

HEAD TO TOE CHARITY

England & Wales · Charity number 1099485

Details

Other names	CAMBRIDGESHIRE MENTAL HEALTH AND PRIMARY CARE TRUSTS CHARITABLE FUND AND OTHER RELATED CHARITIES
Status	Registered
Legal form	Other
Registered	2003-09-17
Register	View on the Charity Commission register

Contact

Address	Fulbourn Hospital Cambridge Road Fulbourn Cambridge CB21 5EF
Phone	01223219708
Email	charity@cpft.nhs.uk
Website	www.cpft.nhs.uk/about-us/charity

Activities

Objects: SEE INDIVIDUAL CONSTITUENTS

Activities: Head to Toe is the NHS charity for Cambridgeshire and Peterborough NHS Foundation Trust (CPFT), supporting people of all ages receiving mental health, community and social care across Cambridgeshire and Peterborough. We work to enhance CPFT's ability to improve the health and well-being of the people it serves and the staff who care for them by supporting projects over and above NHS funding.

Classification

- **How:** Provides Services, Acts As An Umbrella Or Resource Body
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups

Geography

- **Area of benefit:** SEE INDIVIDUAL CONSTITUENTS
- Cambridgeshire
- Peterborough City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£247,000	£332,000	-	-
2024-03-31	£269,000	£321,000	-	-
2023-03-31	£171,000	£297,000	-	-
2022-03-31	£103,000	£179,000	-	-
2021-03-31	£224,000	£211,000	-	-

Trustees

Name	Role	Appointed
Cambridgeshire and Peterborough NHS Foundation Trust		2008-06-01

Linked charities

- THE CAMBRIDGESHIRE MENTAL HEALTH AND PRIMARY CARE TRUSTS CHARITABLE FUND (1099485-1)
- COMMUNITY NURSING SERVICES FOR FENLAND FUND (1099485-10)
- COMMUNITY NURSING SERVICES FOR WEST NORFOLK FUND (1099485-11)
- DODDINGTON HOSPITAL FUND (1099485-12)
- GENERAL COMMUNITY NURSING SERVICES FUND (1099485-13)
- HOSPITAL AT HOME SERVICE FUND (1099485-14)
- SWAFFHAM COTTAGE HOSPITAL FUND (1099485-15)
- CONTINENCE SERVICES FUND (1099485-16)
- CAMBRIDGE DAY CLINIC (1099485-17)
- CAMBRIDGE PSYCHIATRIC REHABILITATION SERVICE RESEARCH (1099485-18)
- CHAPEL FULBOURN (1099485-19)
- CAMBRIDGESHIRE COMMUNITY SERVICES NHS TRUST (1099485-2)
- COMMUNITY RESOURCE TEAM CITY SOUTH (1099485-20)
- DAVID CLARK HOUSE (1099485-21)
- CAMBRIDGE MENTAL HEALTH PSYCHOTHERAPY (1099485-22)
- GENERAL FUND FULBOURN (1099485-23)
- MITCHELL WARD FULBOURN (1099485-24)
- OCCUPATIONAL THERAPY STUDY FUND CAMBRIDGE MENTAL HEALTH (1099485-25)
- OAKLANDS WARD FUND (1099485-26)
- PATIENTS AMENITIES FULBOURN (1099485-27)
- VOLUNTARY SERVICES FULBOURN (1099485-28)
- VOCATIONAL SERVICES FULBOURN (1099485-29)
- PETERBOROUGH PRIMARY CARE TRUST FUND (1099485-3)
- CAMBRIDGESHIRE AND PETERBOROUGH NHS FOUNDATION TRUST - PAEDIATRIC HOSPITAL AT HOME (1099485-30)
- CAMBRIDGESHIRE PRIMARY CARE TRUST FUND (1099485-4)
- PETERBOROUGH PRIMARY CARE TRUST FUND (1099485-5)
- CAMBRIDGESHIRE PRIMARY CARE TRUST FUND (1099485-6)
- CAMBRIDGESHIRE AND PETERBOROUGH NHS FOUNDATION TRUST FUND (1099485-7)
- WEST NORFOLK PRIMARY CARE TRUST FUND (1099485-8)
- CHILD HEALTH SERVICE FUND (1099485-9)

HEAD TO TOE CHARITY

England & Wales - Charity number 1099485

Accounts

HEAD TO TOE CHARITY

Annual Report and Financial Accounts 2024 - 2025

Registered Charity No: 1099485



Community Butterfly Volunteers, pictured with Butterfly Volunteer Co-ordinator, Helen Goold

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Foreword from the Chair of Head to Toe Charity

As Chair of the Head to Toe Charity Committee, and an Associate Non-Executive Director at Cambridgeshire and Peterborough NHS Foundation Trust (CPFT), I am proud to present this year's annual report. It reflects not only the generosity of our donors and supporters, but also the creativity and commitment of our staff, volunteers, and partners in bringing meaningful change to the lives of people across our communities.

Over the past year, Head to Toe has continued to demonstrate the unique impact that an NHS charity can have, funding projects that sit above and beyond what the NHS alone can provide. From the launch of the ground-breaking Community Butterfly Volunteer Service, offering compassion and companionship at the end of life, to the expansion of arts therapies and innovative initiatives such as the CAMEO Comedy Club, each story in this report highlights how philanthropy and partnership can transform experiences of care.

I have been particularly inspired by the way Head to Toe projects not only enrich the lives of patients and their families, but also provide vital support to the incredible staff across CPFT. Through initiatives like Schwartz Rounds, Staff Network funding, and wellbeing projects, the charity plays an important role in strengthening the resilience and wellbeing of those who dedicate themselves daily to the care of others.

As we look ahead, we remain ambitious in our vision: to empower health and wellbeing for everyone in our community. We will continue to build on the strong partnerships we have with CPFT, our volunteers, our supporters, and the wider community, ensuring that every donation and every act of generosity makes a real and lasting difference.

On behalf of the Trustee Board and the Charity Committee, I would like to thank our donors, funders, volunteers, and colleagues at CPFT for your continued support and belief in what we can achieve together. Head to Toe is truly about more than funding; it is about compassion, collaboration, and commitment to creating healthier lives and stronger communities.

Jacquie McGeachie

Chair of Head to Toe Charity Committee
Associate Non-Executive Director, CPFT



Our objectives

Who we are

Head to Toe is the NHS charity for Cambridgeshire and Peterborough NHS Foundation Trust (CPFT), dedicated to supporting individuals receiving mental health, community, and social care throughout our region.

By funding initiatives above and beyond the scope of NHS resources, we amplify CPFT's mission to improve the health and wellbeing of both the people they serve and the staff who care for them.

Our vision is clear: Healthier minds and bodies for everyone in our community.

Working closely with NHS health and social care specialists, we respond to the unique needs of our region by offering inclusive opportunities for better physical and mental wellbeing, all informed by clinical expertise.

Thanks to the continued generosity of our donors, fundraisers, and partners, we're able to deliver transformative projects that directly impact the lives of patients, families, and NHS staff every day.

Thank you

We could not do this work without our generous donors. In 2024-2025, we would especially like to acknowledge the following organisations, for their support:

Wrights Clock Land Trust

NHS Charities Together

Youth Music

Cambridgeshire Community Foundation

Ninja Theory LTD

The Harry Cureton Trust

The Healthier Futures Fund

Illumina

The Friends of North Cambridgeshire Hospital



Our Impact: Community Butterfly Volunteer Service

Compassionate support at a critical time

This year, we proudly launched the Community Butterfly Volunteer Service, a ground-breaking initiative developed with CPFT's Voluntary Services, and community nursing teams, which is the first of its kind in the UK.

