



ANNUAL REPORT 2024-2025

REGISTERED CHARITY NUMBER: 1097870.

REGISTERED COMPANY NUMBER: 4777788
(England and Wales)

Streets Bush
Accountants
Chartered
Accountants,
Melrose House
Pynes Hill
Exeter
EX2 5AZ

HEADWAY DEVON

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED MARCH 31, 2025

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HEADWAY DEVON

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	Headway Devon
Charity Registration Number	1097970
Company (limited by guarantee) registration number	4777788
Principal/Registered Office	Rooms 8-10 Basepoint Business Centre Yeoford Way Exeter EX2 8LB
Directors/Trustees	P Kelly, Chair D Tucker, Treasurer M Green J Davey N Mallett (elected on 9 December 2024) L Trueman (elected on 9 December 2024)
Company Secretary	R Wells
Independent Examiners	Streets Bush Melrose House Pynes Hill Exeter EX2 5AZ
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent
CEO	R Wells
Senior Management Team	D Christopher E Smith

CHAIR'S STATEMENT



This year, Headway Devon continued its vital work supporting adults across the county who are living with the life-changing effects of acquired brain injury (ABI). With someone in Devon admitted to hospital with an ABI every hour and twenty-three minutes, the need for specialist, compassionate support remains critical. Our clients come from all walks of life, yet all face complex physical, cognitive and emotional challenges following events such as strokes, road traffic accidents, aneurysms, or illness. Our mission remains steadfast: to provide the care, rehabilitation, and community connection that enables individuals and their families to rebuild their lives with dignity, confidence, and hope.

We delivered five core services this year: day centre support in Honiton, Newton Abbot and Exeter; one-to-one enabling across Devon; therapeutic peer support for those with communication difficulties; family support; and our weekday telephone advice line. In total, we supported 115 individuals on a weekly basis, providing more than **9,300 hours of one-to-one support** and **2,559 hours of centre-based rehabilitation**. Through structured cognitive activities, physical rehabilitation, emotional support, and social connection, we helped clients address isolation, rebuild independence, and navigate the often daunting consequences of ABI. The introduction of the Brain Star outcomes tool has strengthened our ability to measure client progress and continually refine our approach.

Partnership working remains central to our impact. We are grateful to the many statutory, corporate, academic and voluntary organisations that collaborated with us over the year—from hospitals and councils to community groups and local businesses. Our CEO continued to play a leading role in shaping social care through the Devon Integrated Social Care Alliance and co-production work with the local authority. We also contributed directly to national conversations, including the NHS ten-year plan.

We extend heartfelt thanks to the individuals, community groups and funders whose generosity enables our work. Support from the People's Postcode Lottery, British Science Association, NHS small-grants programme, local fundraisers, venues and community groups has been instrumental. Their contributions help us reach people whose needs fall outside statutory thresholds, and whose circumstances would otherwise leave them without support.

Our volunteers remain a cornerstone of our provision. Their skill, compassion and commitment enrich our centres and enhance the quality of life of everyone we work with. We are equally grateful for the energy and insight brought by students on placement, who represent the clinical leaders of the future.

Good governance, safeguarding, and adherence to fundraising and regulatory standards remain a priority for the Board. We continue our commitment to improving equality, diversity and inclusion across our staff team, volunteers, and beneficiaries, and recognise the considerable work still ahead. We also remain mindful of the climate emergency and are taking steps—however challenging within a geographically dispersed service—to reduce our environmental impact.

Looking forward, we are focusing on addressing service gaps for individuals who fall below social-care thresholds and improving the pathway for people following hospital discharge. The recruitment of a Neuro Occupational Lead in 2025 marks a significant investment in specialist rehabilitation. We are also collaborating with other regional Headways to reduce shared costs and improve efficiency.

Our greatest risks continue to be financial, particularly as essential peer and communication-support services do not receive local authority funding. While the sale of the X Centre has strengthened our reserves, sustainable funding remains an urgent priority to ensure we can continue delivering life-changing support across a large and often rural region.

On behalf of the Board, I extend sincere thanks to our staff, volunteers, partners, funders, and—above all—our clients and their families. Their courage, trust and collaboration make our work possible and inspire us to keep striving for a Devon where everyone affected by brain injury can live a connected, meaningful and supported life.

Paul Kelly

HEADWAY DEVON

Headway Devon works with adults across Devon who have an acquired brain injury (ABI), supporting them and their families. In the UK someone is admitted to a hospital with an acquired brain injury every 90 seconds. In Devon, someone is admitted to hospital with an acquired brain injury every hour and twenty-three minutes. Of those brain injuries stroke is the most common with an admittance to hospital every three hours and head injury every four hours.

