	3,750
LGCHF	-	5,000	(5,000)	-
Letchworth Civic Trust	-	5,000	(3,980)	1,020
HCC - Family Project Pilot	5,982	-	(2,794)	3,188
HCC - Support Coordinator	10,812	10,000	(17,660)	3,152
Hospital Saturday Fund	1,755	-	(920)	835
NHDC	1,500	1,000	(2,500)	-
Stevenage Community Trust (SCT)	1,000	500	-	1,500
The Shanly Foundation	2,162	-	-	2,162
HCF Training	674	10,000	(7,615)	3,059
Postcode Places	-	25,000	(16,244)	8,756
The Hospital Saturday	-	2,000	-	2,000
BLCF	-	1,000	(1,000)	-
The National Lottery Community Fund	-	50,000	(41,541)	8,459
HCC Celebrating Comm's	-	400	(400)	-
HCC Warm Spaces	-	500	(500)	-

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

11. Statement of funds (continued)

Statement of funds - prior year (continued)

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Boshier Hinton	-	1,500	-	1,500
	<u>27,635</u>	<u>111,900</u>	<u>(100,154)</u>	<u>39,381</u>
Total of funds	<u><u>57,038</u></u>	<u><u>406,279</u></u>	<u><u>(339,639)</u></u>	<u><u>123,678</u></u>

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

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

12. Summary of funds

Summary of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Balance at 31 March 2025 £
General funds	84,297	214,344	(221,056)	77,585
Restricted funds	39,381	132,260	(154,543)	17,098
	123,678	346,604	(375,599)	94,683

Summary of funds - prior year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
General funds	29,403	294,379	(239,485)	84,297
Restricted funds	27,635	111,900	(100,154)	39,381
	57,038	406,279	(339,639)	123,678

13. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £
Current assets	17,098	91,205	108,303
Creditors due within one year	-	(13,620)	(13,620)
Difference	-	-	-
Total	17,098	77,585	94,683

HEADWAY HERTFORDSHIRE LIMITED

(A Company Limited by Guarantee)

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

13. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Restricted funds 2024 £</i>	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Current assets	66,035	68,989	135,024
Creditors due within one year	-	(11,346)	(111,346)
Difference	(26,654)	26,654	-
Total	39,381	84,297	123,678

14. Related party transactions

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 31 March 2025.