This innovative service offers vital volunteer support to patients receiving end-of-life care at home, providing companionship and comfort to those with few visitors or families needing respite. Volunteers ensure that no one faces this difficult time alone.

In partnership with The Anne Robson Trust, volunteers receive specialist training to provide compassionate support to patients identified by our older people, community, and specialist nursing teams.

"This service is ground-breaking because it goes into the local community, rather than staying confined to a hospital. Most people prefer the comfort of their own home, and in this small way, we're helping them do that."

David, Community Butterfly Volunteer (pictured below, with fellow volunteers, Katy - CPFT's End-of-Life Care Facilitator, Helen - Butterfly Volunteer Co-ordinator and Lynn from The Anne Robson Trust).

This project has been funded entirely through philanthropy and donations, with special thanks to the ICS Healthier Futures Fund, administered by Cambridgeshire Community Foundation.



“His Butterfly visitor has been a lifeline to normality for him. Prior to this service, he had little input with anyone else. He was experiencing low mood and becoming withdrawn. Now the highlight of his week is his visitor. What an amazing gift that is!” (Specialist Palliative Care Nurse)

Our impact: Children's creative therapies

Transforming healing through music and art

In autumn 2022, we launched an innovative music therapy programme to support young people accessing care through Child and Adolescent Mental Health Services (CAMHS) and community paediatrics.

This year, we expanded the initiative, funding expert therapists to deliver music and art therapy sessions for both adults and young people across CPFT's specialist acute mental health wards in Fulbourn.

The project has also been nominated for a prestigious HSJ Award, and a clinical Allied Health Professional Award based on its innovative approach to providing support to young people. These therapies provide a non-verbal, creative form of support when traditional talking therapies are not always appropriate, improving emotional regulation and overall wellbeing.

Feedback from patients and carers tells us that for some young people this is the only form of therapy they have engaged with. Young people have reported pain relief during sessions and better sleep. Most importantly, young people are supported to identify and work through trauma and learn coping strategies that they can use every day.

"Music therapy has been such a wonderful experience. Every session has improved my mood and helped me use music to regulate my emotions. Thank you, Head to Toe." Patient

Since April 2024, more than 350 sessions have been delivered, reaching more than 200 patients, all made possible thanks to our donors' generosity.

Our plans going forward are to grow this service, with a focus on reaching young people who don't currently have access to this additional support, such as children in care and refugees.

Pictured are Valentini (left), Music Therapist, and Aimee (right), Art Therapist.



Our impact: Supporting mental health services

CAMEO Comedy Club

Bringing laughter, connection, and comfort to our communities

This year, we supported the CAMEO South team to launch a series of inclusive comedy evenings for patients experiencing first episode psychosis and their carers.

The first CAMEO Comedy Club event welcomed 24 patients and carers alongside 10 staff members, featuring professional comedians - one of whom shared his lived experience of mental health, creating an evening of laughter, connection, and shared understanding.

100% of attendees said they would attend again, highlighting the powerful impact of social connection on mental health recovery. The CAMEO Comedy Club continued throughout 2025.

“

Having Head to Toe's support made a huge difference. It enabled us to create a high-quality event that patients felt invested in, and the response was incredible.”

Ali Shippey, CAMEO Team

”

Wellbeing on wheels: The Cavell Centre

Supporting patients on our acute wards

With CPFT Voluntary Services, we launched a new wellbeing trolley for inpatient wards at The Cavell Centre - a simple idea that's making a big difference.

Managed by volunteers, the trolley gives patients receiving 24-hour mental health care the opportunity to make personal choices; whether selecting a favourite snack, a soothing activity, or a card to send to someone they care about. These small but meaningful moments of choice help restore a sense of agency, dignity, and normality during a time when much of daily life is structured around treatment and recovery.

During the festive season, the trolley was stocked with Christmas gifts and cards, helping patients share joy and connection with loved ones. By supporting independence and connection, the wellbeing trolley is helping patients feel more like themselves - an important step toward recovery and wellbeing.



“

Brightening people's day when they're struggling is one of the best feelings. I absolutely love doing it.”

Paige, CPFT Volunteer

”

Supporting our people

Empowering CPFT staff through community and care

We're deeply committed to the wellbeing of CPFT's incredible staff. This year, we continued to provide annual funding for each of CPFT's six Staff Networks, supporting events and workshops, educational resources and guest speakers, as well as peer support gatherings.

We also fund the CPFT Schwartz Round licence, which provides a safe space for staff to reflect on the emotional challenges of working in healthcare.

"Schwartz Rounds are a lifeline in my clinical practice; knowing there's a safe, supportive space to share experiences and connect with colleagues makes a profound difference to how I cope with the emotional impact of my role."

Schwartz Rounds help reduce stress, foster understanding, and strengthen team cohesion, ultimately improving both staff wellbeing and patient care.

By investing in our NHS people, we're building a stronger, more resilient healthcare system for everyone.



The Senua Scholarship

A game-changing programme for peer support

In partnership with BAFTA award-winning game developer Ninja Theory and CPFT's RCE Wellbeing Hub, we proudly delivered another successful year of the Senua Scholarship, a unique peer support training programme inspired by the acclaimed game *Hellblade: Senua's Sacrifice*.

The scholarship provides training, mentoring, and support for a student to qualify as a Peer Support Worker, using their lived experience to work in the NHS, or charity sector, to help others in their recovery journey. Thank you to Ninja Theory for its continued generosity and partnership.

Looking ahead

in 2025-26, we will continue to put patients at the heart of what we do, working closely with our partners, fund-raisers, staff and volunteers to ensure a wide and accessible programme of Head to Toe charitable projects.

▶ We will strive towards transforming health outcomes for the most vulnerable members of our community by providing support that goes above and beyond traditional healthcare.

▶ We will work with CPFT teams to deliver strategic, long-lasting programmes that make a measurable difference.

▶ We will expand our partnership with CPFT Voluntary Services, embedding volunteers across the Trust.

▶ We will embed a new brand identity, that better reflects our mission, vision, and impact.

▶ We will collaborate with partners across our local area to bring volunteering opportunities and philanthropy to people and businesses who share our values and motivations.

▶ We will partner with Addenbrooke's Charitable Trust and the University of Cambridge to deliver the philanthropic campaign for the regions first children's hospital, and its pioneering approach to integrated physical and mental healthcare.

www.headtoecharity.org.uk



To find out more about Head to Toe, the people and projects we support, please get in touch:

Call us: 01223 219708

E-mail: charity@cpft.nhs.uk

Follow us: @head2toecharity

Head to Toe Charity, Elizabeth House, Fulbourn Hospital, Cambridge CB21 5EF

Registered Charity No. 1099485

Corporate Trustee

Annual Report and Financial Statements of Head to Toe Charity

2024 - 2025



Annual Report and Financial Statements

Statement of Corporate Trustee's Responsibilities

The Corporate Trustee is the Board of Cambridgeshire and Peterborough NHS Foundation Trust. The Corporate Trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the funds held on trust; establishing and monitoring a system of internal control; establishing arrangements for the prevention and detection of fraud and corruption.