The people we work with are from all walks of life. But they all have one thing in common; they – and their families – are living with the life-changing impact of brain injury. This can be caused by a road traffic accident, strokes, brain aneurysm or through disease such as meningitis.

Although a brain injury affects people in very different ways, it typically leads to a complex mix of physical, cognitive, and emotional disabilities. These could include paralysis and weakness on one side of the body, sight and hearing impairment, personality changes, difficulties processing information, difficulties with memory and emotional dysregulation. The brain controls every aspect of our bodies and so there is no limit for the challenges a person may face, and every injury will be different.

After an ABI individuals may have to come to terms with a new identity and a new life. Unemployment, financial hardship, a change in interests, relationship breakdown, isolation, depression, and anxiety are common. Headway Devon builds a support structure around the person, so that they can come to terms with their new disability and build their new life.

OBJECTS

“The objects of the Charity (the Objects) are the care, support and rehabilitation of people who have acquired brain injuries and to provide services and facilities for such persons, their families and carers, particularly those resident in Devon excluding Plymouth.”

HOW WE MEET OUR OBJECTIVES

We currently offer five services to meet the needs of people who have an acquired brain injury. Those services are

- Centre services in Honiton, Newton Abbot and Exeter. Newton Abbot and Honiton centres provide support one day a week and Exeter three days a week. Most clients access 1-2 days a week.
- One-to-one support in homes across Devon
- Peer support through therapeutic arts activities in Exeter for people experiencing communication difficulties after brain injury.
- Family support through a private Facebook group.
- Our telephone which runs Monday-Friday from 9 am -2 pm provides non-clinical support and advice, referrals and listening.

PARTNERSHIP

This year we have been delighted to work in partnership with

- Basepoint Business Centre.
- Pro Bono, Law Society at Exeter University.
- Devon Air Radio
- St Lawrence Church, Exeter
- Living Options Devon (changed their name to Disability Together in 2025).
- Hikmat Devon
- Teignbridge CVS
- CEDA
- Devon County Council
- Mardon Hospital
- The Plym Unit, Derriford
- The RD&E
- Torbay Council
- Polsloe and Priory Social Club
- Give a Car
- The Puerto Lounge
- Exeter Community Lottery
- One Stop, Burnthouse Lane, Exeter.
- Michelmores LLP
- Devon Community Foundation
- Devon Philharmonic Orchestra
- Phonic FM
- The British Science Association
- The People's Postcode Lottery
- Torbay, Plymouth and Devon VCSE Assembly
- Princesshay Retail Centre
- The Masonic Lodge, Paignton
- South West Road Runners



Staff members from the Puerto Lounge

OUR IMPACT

Over the course of the year, we worked with 115 individuals on a weekly basis and supported another seven members of the public in one-off support on the phone. We provided nine thousand, three hundred and eight hours of face to face enabling in individual homes. We provided two thousand, five hundred and fifty-nine hours of centre support days.



Our work supports recovery after brain injury through a holistic approach combining physical rehabilitation, cognitive stimulation, and emotional wellbeing strategies. Structured activities such as quizzes, creative tasks, and gentle exercises promote neuroplasticity and functional independence. Social engagement reduces isolation and improves confidence, while personalized interventions address anxiety and behavioral regulation.

Eligible social care needs are met through assistance with daily living tasks, health management, and community access. Support with medication, hospital appointments, and adaptive equipment ensures safety and continuity of care. Financial and administrative guidance further addresses statutory care obligations under the Care Act.

Anonymised Case Studies

Case Study 1: “Duncan”

Duncan engages in regular walking and light exercise to maintain mobility. He attends hospital appointments for hearing and podiatry care, supported by staff to ensure adherence. Social activities such as quizzes and group discussions help improve cognitive function and reduce isolation.

Case Study 2: “Nick”

Nick participates in cognitive games and structured routines to enhance memory and attention. He receives support for managing household tasks and financial planning, reducing stress and promoting independence.

Case Study 3: “Nate”

Nate enjoys music-based activities and social quizzes, which boost mood and cognitive engagement. He benefits from emotional support during periods of anxiety and receives assistance with transport for medical visits.

Case Study 4: “Brenda”

Brenda has successfully engaged in vocational rehabilitation through work experience placements. She participates in reading and literacy activities, improving confidence and employability skills.