The Corporate Trustee is required under the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008 to prepare financial statements that give a true and fair view of the financial position of the funds held on trust for each financial year. In preparing those financial statements, the Corporate Trustee is required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the charity's SORP.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Corporate Trustee confirms that it has met the responsibilities set out above and complied with the requirements for preparing the financial statements. The financial statements set out on pages **21 to 31** of the finance section have been compiled from and are in accordance with the financial records maintained by the Trustee.

As far as the Corporate Trustee is aware, there is no relevant information of which the charity's independent examiners are unaware. The Board members of the Corporate Trustee have taken all the steps that ought to have been taken in order to make themselves aware of any relevant information and to establish that the charity's Independent Examiner is aware of that information.

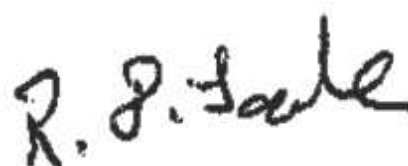
The financial statements on pages **21 to 31** of the finance section were approved by the Trustee on **17 December 2025** and signed on its behalf by:



Chair
Eileen Milner



Chief Executive
Steve Grange



Chief Finance Officer
Robert Toole

Corporate Trustee Annual Report

The Corporate Trustee presents the independently examined financial statements of the Head to Toe Charity for the financial year ended 31 March 2025.

Charity registration

Head to Toe Charity is registered with the Charity Commission, registration number: 1099485. The name was changed in July 2017 and the previous name was Cambridgeshire Mental Health and Primary Care Trusts Charitable Fund.

The principal address of the charity is Elizabeth House, Fulbourn Hospital, Cambridge CB21 5EF.

Structure, governance and management

The charitable trust constituted by the Trust Deed is administered and managed by the Corporate Trustee of the charity which is Cambridgeshire and Peterborough NHS Foundation Trust. The overall responsibility, therefore, rests collectively with the Board. The Board consists of a Chair and eight other Non-Executive Directors who are each appointed by the Council of Governors, together with a Chief Executive and five other Executive Directors. Below represents those in post during 2024-25.

Directors during the financial year ending 31 March 2025 and at the date the financial statements were approved were as follows:

Eileen Milner, Chair

Prianthi Pinnaduwa, Non-Executive Director

Dr Catherine Walsh, Chief Medical Officer

Stephen Legood, Director of People and Business Development

Jane Cannon, Non-Executive Director *(from February 2024)*

Jacquie McGeachie, Associate Non-Executive Director, Head to Toe Charity Chair *(from February 2024)*

Rachel Gomm, Chief Nurse *(from March 2024)*

Karen Daber, Deputy Chair, Senior Independent Director *(from April 2024)*

Debbie Smith, Chief Operating Officer *(to April 2024)*

Holly Sutherland, Chief Operating Officer *(from April 2024)*

John Webster, Deputy Chief Executive Officer *(to May 2024)*

Mike Hindmarch, Non-Executive Director *(to May 2024)*

Dr Mike Knapton, Non-Executive Director *(from May 2024)*

Scott Haldane, Interim Chief Executive Officer *(to October 2024)*

Steve Grange, Chief Executive *(from October 2024)*

Steve Cox, Non-Executive Director *(from December 2024)*

Lauren Gable, Chief Finance Officer *(to February 2025)*

Prof Ed Bullmore, Advisory Non-Executive Director *(to April 2025)*

Brian McCarthy, Non-Executive Director *(to September 2025)*

Mark Bailham, Non-Executive Director *(from October 2025)*

Prof Rudolf Cardinal, Non-Executive Director *(from October 2025)*

Kishamer Sidhu, Interim Chief Finance Officer *(from February 2025 to November 2025)*

Robert Toole, Chief Finance Officer *(from November 2025)*

The charity has policies and procedures in place for the induction and training of the Board. This induction includes an introduction to the objectives, scope and policies of the charitable funds, Charity Commission information on Trustee Responsibilities, and copies of the previous year's financial statements.

Throughout the year, the Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) Board received and considered financial statements that had been prepared and reviewed by the sub-committee known as the Charitable Funds Management Committee (CFMC), consisting of the Non-Executive Director who acts as Chair of the Committee, two other Non- Executive Directors, Chief Finance Officer and Director of People and Business Development from CPFT.

Advisers, Investment Managers and Independent Examiner

The names and addresses of principal advisors during the year are as follows:

Natwest
250 Bishopsgate
London
EC2M 4AA

Mills & Reeve, Solicitors LLP
110 Hills Road
Cambridge
CB2 1PH

CCLA Fund Managers Limited
One Angel Lane
London
EC4R 3AB

The independent examiner is:

Katherine Parkin
Azets Audit Services
Ty Derw
Lime Tree Court
Cardiff Gate Business Park
Cardiff CF23 8AB

Statement on Public Benefit

The objective of Head to Toe Charity is for the Corporate Trustee to hold the funds upon trust to apply the income, and at its discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.

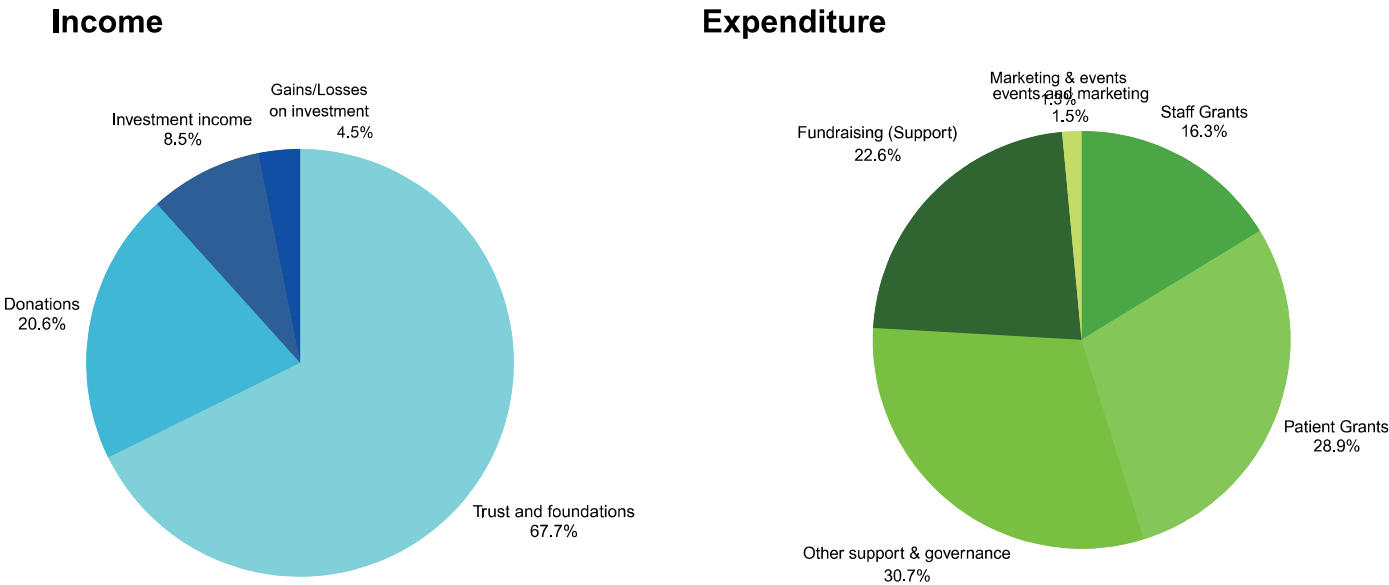
The objectives and activities and achievement and performance sections of this report clearly set out the activities which the charity undertakes for the public benefit. The Corporate Trustee confirms that it has complied with the duty in section 17 (5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

Financial review

The following figures are taken from the full accounts below, This part of the Corporate Trustee’s annual report comments on the key features of those accounts.

Income

Total incoming resources for the year, excluding gains and losses on investments, were **£247,000** compared with £269,000 for the previous year. This is broken down for 2024-25 as follows:



Grants in: £151,000 - our main source of income is from Trusts and other charities who support the aims and objectives of Head to Toe, who we would like to thank for their support over the last year.

Donations in: £46,000 – income received from businesses, members of the public, CPFT staff, patients, loved ones and families, and other associations who wish to support Head to Toe, including in memory, and regular gifts. We would like to thank all of our donors for their support in 2024-2025.

Fundraising and events: £31,000 – this is income received from events that we organise as a charity, or from dedicated individuals who take on a fundraising challenge to raise money for the NHS. We would like to thank all the fundraisers for their efforts in 2024-25.

Investment income: £19,000 – this arises from the prudent management of funds not immediately required for use by Head to Toe and earned income on the investment portfolio of £4,000 and £15,000 for money held in the charity’s bank account.

Gains and losses on investment: £7,000 - CCLA funds are subject to unrealised gains and revaluations on disposal of funds.

Expenditure

Outgoing resources for the year totalled £332,000 compared with £321,000 for the previous year. This can be split into four distinct areas:

Patient welfare: £96,000 - funded grants and projects across a broad range of activities to improve the wellbeing of patients and improve the health of our wider community.

Staff grants: £54,000 - on grants and projects that enabled staff wellbeing, development and an improved staff experience; ultimately enhancing the NHS services delivered by CPFT.

Marketing and publicity: £5,000 - costs associated with running events in 2024-25.

Fundraising (Support): £75,000 - A strategic investment, agreed by the Corporate Trustee, as a necessary means to grow our organisation, impact and income.

Other support and governance: £102,000 - costs are associated with running the charity, supporting CPFT staff and patients, delivering projects with the Trust, financial audit, compliance, memberships and raising awareness of Head to Toe.

At 31 March 2025, restricted funds totalled £203,000 (2024: £156,000) (see note 11) and unrestricted funds totalled £189,000 (2024: £328,000). These funds are donor designated to be used to support and improve patient services and to provide further comforts for patients that cannot be afforded through public funding.

Reserves Policy

The Corporate Trustee has a duty to manage the cash reserves of the charity efficiently. This requires keeping cash held at the bank to a minimum and investing prudently. Charity reserves, as defined by the Charity Commission, are ‘funds freely available for its general purpose’ and this definition excludes investment assets.

The charitable funds management committee calculate the free reserves as part of the charity’s unrestricted funds that is freely available after taking account any designated funds that have been earmarked for specific projects. The total reserves currently stand at £392,000 made up of Restricted Funds of £203,000 and free reserves are calculated as follows:

Total unrestricted funds	£189,000
Less funds for projects	<u>£ 0</u>
Total free reserves	<u>£189,000</u>

The minimum reserve requirement is calculated as follows.

Requirement for charitable expenditure	£180,000
Funds committed to future charitable activity	<u>£ 0</u>
Total reserve requirement	<u>£180,000</u>

The reserves held are currently above our target requirement.

The Corporate Trustee of the charity is under a general legal duty to ‘apply’ (in practice this means ‘expend’) and not accumulate income. Charity Commission guidance on this issue determines that the income of a charity should be applied to specified purposes within a ‘reasonable period of receipt’ (currently six months to two years). Levels of future income flows are never guaranteed, and it is prudent to retain reserves that enable the charity to continue to meet its regular commitments.

Income may be retained beyond this ‘reasonable period’ if, in the considered opinion of the trustee, it is implementing an action necessary for the charity to function properly - for example, the holding of specified income reserve balances.

Subject to the above it is the intention that the charity will spend available funds generally over a two-year period, but with a maximum of three years, and the Corporate Trustee will ensure that resources are maintained in a fashion that achieves this objective.

Investments

The Investments of Head to Toe are managed by Churches, Charities and Local Authorities Fund Managers Ltd (CCLA), registered In England No. 8735639. CCLA is authorised and regulated by the Financial Conduct Authority. The investment was split into two funds. They were Charities Ethical Investment Funds Income Units with a value of £106,000, and the Charities Ethical Investment Fund Accumulation Units with a value of £126,000.

The objective of these funds managed by CCLA is to provide a long-term total return comprising growth in income as Head to Toe may need to draw on the funds to cover grant expenditure. The fund is an actively managed, diversified portfolio of assets with an emphasis on equities but also includes property, bonds and other asset classes which may be liquid or illiquid in nature.

Since our distribution of funds represents unrestricted funds, the emphasis is on maintaining a high level of liquidity and a low to moderate investment risk. The CFMC has decided not to invest directly in alcohol, tobacco and fossil fuel securities because of the effect to the environment and poor health that would make such investments contrary to our charitable aims.

At the balance sheet date, the two funds held amounted to £232,000. The CFMC monitors the investment performance via quarterly reports from CCLA who attend each CFMC to update the members on the funds to date.

Relationship with related parties/external bodies

Head to Toe Charity works closely with its related NHS organisation, Cambridgeshire and Peterborough NHS Foundation Trust.

Many of its grants are provided to its related Trust and to individuals within this organisation. Staff within this organisation identify and advise the charity on local priorities and support the Corporate Trustee (the Trust Board) in monitoring the use of the charitable funds.

Head to Toe Charity maintains close links with staff and patients within the Trust, their services and community. The strong relationship with members of staff is particularly valued and enables the charitable funds to be directed to ensure an effective contribution is made in support of these organisations.

Grant-Making Policy

In making grants, the Trustee requires that the activity falls within the objects of the charity and that the funds are available to meet the requirement.

Risk management

The major risks to which the charity is exposed have been identified and considered. They have been reviewed and systems established to mitigate those risks. The Trustee is satisfied that systems are in place to mitigate exposure to identified risks.

Plans for future periods

The key objectives for the next financial year have been identified:

- We will enhance health experiences for children and young people by improving their mental and physical wellbeing and supporting NHS care.
- We will provide additional support for the most vulnerable people in our community, at a time they need us most.
- We will empower our community, by delivering health and wellbeing interventions above and beyond NHS care, through social and creative therapies, the outdoors, and fellowship.

- We will invest in our staff and their ideas, to nurture, inspire and support them to be happy and healthy in their workplace and in delivering the best patient care.

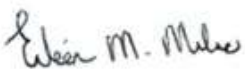
To achieve these objectives, we will:

Grow: We will increase our fundraising activity across all giving portfolios; focusing on building long-term sustainable income through legacy and in-memory campaigns, strategic project funding, regular giving schemes and partnership campaigns.

Do more: We will embed volunteering within the delivery of charity projects and seek to build our capacity through volunteer resource. We will seek out opportunities to work with partner organisations, businesses, and funders to improve the experiences of our patients and wider community. We will collaborate to ensure a wider reach and impact for beneficiaries.

Be excellent: We will become the charity of choice for people in our region, by demonstrating our impact, value and outcomes through meaningful communications and events. We will operate a well-governed, compliant and effective charity, which makes the best use of its resources for the benefit of its supporters and beneficiaries.