Case Study 5: “Zach”

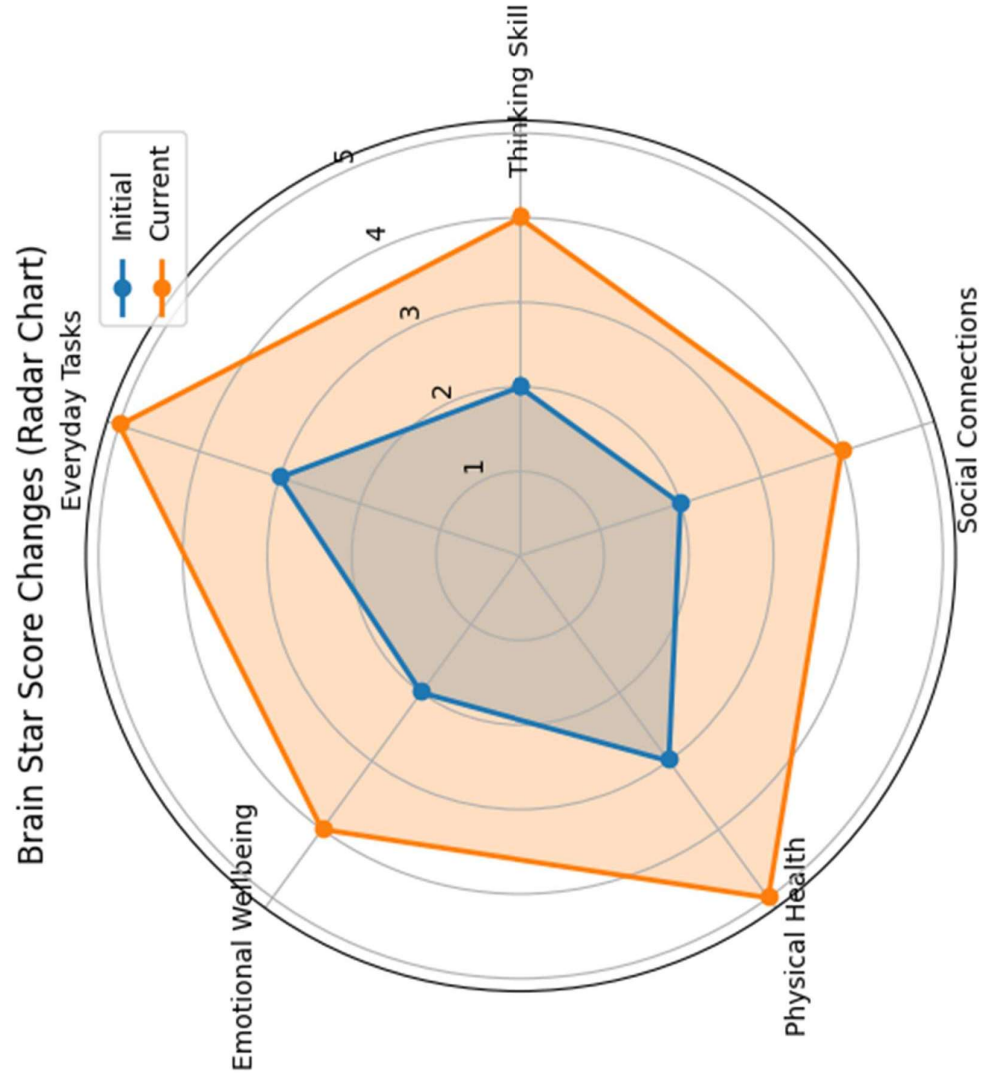
Zach focuses on physical recovery through climbing and swimming sessions, supported by staff for safety. He also receives guidance on managing family-related stress and financial matters.

Case Study 6: “Therese”

Therese attends stroke clinic appointments and engages in gentle walks and café visits to maintain social connections. She benefits from structured routines and reassurance to manage anxiety and memory challenges.

This year we have started to use The Outcomes Star, the new Brain Star, as our client progression measurement tool. This is a new approach and so we have undertaken retrospective stars.