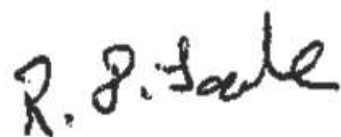
Approved by the Corporate Trustee on 17 December 2025 and signed on its behalf by:



Chair
Eileen Milner



Chief Executive
Steve Grange



Chief Finance Officer
Robert Toole

Head to Toe Charity **FINANCIAL STATEMENTS**

Year to 31 March 2025

Foreword to the Financial statements

The charity's financial statements for the year ended 31 March 2025 have been prepared by the Corporate Trustee in accordance with the accounting policies set out in Note 1 to the financial statements and comply with the charity's trust deed, the Charities Act 2011 and 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 published in October 2019.

The Head to Toe Charity is registered with the Charity Commission (registration number 1099485) and includes charitable funds in respect of all the Cambridgeshire and Peterborough NHS Foundation Trust services.

The main purpose of the charitable funds held on trust is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by Cambridgeshire and Peterborough NHS Foundation Trust.

Independent examiner's report to the Trustee of Head To Toe Charity

I report to the Trustee on my examination of the financial statements of Head To Toe Charity (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the Trustee of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Charities Act 2011; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

Katherine Parkin FCA
Azets Audit Services
Ty Derw
Lime Tree Court
Cardiff Gate Business Park
Cardiff
CF23 8AB

Date: 8 January 2026

Statement of Financial activities for the year ended 31 March 2025

	Note	Unrestricted Funds 2024/25 £000	Restricted Funds 2024/25 £000	Total Funds 2024/25 £000	<i>Total Funds 2023/24 £000</i>
Income and endowments from:					
Donations	2	117	111	228	257
Investment Income	2	19	0	19	12
Total income		136	111	247	269
Expenditure on:					
Raising Funds	3	(4)	(1)	(5)	(5)
Charitable Activities	4	(264)	(63)	(327)	(316)
Total Expenditure		(268)	(64)	(332)	(321)
Gains and Losses on Investments		(7)	0	(7)	55
Net income/(expenditure) and net movement in funds		(139)	47	(92)	3
<i>Reconciliation of funds</i>					
Total funds brought forward		328	156	484	481
Total funds carried forward		189	203	392	484

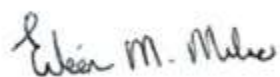
All amounts are generated from continuing activities.

The notes on pages **24 to 31** form part of these financial statements.

Balance Sheet as at 31 March 2025

	Note	Unrestricted Funds	Restricted Funds	Total Funds	<i>Total Funds</i>
		£000	£000	31 March 2025 £000	31 March 2024 £000
Current Assets					
Cash at bank and in hand		177	203	380	592
Investments	6	232	0	232	239
Total current assets		409	203	612	831
Liabilities					
Trade and other Payables falling due within one year	7	(220)	-	(220)	(347)
Net Current Assets		189	-	392	484
The Funds of the Charity					
Unrestricted funds		189	-	189	328
Restricted funds		-	203	203	156
Total Charity Funds		189	203	392	484

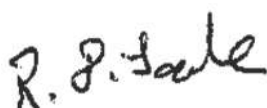
Approved by the Corporate Trustee on 17 December 2025 and signed on its behalf by



Chair
Eileen Milner



Chief Executive
Steve Grange



Chief Finance Officer
Robert Toole

The notes on pages **24 to 31** form part of these financial statements.

Statement of Cash Flows
For the year ending 31 March 2025

	Note	Total Funds 2024/25 £000	Total Funds 2023/24 £000
Net cash used in operating activities	11	(231)	246
Net cash used in investment activities			
Acquisition of Investment		-	-
Proceeds from the sale of Investment		-	295
Investment income		19	12
Change in cash and cash equivalents in the year		(212)	553
Cash and cash equivalents at the beginning of the year		592	39
Cash and cash equivalents at the end of the year	12	380	592

The proceeds from the sale of Investment relates to the disposal of investments approved at the March CFMC and which was actioned by CCLA on 28th March 2024 but the associated cash did not reach the Head-to-Toe bank account until 3rd April 2024.

The notes on pages **24 to 31** form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act.

The trust constitutes a public benefit entity as defined by FRS 102.

The Corporate Trustee has prepared the financial statements on a going concern basis which it considers appropriate for the following reasons:

- The Charity operates in such a way that its charitable activities are limited to those only where it has sufficient funds to support those activities once the costs of administering the Charity have been removed.
- The Corporate Trustee has reviewed its cash flow forecasts for a period of 12 months from the date of approval of these financial statements and this indicates that the Charity has sufficient funds to meet its liabilities as they fall due for that period.

1.2 Income

a All incoming resources are included in full in the Statement of Financial Activities as soon as the following three factors can be met:

- i entitlement - arises when there is control over the rights or other access to the resources, enabling the Charity to determine its future application
- ii certainty - when it is probable that the incoming resources will be received
- iii measurement - when the monetary value of the incoming resources can be measured with sufficient reliability.

b Legacies

Legacy gifts are recognised on a case-by-case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

c Interest and dividends

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank. Dividends (where applicable) are recognised once the dividend has been declared and notification has been received of the dividend due.

NOTES TO THE FINANCIAL STATEMENTS

1.3 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 settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Resources expended on charitable activities comprise all the resources applied by the charity in undertaking its work to meet its charitable objectives and governance costs, as opposed to the cost of raising the funds to finance these activities. Charitable activities are all the resources expended by the Charity in the delivery of goods and services, including its programme and project work that is directed at the achievement of its charitable aims and objectives. Such costs include the direct costs of the charitable activities together with those support costs incurred that enable these activities to be undertaken.

Grants are only made to related or third - party NHS bodies and non-NHS bodies in furtherance of the charitable objects of the funds. A liability for such grants is recognised when approval has been given by the Corporate Trustee and it has been communicated to the grant recipient thereby creating an obligation to pay.

Governance costs include the costs of governance arrangements which relate to the general running of the Charity as opposed to the direct management functions inherent in generating funds, service delivery and programme or project work.

1.4 Structure of funds

Where there is a legal restriction on the purposes to which a fund may be put, the fund is classified in the financial statements as a restricted fund. Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. Other funds are classified as unrestricted funds, these are funds that are spent or applied at the discretion of the Corporate Trustee to further the Charity's purposes. Funds which are not legally restricted but which the Corporate Trustee has chosen to earmark for set purposes are classified as designated funds.

1.5 Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.6 Cash at bank and in hand

Cash at bank and in hand are short-term, highly liquid investments that are readily convertible to known amounts of cash that are subject to an insignificant risk of changes in value.

NOTES TO THE FINANCIAL STATEMENTS

1.7 Value Added Tax

Under section 41(7) of the VAT Act 1994, the Corporate Trustee is registered for VAT and as per HMRC guidance this implies that the Charity falls under the Corporate Trustee VAT registration. Most of the activities of the Charity are outside the scope of VAT and, in general, output tax does not apply and input tax on purchases is not recoverable. Irrecoverable VAT is charged to the relevant expenditure category or included in the capitalised purchase cost of fixed assets. Where output tax is charged or input VAT is recoverable, the amounts are stated net of VAT.

1.8 Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. Support costs comprise the costs involved in the administration of the charity. The analysis of support and the basis of allocations are shown in Note 5.

1.9 Charitable activities

Costs of charitable activities include grants made, governance costs and support costs.

1.10 Investment Policy

Investments are stated at market value as at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Investments of Head to Toe are managed by Churches, Charities and Local Authorities Fund Managers Ltd (CCLA), registered In England No. 8735639. CCLA are authorised and regulated by the Financial Conduct Authority.