Over the course of the year organisation-wide we saw the following improvements:

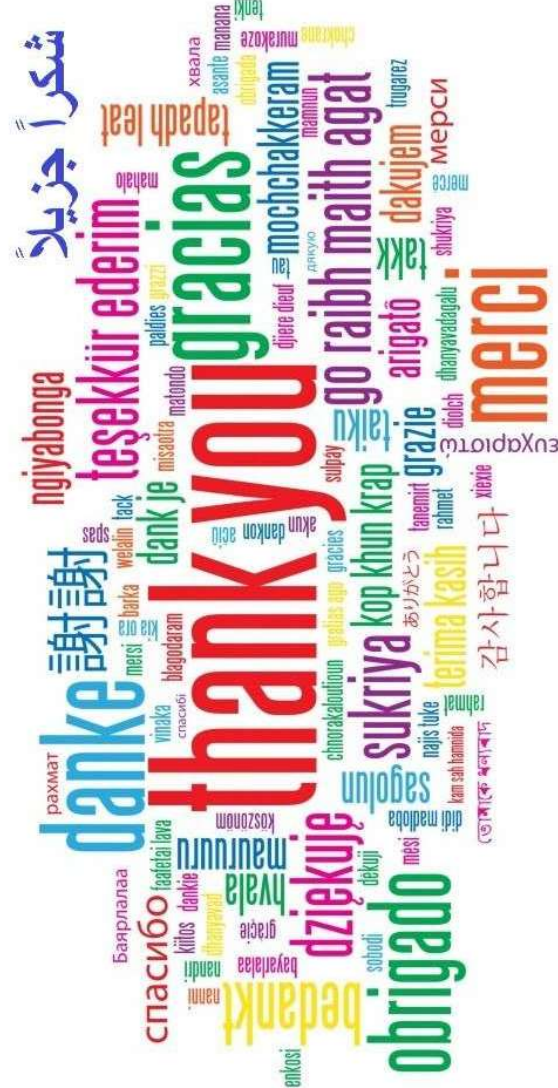


RAISING AWARENESS AND INFLUENCING

Our CEO is a senior member of the Devon Integrated Social Care Alliance, which she supported to establish. We believe in the responsibility of the charity sector to affect change in society. The CEO is currently participating in Co-Production with Devon County Council, other providers of social care, clients and carers to shape social care contracting arrangements from 2026.

We are also proud to be partners of the Devon Engagement Service, led by Disability Together. During the past year this work has centred around supporting the local authority to understand the experiences of our clients and carers around safeguarding.

RAISING THE FUNDS



We rely on the generosity of businesses and individuals in order to fund our work and thank everyone for their incredible support. This year we would like to thank the

Players of the Postcode Lottery who have agreed to part fund a new Neuro Occupational Therapist who will work across the hospitals and our services:



We were also supported by the British Science Association to run an arts and science project looking at how the brain communicates with itself. Here you can see the art when nodules of the brain are doing their own thing; beautiful but not working together as well as it can. Thank you to the British Science Association for your £500 grant.

We were proud to contribute the opinions of people who have a brain injury to the NHS ten year plan and would like to thank the NHS for their £700 small grant for our work on this and the people who contributed so richly and compassionately, often despite fatigue, communication and focus difficulties.

We received an anonymous grant. We also received £600 from Mary's Beat for work carried out in 2025.

Angela Mcbrayne continues to support us, organising a Bike Night, working with venues across Exeter to hold collecting tins and having her own collecting tin. We've also received support from Malcolm who supported our Wilcombe Stores collecting tin; bringing it over to Exeter on the bus every few weeks. Nigel and Paula Fernley raised a significant amount for the Moving Tribe Peer support group, through their cycle ride. Mrs Kirstie Melhuish organised a black-tie event. Exeter Law Society, Pro Bono, continued to fundraise for Headway Devon over the year.

We would also like to thank the Masonic Lodge, Paignton, Exeter Community Lottery, Wilcombe Stores, Paypal Giving Fund, Polsloe and Priory Social Club, One Stop, Puerto Lounge, Give a Car, St Lawrence Church and Henry's Bar for their support over the year.

FUNDRAISING STANDARDS AND PRACTICE

We received no complaints related to fundraising during the year. We are registered with the Fundraising Regulator, adhere to GDPR legislation, and uphold the Chartered Institute of Fundraising's Codes of Fundraising Practice. The board reviews our fundraising activity quarterly.

VOLUNTEERS

We would like to pay tribute to the wonderful volunteers who helped us to reach out to people living with a brain injury. The Day Centres enjoy the support of many regular and highly skilled volunteers. They enrich our offering and bring a greater quality of life to our clients.

In this year we continued working with students. Work with the future clinical leadership of the country we believe to be essential to our mission. We are so grateful for the time, innovation, and passion they bring to their placements.

PARTNERSHIPS AND AFFILIATION

Collaborative working is an important part of the way we work. With limited resources and capacity, partnerships, collaborations, and affiliations enable us to reach more people, connect clients with other services that can help them and have a stronger voice about issues that matter. We are also grateful to all the artists and crafters who worked with the Moving Tribe over the year.