Current value of the investment portfolio is shown under note 6.

NOTES TO THE FINANCIAL STATEMENTS

2 Income

	Unrestricted		Restricted		Total	
	24/25 £000	23/24 £000	24/25 £000	23/24 £000	24/25 £000	23/24 £000
Donations	117	97	111	160	228	257
Investment Income	19	12	0	0	19	12
Totals	136	109	111	160	247	269

3 Raising Funds

	Unrestricted		Restricted		Total	
	24/25 £'000	23/24 £000	24/25 £'000	23/24 £000	24/25 £'000	23/24 £000
Marketing and Publicity	4	4	1	1	5	5
Totals	4	4	1	1	5	5

4 Charitable activities

	Unrestricted		Restricted		Total	
	24/25 £'000	23/24 £000	24/25 £'000	23/24 £000	24/25 £'000	23/24 £000
Patients welfare and amenities	62	28	34	46	96	74
Staff welfare and amenities	25	21	29	44	54	65
Support and governance costs	177	177	0	0	177	177
Totals	264	226	63	90	327	316

5 Analysis of support costs

	Total 2024/25 £'000	Total 2023/24 £'000	
Governance	19	16	Allocated on basis of fund value
Fundraising	75	69	
Administration	83	92	Coded directly to General Fund
Totals	177	177	

Governance costs include fees payable to the independent examiner of £6,250 (2024: £8,000). These are exclusive of VAT.

NOTES TO THE FINANCIAL STATEMENTS

6 Investment Activities

	Unrestricted Funds £'000	Restricted Funds £'000	Total 31 March 2025 £'000
Opening Balance	184	55	239
Disposal	0	0	0
Unrealised Loss	(7)	0	(7)
	177	55	232

An investment with CCLA was undertaken in May 2022, any realised/unrealised gains or losses are taken directly to general fund as investment income or gain/losses on investments and then distributed to unrestricted funds.

7 Trade Creditors and other payables: amounts falling due within one year

	31 March 2025 £'000	31 March 2024 £'000
Accruals	220	347
	220	347

This includes money owed to the Corporate Trustee and the Independent Examiner.

8 Analysis of net assets between funds

	Unrestricted Funds £'000	Restricted Funds £'000	Total 31 March 2024 £'000	Total 31 March 2024 £'000
Current assets	409	203	612	831
Current liabilities	(220)	0	(220)	(347)
	189	203	392	484

NOTES TO THE FINANCIAL STATEMENTS

9 Related party transactions

The Head to Toe Charity works closely with its related NHS Trust, Cambridgeshire and Peterborough NHS Foundation Trust.

During the year, the Charity had several material transactions with this organisation in furtherance of the objectives of the Charity totalling £212,058 (2024: £315,000), which includes administration charges. Other than these payments there have been no transactions between the Charity and the Corporate Trustee, these are recharges to cover payments made by the Corporate Trustee. At 31 March 2025, Head to Toe owed the Corporate Trustee £220,000 (2024 £347,000).

Board Members of the Cambridgeshire and Peterborough NHS Foundation Trust, the Corporate Trustee, and members of the Charitable Funds Management Committee ensure that the business of the Charity is dealt with separately from the associated Exchequer Funds for which they are also responsible.

Head to Toe has no direct employees. Staff who help run the Charity are employed by the Corporate Trustee, who recharge the Charity and is included in the transactions above.

Declarations of personal interest are made where appropriate, and these declarations pertaining to the Funds Held on Trust are available for public inspection by application through the Trust Secretary of the Cambridgeshire and Peterborough NHS Foundation Trust.

The Corporate Trustee did not pay expenses to any member of the Cambridgeshire and Peterborough NHS Foundation Trust Board of Directors nor to any member of the Charitable Funds Management Committee and members did not receive any honoraria or emoluments from charitable funds in the year.

10 Outline Summary of fund movements 2024/25

	Balance at 31- March 2024	Income	Expenditure	Realised and Unrealised Loss	Balance at 31-March 2025
	£'000	£'000	£'000	£'000	£'000
Unrestricted Funds:	328	136	(268)	(7)	189
Total Unrestricted Funds	328	136	(268)	(7)	189
Restricted Funds:					
Arts Therapy	2	11	0	0	13
NHS CT Stage 3 Wellbeing	5	0	0	0	5
Richard's Music	17	0	(8)	0	9
Wrights Clock	15	0	(15)	0	0
Youth Music	3	24	0	0	27
NHS CT Stage 3 Staff Development	10	5	(6)	0	9
Friends of Fulbourn	10	0	(2)	0	8
Healthy Futures Fund	50	55	(17)	0	88
NHS CT Stage 3 Resource Centre	42	0	(16)	0	26
Recovery College East	0	16	0	0	16
ED & I	2	0	0	0	2
Total Restricted Funds	156	111	(64)	0	203
TOTAL FUNDS	484	247	(332)	(7)	392

NOTES TO THE FINANCIAL STATEMENTS

10 Outline Summary of fund movements 2023/24

	Balance at 31- March 2023	Income	Expenditure	Realised and Unrealised Gains	Balance at 31-March 2024
	£'000	£'000	£'000	£'000	£'000
Unrestricted Funds:	394	109	(230)	55	328
Total Unrestricted Funds	394	109	(230)	55	328
Restricted Funds:					
Arts Therapy	3	17	(18)	0	2
NHS CT Stage 3 Wellbeing	15	0	(10)	0	5
Richard's Music	12	12	(7)	0	17
Wrights Clock	15	0	0	0	15
Youth Music	11	19	(27)	0	3
NHS CT Stage 3 Staff Development	30	0	(20)	0	10
Friends of Fulbourn	0	10	0	0	10
Healthier Futures Fund	0	50	0	0	50
NHS CT Stage 3 Resource Centre	0	51	(9)	0	42
Other	1	1	0	0	2
Total Restricted Funds	87	160	(91)	0	156
TOTAL FUNDS	481	269	(321)	55	484

Purpose of Restricted Funds

Arts Therapy – To provide Art Therapy to CPFT Patients
 NHSCT Stage 3 Wellbeing – Funding from NHS Charities Together to support staff wellbeing
 Richard's Music – To provide Music Therapy to children and young people
 Wright's Clock – To provide Music Therapy to patients at Fulbourn Hospital
 Youth Music – To provide Music Therapy to children's community services
 NHSCT Stage 3 Staff Development – Funding for organisational development for the charity
 Friends of Fulbourn – To provide support and activities to patients staying at Fulbourn Hospital
 Healthy Futures Fund – To set-up volunteer service supporting end of life patients
 NHSCT Stage 3 Resource Centre – To redevelop the outdoor area at the Resource Centre
 Recovery College East – Funds to advance the work at Recovery College East

NOTES TO THE FINANCIAL STATEMENTS

11 Reconciliation of net income/(expenditure) to net cash flow

	2024/25 £'000	2023/24 £'000
Net movement in funds	(92)	3
Gains on Disposal	-	(30)
Revaluation Gains	7	(24)
Dividends, interest and rents from investments	(19)	(12)
Increase in debtor	0	0
In/(de)crease in creditors	(127)	309
Net Movement in Operating Activities	(231)	246

12 Analysis of cash and cash equivalents

	31 March 2025 £'000	31 March 2024 £'000
Cash and Cash in hand	380	592
Total cash and cash equivalents	380	592

13 Events after reporting period

There are no known events after the reporting period.