Headway Devon is proud to be affiliated to Headway UK. We benefit from our relationship with Headway UK through their profile raising, campaigning and influencing nationally and through parliament, PR support, leadership development and their training. Headway UK affiliation brings additional benefit to our clients through their nurse-led helpline, ABI identity card and emergency fund.

We also work in partnership with many organisations from across the voluntary, statutory and corporate sectors. These organisations add huge value to our work and services. We are grateful to all those organisations that have worked in partnership with us over the past year. Thank you.



GOVERNANCE

Headway Devon has a Board of Trustees who delegate day-to-day leadership to a Chief Executive Officer who is supported by the Senior Leadership team. The charity and its operations are governed by a constitution adopted and incorporated on 27 May 2003. Trustees are elected by a majority vote of existing trustees and will consist of at least three but not more than twenty-two individuals. The Chair is elected by the trustees. One third of trustees must retire at each AGM, those longest in office retiring first but those who retire may be re-elected. A trustee should resign after a term of 6 consecutive years; however, other trustees may propose immediate re-election if they believe this to be in the long-term interests of the charity.

The trustees must hold at least four meetings each year at regular intervals. Trustees are selected based on their skill sets in order to produce a balanced Board. Trustees are provided with training on acquired brain injuries as part of the induction process. Day to day running of the charity is undertaken by the CEO and senior management team. The board of trustees consists of a full board which meets every month. A Client Committee exists to give clients more widespread influence over the strategic direction of the organisation.. The CEO and Board of Trustees would like to thank members of the Client Committee for their significant service to the charity over the past year.

EQUALITY, DIVERSITY AND INCLUSION (EDI)

The charity recognises that there is still work to do around diversity and inclusion at Headway Devon. In the year we were representative amongst students but weren't able to provide that in our staff team or beneficiaries.

Our leadership is balanced in terms of gender with our senior management team entirely female but our Board a balance of genders. We need to review our diversity data once more. Since the last report we have secured more representation from younger people in our client group and our staff team. We do employ a very small number of staff who are LGBTQIA+ and who are neurodivergent.

We are committed to changing the demographic of our clients and carers, to serve our communities fully. We are pleased to see this tiny step forward but recognise there remains much work to do.

THE CLIMATE EMERGENCY

Headway Devon recognises the climate emergency. It is particularly challenging to respond when so much of our work involves travelling between individual homes in the widespread geographies of Devon.

We signed the pledge not to send Christmas cards several years. We use environmentally friendly cleaning products and recycled paper. We support a number of staff who cycle, walk and use public transport in order to get to work.

We remain committed to producing a strategy to tackle the climate emergency.

PUBLIC BENEFIT

The trustees confirm they have given due regard to the guidance issued by the Charity Commission relating to public benefit. Headway Devon aims to provide support, care and social reintegration for people with acquired brain injuries in Devon.

FUTURE

The Board of Trustees and the senior management team met in June 2024 to assess gaps in provision and identified a need for people who are outside of social care thresholds. We are working to resolve the pathway for people sustaining a brain injury and recognise how inconsistent the approach is on discharge. In the year 2025 we are recruiting a Neuro Occupational Lead.

The charity is also working with other Headways across the Southwest and Midlands to jointly purchase services and reduce costs. In 2024 we collaborated on reducing costs on our client management system.

RISK

Part of our work is to provide social care on behalf of the local authority. It is only a portion of the work that we do. We are reliant on the generosity of our local community. Our biggest risks are financial. The public may not understand our need for support. Our work with people with communication difficulties receives no income from the local authority and the peer work we are currently planning won't either.

We want to support people across Devon who face an acquired brain injury. Devon is a large county. As acquired brain injury affects many people, from all walks of life and at any age our clients don't live where our workers and volunteers live. Whilst the local authority funds a portion of our work, it does not cover the quite considerable cost of travel. What we provide on behalf of the local authority is termed as unregulated support. None of the government funding around the pandemic, winter pressures or to support hospital discharge supports the unregulated sector.

The reserved policy is that Headway Devon will strive to maintain a minimum cash reserve of three months running costs. The sale of the X Centre has made this possible. Unrestricted cash balances at the end of the year were £485,897 (2024: £499,601) and the remaining cash is made up of restricted funds and petty cash held at the centres.

The total cash balance as at 31 March 2025 was £511,061 (2024: £526,495).

RESERVES POLICY

The charity aims to hold unrestricted free reserves of 3 months operating costs, which equates to approximately £91,387. At the end of the financial period, the total funds of the charity are £526,980 (2024: £565,477), which includes restricted reserves of £41,083 (2024: £28,119), tangible fixed assets of £6,981 (2024: £2,139). The charity's free reserves as at 31 March 2025 equal £485,897 (2024: £535,219).