HEAD TO TOE CHARITY

www.headtoToecharity.org.uk

Registered Charity No: 1099485



Registered with
**FUNDRAISING
REGULATOR**

Supporting



**Cambridgeshire and
Peterborough**
NHS Foundation Trust

HEAD TO TOE CHARITY

England & Wales - Charity number 1099485

Accounts

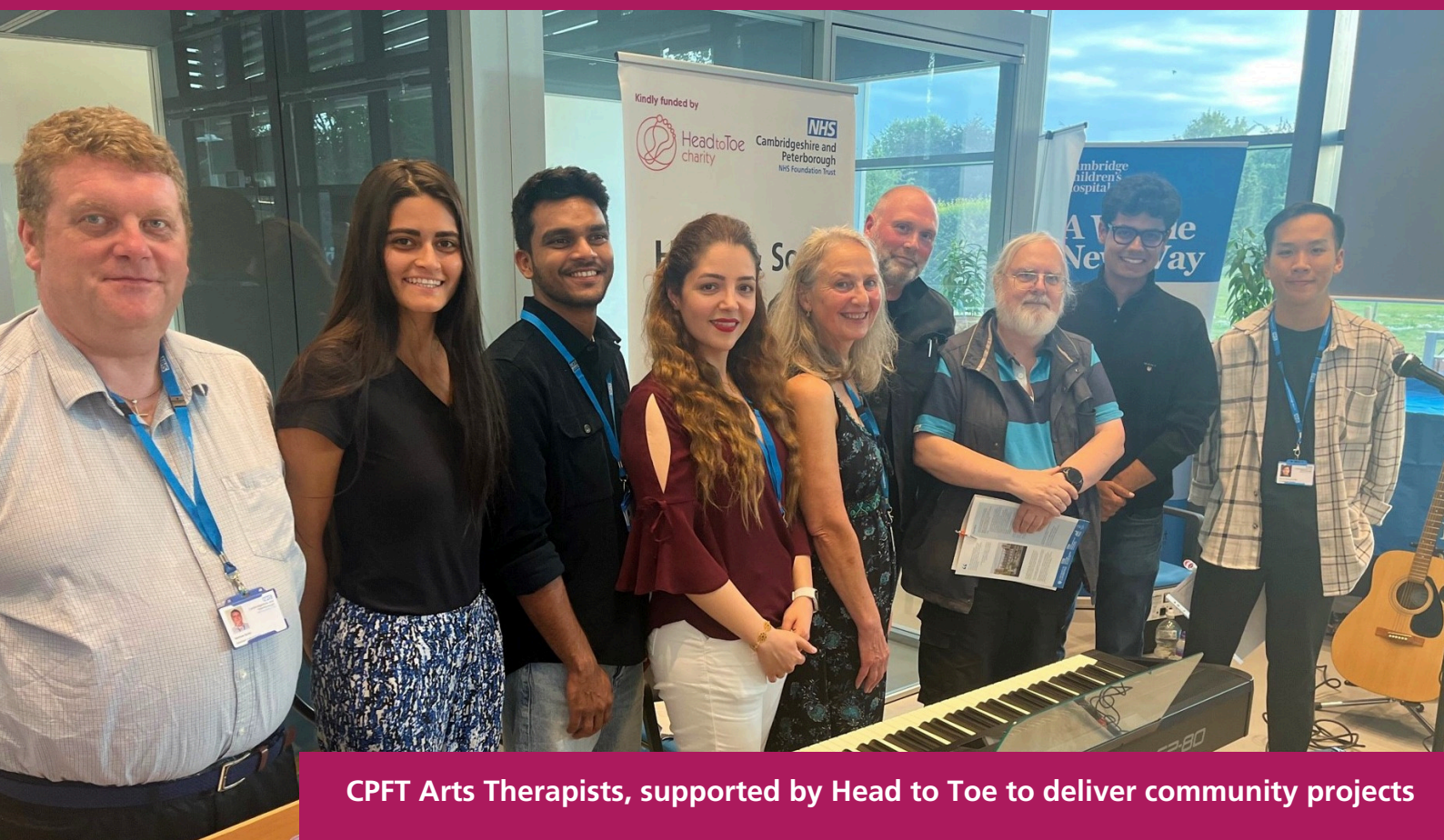


Head to Toe charity

An NHS Charity supporting
Cambridgeshire and Peterborough NHS Foundation Trust

Annual Report and Financial Accounts 2023-2024

Registered Charity No: 1099485



CPFT Arts Therapists, supported by Head to Toe to deliver community projects

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11	Corporate Trustee annual report
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Participants in the Head to Toe annual bike ride, July 2023

Our objectives and activities

Head to Toe is the NHS charity for Cambridgeshire and Peterborough NHS Foundation Trust (CPFT), supporting people receiving mental health, community, and social care across Cambridgeshire and Peterborough. Head to Toe works to enhance CPFT's ability to improve the health and well-being of the people it serves and the staff who care for them by funding projects that go above and beyond standard NHS funding.

Our vision is healthier minds and bodies for everyone in our community.

Working with specialist NHS health and social care teams, we respond to the needs of our region, providing people with personalised, inclusive opportunities for better physical and mental wellbeing, informed by the clinical expertise of the NHS.

Thanks to the ongoing generosity of our donors, we can run charity projects across Cambridgeshire and Peterborough that will improve the wellbeing of people in our region. We support those of all ages receiving mental health, community and social care. The grants we provide and the projects we run have a direct and immediate impact on our patients, their families and our staff.

With the help of our supporters, we have set up more than 80 projects over the past year. These range from providing art therapy sessions to creating memorial gardens. We have also introduced innovative new occupational therapy programmes for inpatients and are expanding services for children and young people supported by our specialist community mental health and paediatric services.

We collaborate with a network of charities and businesses across the county, strengthening our work with the local community and extending the support available for children and adults in the region who need long-term physical, or mental health care from the NHS.

We are passionate about bringing better health and wellbeing to our community and are ambitious about our growth and impact. By 2030, we aim to raise £1million to fund projects that support people across Cambridgeshire and Peterborough.

'Inspirations', Head to Toe mural at the Darwin Centre for Young People



Enhancing community paediatric and children's mental health services

We know clinical settings can sometimes make people nervous and the teams at the Children's Development Centre (CDC) in Peterborough wanted to do everything they could to reduce some of this potential worry for the children and young people they work with.

Head to Toe has funded a series of projects to enhance the space at the CDC to create a welcoming, safe and engaging space for children and their families ranging from commissioning a local street artist to produce murals (pictured below), introducing touch-activated sound buttons for visually impaired children, and providing floor stickers that make the walk from reception to clinic rooms more interactive.

More recently, artistic LED ceiling tiles have been installed to improve the experience of children as they travel along the corridors, which also act as a distraction in clinical rooms during therapy sessions.

“**Having these resources gives children something to look forward to when they visit, and they're distracted while they wait to be seen. This means they are less anxious before their appointment and calmer afterwards. They also get such satisfaction when they know they can take the bag of goodies home. The staff absolutely love it, too, so it has had a huge impact on everyone.**”

The Brookside Family Consultation Centre in central Cambridge supports thousands of young people with a range of moderate to severe mental health needs, along with their families, every year.

Brookside is a space where young people come at an extremely challenging time in their lives. They are treated by teams who promote an open, collaborative, and supportive approach, offering a range of therapeutic interventions focused on building resilience and enabling recovery.