STATEMENT OF TRUSTEE RESPONSIBILITIES

The Trustees (who are also the directors of Headway Devon for the purpose of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Status of Report

This report has been prepared in accordance with the special provisions of Section 419(2) of the Companies Act 2006 relating to small companies.

Approved by order of the board _____ (Trustee)

Name

Dated:

HEADWAY DEVON
(A Company Limited by Guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2025**

Independent Examiner's Report to the Trustees of Headway Devon ('the Company')

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

Responsibilities and Basis of Report

As the Trustees of the Company (and 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 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 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 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.

Signed:

Dated:

S Truran

FCCA FCA

Streets Bush Limited
Melrose House
Pynes Hill
Exeter
EX2 5AZ

HEADWAY DEVON
(A Company Limited by Guarantee)

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

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from:					
Donations and legacies	3	8,469	28,472	36,941	30,752
Charitable activities	4	383,338	-	383,338	399,815
Other trading activities		-	-	-	3,927
Investments	5	11,563	-	11,563	5,808
Other income	6	-	-	-	240,142
Total income		403,370	28,472	431,842	680,444
Expenditure on:					
Raising funds		2,419	-	2,419	7,180
Charitable activities	7	453,636	14,284	467,920	491,334
Total expenditure		456,055	14,284	470,339	498,514
Net (expenditure)/income		(52,685)	14,188	(38,497)	181,930
Transfers between funds	15	1,224	(1,224)	-	-
Net movement in funds		(51,461)	12,964	(38,497)	181,930
Reconciliation of funds:					
Total funds brought forward		537,358	28,119	565,477	383,547
Net movement in funds		(51,461)	12,964	(38,497)	181,930
Total funds carried forward		485,897	41,083	526,980	565,477

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 31 form part of these financial statements.

HEADWAY DEVON
(A Company Limited by Guarantee)
REGISTERED NUMBER: 477788

BALANCE SHEET
AS AT 31 MARCH 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	12	6,981	2,139
		<u>6,981</u>	<u>2,139</u>
Current assets			
Debtors	13	28,379	55,960
Cash at bank and in hand		511,061	526,495
		<u>539,440</u>	<u>582,455</u>
Current liabilities			
Creditors: amounts falling due within one year	14	(19,441)	(19,117)
		<u> </u>	<u> </u>
Net current assets		519,999	563,338
		<u> </u>	<u> </u>
Total net assets		<u>526,980</u>	<u>565,477</u>
		<u> </u>	<u> </u>
Charity funds			
Restricted funds	15	41,083	28,119
Unrestricted funds	15	485,897	537,358
		<u> </u>	<u> </u>
Total funds		<u>526,980</u>	<u>565,477</u>
		<u> </u>	<u> </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 Trustees 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 applicable to entities subject to the small companies regime.

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

.....

P Kelly
(Chair of Trustees)

The notes on pages 18 to 31 form part of these financial statements.

HEADWAY DEVON
(A Company Limited by Guarantee)

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

1. General information

Headway Devon is a charitable company incorporated in England with the company registration number 4777788 and the charity registration number 1097870. The activities of the charity and the registered office address are set out in the trustees report.

2. Accounting policies

2.1 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 Devon 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.

2.2 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.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.3 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 raising funds includes all expenditure incurred by the Company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

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

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

2. Accounting policies (continued)

2.3 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £200 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Office equipment	-	20% straight line basis
Computer equipment	-	33% straight line basis

2.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

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

2. Accounting policies (continued)

2.9 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.

2.10 Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

2.11 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.

Investment income, gains and losses are allocated to the appropriate fund.

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

3. Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Appeals and donations	8,069	2,672	10,741	30,752
Grants	400	25,800	26,200	-
Total 2025	<u>8,469</u>	<u>28,472</u>	<u>36,941</u>	<u>30,752</u>
<i>Total 2024</i>	<u>21,776</u>	<u>8,976</u>	<u>30,752</u>	

4. Income from charitable activities

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from charitable activities - Centre Services	175,556	175,556	167,007
Income from charitable activities - Outreach Services	206,081	206,081	222,517
Income from charitable activities - Miscellaneous	1,701	1,701	10,291
Total 2025	<u>383,338</u>	<u>383,338</u>	<u>399,815</u>

5. Investment income

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Interest on cash deposits	11,563	11,563	5,808

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

6. Other incoming resources

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Profit on disposal of tangible fixed assets	-	-	240,142

7. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Total 2024 £
Centre Services	177,168	12,054	189,222	207,035
Outreach Services	276,289	2,230	278,519	281,806
Other Services	179	-	179	2,493
Total 2025	453,636	14,284	467,920	491,334
<i>Total 2024</i>	481,056	10,278	491,334	

8. Analysis of expenditure by activities

	Activities undertaken directly 2025 £	Support costs 2025 £	Total funds 2025 £	Total funds 2024 £
Centre Services	166,442	22,780	189,222	207,035
Outreach Services	203,406	75,113	278,519	281,806
Other Services	-	179	179	2,493
Total 2025	369,848	98,072	467,920	491,334
<i>Total 2024</i>	366,267	125,067	491,334	

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

8. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2025 £	Total funds 2024 £
Staff costs	289,449	293,188
Depreciation	2,112	1,859
Transport costs	18,705	23,358
Establishments costs	50,568	38,066
Bad debt expense	4,448	1,072
Sundry and other costs	4,566	8,724
Total 2025	369,848	366,267

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

8. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2025 £	Total funds 2024 £
Staff costs	56,604	54,099
Transport costs	108	188
Establishments costs	12,431	23,640
Office expenses	7,671	16,090
Print, postage, stationery and subscriptions	1,469	1,501
Auditors' remuneration and accountancy	6,257	5,142
Legal and professional fees	3,450	9,466
Bookkeeping fees	5,456	6,658
Mortgage interest	-	5,098
Equipment hire	974	971
Sundry and other costs	3,652	2,214
Total 2025	<u><u>98,072</u></u>	<u><u>125,067</u></u>

9. Independent examiner's remuneration

	2025 £	2024 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	<u><u>6,257</u></u>	<u><u>5,142</u></u>

10. Staff costs

	2025 £	2024 £
Wages and salaries	323,139	324,534
Social security costs	17,892	17,716
Contribution to defined contribution pension schemes	5,022	5,037
	<u><u>346,053</u></u>	<u><u>347,287</u></u>

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

10. Staff costs (continued)

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

	2025 No.	2024 No.
Support Services	24	26
Management and administration	2	2
	<u>26</u>	<u>28</u>

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

Aggregate employee benefits of key management personnel (including employer national insurance contributions and employer pension contributions) were £51,284 (2024: £48,782)

11. 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).

12. Tangible fixed assets

Cost or valuation

	Office equipment £	Computer equipment £	Total £
At 1 April 2024	7,711	8,676	16,387
Additions	3,173	3,782	6,955
	<u>10,884</u>	<u>12,458</u>	<u>23,342</u>
At 31 March 2025			

Depreciation

	5,762	8,486	14,248
At 1 April 2024			
Charge for the year	1,453	660	2,113
	<u>7,215</u>	<u>9,146</u>	<u>16,361</u>
At 31 March 2025			

Net book value

	3,669	3,312	6,981
At 31 March 2025			
At 31 March 2024	1,949	190	2,139
	<u>1,949</u>	<u>190</u>	<u>2,139</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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13. Debtors

	2025 £	2024 £
Due within one year		
Trade debtors	12,976	41,488
Other debtors	5,754	5,660
Prepayments and accrued income	9,649	8,812
	<u>28,379</u>	<u>55,960</u>
	<u><u> </u></u>	<u><u> </u></u>

14. Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	9,038	10,273
Other creditors	4,992	3,549
Accruals and deferred income	5,411	5,295
	<u>19,441</u>	<u>19,117</u>
	<u><u> </u></u>	<u><u> </u></u>

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

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2025 £
Unrestricted funds					
General Funds	537,358	403,370	(456,055)	1,224	485,897
Restricted funds					
Client Holiday	3,457	-	(130)	-	3,327
Honiton Centre	5,431	-	(5,431)	-	-
Cloth Worker	2,587	-	(2,587)	-	-
Carer Support	6,478	-	-	-	6,478
Torquay Centre	384	-	(384)	-	-
Community Support	197	-	(197)	-	-
LCF	2,369	-	-	-	2,369
IIS	1,000	-	-	-	1,000
Moving Tribe	-	2,672	(994)	-	1,678
Lottery Community Fund 2023	1,502	-	-	(1,224)	278
Devon Mental Health	94	-	(94)	-	-
Screwfix- Building	4,033	-	(3,084)	-	949
Amalia Marathon- Counselling	417	-	(417)	-	-
COVID Vaccination Outreach Fund	170	-	(170)	-	-
BSW Community Grant	-	500	(496)	-	4
Postcode Lottery- Clinical Lead	-	25,000	-	-	25,000
NHS VCSE	-	300	(300)	-	-
	<u>28,119</u>	<u>28,472</u>	<u>(14,284)</u>	<u>(1,224)</u>	<u>41,083</u>
Total of funds	<u>565,477</u>	<u>431,842</u>	<u>(470,339)</u>	<u>-</u>	<u>526,980</u>

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

15. Statement of funds (continued)

Client holiday - This was a grant to enable clients to enjoy a holiday or day trip.

Honiton Centre – This restricted fund is from individual donations that have a personal connection to the Honiton centre and income from their own fundraising efforts.

Cloth Workers Foundation – This restricted fund was a grant to enable digital equipment for clients to reduce digital exclusion.

Torquay Centre - This restricted fund is from individual donations that have a personal connection to the Torquay centre and income from their own fundraising efforts.

Community Support – This restricted fund is from donations from individuals that have a personal connection to the service.

LCF – This restricted fund was from a grant to provide support to young adults in their twenties who have an acquired brain injury.

IIS – This restricted fund was from a grant for a visual cookbook, to enable cookery and an improvement in skills for clients.

Lottery Community Fund 2023 – This restricted fund was for celebration of the Coronation of the King and bringing clients together for a patriotic celebration including food, decorations, plants and activities.

Devon Mental Health – This restricted fund was a grant for the Moving Tribe for journals to reduce stress.

Screwfix- Building – This was a restricted grant for improving our building.

Amalia Marathon - This restricted fund was income fundraised by Amalia, running the Marathon for individual counselling sessions.

COVID Vaccination Outreach Fund – This was a restricted grant for improving covid vaccination take up for people who have a brain injury.

Postcode Lottery- Clinical Lead – This restricted grant was from players of the People's Postcode Lottery Millionaires Fund for a new clinical lead role.

NHS VCSE - This was a grant for consulting with our client group on the NHS ten year plan and for the work associated.

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

15. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2024 £</i>
Unrestricted funds					
General Funds	356,179	669,571	(487,750)	(642)	537,358
Restricted funds					
Exmouth Centre	138	-	(138)	-	-
Client Holiday	3,457	-	-	-	3,457
Honiton Centre	4,588	878	(35)	-	5,431
Exeter Centre	2,606	60	(3,308)	642	-
Cloth Worker	2,587	-	-	-	2,587
Carer Support	6,478	-	-	-	6,478
Torquay Centre	345	50	(11)	-	384
Community Support	609	-	(412)	-	197
X Centre Doors	242	-	-	(242)	-
LCF	2,369	-	-	-	2,369
IIS	1,000	-	-	-	1,000
Moving Tribe	2,949	620	(3,569)	-	-
Lottery Community Fund 2023	-	3,498	(1,996)	-	1,502
Devon Mental Health	-	580	(486)	-	94
Screwfix- Building	-	4,000	(209)	242	4,033
Amalia Marathon- Counselling	-	537	(120)	-	417
COVID Vaccination Outreach Fund	-	650	(480)	-	170
	<u>27,368</u>	<u>10,873</u>	<u>(10,764)</u>	<u>642</u>	<u>28,119</u>
Total of funds	<u>383,547</u>	<u>680,444</u>	<u>(498,514)</u>	<u>-</u>	<u>565,477</u>

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

16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2025 £
General funds	537,358	403,370	(456,055)	1,224	485,897
Restricted funds	28,119	28,472	(14,284)	(1,224)	41,083
	<u>565,477</u>	<u>431,842</u>	<u>(470,339)</u>		<u>526,980</u>

Summary of funds - prior year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
General funds	356,179	669,571	(487,750)	(642)	537,358
Restricted funds	27,368	10,873	(10,764)	642	28,119
	<u>383,547</u>	<u>680,444</u>	<u>(498,514)</u>		<u>565,477</u>

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Tangible fixed assets	3,826	3,155	6,981
Current assets	501,512	37,928	539,440
Creditors due within one year	(19,441)	-	(19,441)
Total	<u>485,897</u>	<u>41,083</u>	<u>526,980</u>

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

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2024 £</i>	<i>Restricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Tangible fixed assets	913	1,226	2,139
Current assets	555,562	26,893	582,455
Creditors due within one year	(19,117)	-	(19,117)
Total	<u>537,358</u>	<u>28,119</u>	<u>565,477</u>

18. Pension commitments

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £5,022 (2024 - £5,037) were payable to the fund at the balance sheet date and are included in creditors.

19. Operating lease commitments

At 31 March 2025 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2025 £	2024 £
Not later than 1 year	<u>16,858</u>	<u>19,111</u>

20. 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.