In 2023-2024, we have started an ongoing project to improve the physical environment at Brookside so that it is a safe, engaging and welcoming place for young people and their families receiving mental health support.

This includes funding new furniture, artwork and a series of pop-up window display artworks by a local artist Anna Doherty (pictured). These elements welcome young people to Brookside, encouraging them to attend appointments and providing a comfortable, inviting space to help them feel calmer in a difficult situation.



Increasing opportunities for creative healing across NHS services

Throughout the year we have been proud to deliver more than 80 grants and projects across our community to enhance the experiences of our patients and the staff who care for them.

CAMEO service celebrates 20 years:

This year we helped our CAMEO (Cambridgeshire and Peterborough Assessing, Managing and Enhancing Outcomes) early intervention service celebrate its 20-year anniversary. Our contributions included funding an art exhibition and a celebration event, inviting those supported by the service over the years to come back, share their journeys, celebrate their achievements, and give thanks for the support they have received. CAMEO is a mental health service for people struggling with distressing experiences, such as hearing voices or feeling paranoid.

Dementia-friendly pets:

We provided dementia-friendly pets for patients in our community, supported by our district nursing neighbourhood teams. Dementia pets are realistic, weighted soft toys that help reduce anxiety and alleviate some of the negative effects of dementia-related illnesses.

Reading materials for custody suites:

In partnership with our Trust Liaison and Diversion Service and Cambridgeshire Constabulary (pictured), we have provided books for all reading abilities to people in custody - individuals who may be vulnerable or upset. This initiative has significantly improved relations between the services and those they support, reducing tension and enhancing everyone's well-being during a challenging process.



Clozapine Clinic garden:

We supported the incredible team at Tenison Road in Cambridge to redevelop and refurbish their garden for patients. Here, they run a medication clinic for people managing ongoing mental health conditions, with many patients spending hours at a time on site. By redeveloping the garden, the staff have provided patients with a natural and working outdoor space - including a new allotment - enhancing their experience of the services and offering opportunities to tend to the garden and access the food grown there. This initiative encourages healthy eating and promotes a healthier lifestyle.



“Thank you to Head to Toe for your support with this project, which will have a long-term impact on the experience and wellbeing of our patients who see us monthly, fortnightly or weekly. The garden is a safe space that allows us to support them to spend time outside, learning about nature and the impact this can have on your mental and physical health. It is also helping us develop better relationships with our patients and as colleagues, too!

Providing support to our NHS people

We continue to support our five CPFT Staff Networks (Wearing2Hats, the Ethnic Minority Network, our LGBTQ+ Network, Parents Network and Menopause Support Network), with funding and resources to facilitate specialist speakers, events and peer support opportunities within our workforce. This is an annual commitment that we have made to support and improve the wellbeing of our NHS workforce.

Thanks to funding received from NHS Charities Together, we were able to run a specialist Menopause Clinic for the members of our support network

Eighty per cent of our workforce are female, and one in four are in the age bracket 45-55. This age range is often associated with the onset of menopause, although some women may experience symptoms related to perimenopause and early-onset menopause outside of this age range.

We trialled a pilot programme in which we were able to provide one-to-one support to 35 staff over six days.

Of those:

- 58%** said it enabled them to continue working in the NHS
- 71%** said it made them more confident and productive
- 97%** said they now feel better able to talk about the menopause at work, and:
- 100%** said they now feel more able to manage their own wellbeing needs

“Thank you for your time today. The information has been so valuable, and it was really easy to open up to you. You have given me so much advice in half an hour, more than I have ever had before.”

Supporting Black History Month celebrations, October 2023



Supporting and caring for our NHS staff is a critical priority for our charity. With projects like the Menopause Clinic, we can ensure that more staff have access to information and guidance and feel supported to stay at work. Good menopause support helps us improve retention, productivity, and effectiveness at work, while also supporting personal lives and relationships.

Building on the success of last year's projects and staff feedback, we have created "travelling wellbeing boxes" to encourage and empower staff to manage their own health and well-being at work. These resources are designed to inspire staff to explore and establish regular well-being habits that will help maintain their health and happiness on the job.

We also provide a number of patient-facing and staff sites with free period products in an effort to locally support the global fight against period poverty.

The Head to Toe Inflatable 5k team, October 2023



Looking ahead

This year we will continue to put patients at the heart of what we do, working closely with our partners, fund-raisers, staff and volunteers to ensure a wide and accessible programme of Head to Toe charitable projects.

- We will strive towards transforming health outcomes for the most vulnerable members of our community by providing support that goes above and beyond traditional healthcare.
- We will develop a new brand that encompasses our passion for health and healing, community and compassion.
- We will implement our new strategy, to build a programme of funding, activity and awareness to complement the objectives of our Trust, and bring the widest benefit to our community, through sustainable, long-term impact.
- We will launch a number of flagship projects focussing on the power of human connection, nature and creative therapies.
- We will collaborate with partners across our local area to bring volunteering opportunities and philanthropy to people and businesses who share our values and motivations.
- We will partner with Addenbrookes Charitable Trust and the University of Cambridge, to deliver the philanthropic campaign for the regions first children's hospital, and it's pioneering approach to integrated physical and mental healthcare.

www.headtotoecharity.org.uk



To find out more about Head to Toe, the people and projects we support, please get in touch:

Call us: 01223 219708

E-mail: charity@cpft.nhs.uk

Follow us: @head2toecharity

Head to Toe Charity, Elizabeth House, Fulbourn Hospital, Cambridge CB21 5EF

Registered Charity No. 1099485

Corporate Trustee Annual Report and Financial Statements of Head to Toe Charity 2023-2024



Annual Report and Financial Statements

Statement of Corporate Trustee's Responsibilities

The Corporate Trustee is the Board of Cambridgeshire and Peterborough NHS Foundation Trust. The Corporate Trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the funds held on trust; establishing and monitoring a system of internal control; establishing arrangements for the prevention and detection of fraud and corruption.

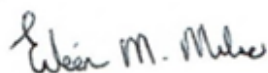
The Corporate Trustee is required under the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008 to prepare financial statements which give a true and fair view of the financial position of the funds held on trust for each financial year. In preparing those financial statements, the Corporate Trustee is required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Corporate Trustee confirms that it has met the responsibilities set out above and complied with the requirements for preparing the financial statements. The financial statements set out on pages 19 to 29 of the finance section have been compiled from and are in accordance with the financial records maintained by the Trustee.

As far as the Corporate Trustee is aware, there is no relevant audit information of which the charity's independent examiners are unaware. The Board members of the Corporate Trustee have taken all the steps that ought to have been taken in order to make themselves aware of any relevant audit information and to establish that the Charity's Independent Examiner is aware of that information.

The financial statements on pages 19 to 29 of the finance section were approved by the Trustee on 29 January 2025 and signed on its behalf by



Chair
Eileen Milner



Chief Executive
Steve Grange



Chief Finance Officer
Lauren Gable

Corporate Trustee Annual Report

The Corporate Trustee presents the independently examined financial statements of the Head to Toe Charity for the financial year ended 31 March 2024.

Charity registration

Head to Toe Charity is registered with the Charity Commission, registration number: 1099485.

The name was changed in July 2017 and the previous name was Cambridgeshire Mental Health and Primary Care Trusts Charitable Fund.

The principal address of the charity is Elizabeth House, Fulbourn Hospital, Cambridge CB21 5EF.

Structure, governance and management

The charitable trust constituted by the Trust Deed is administered and managed by the Corporate Trustee of the charity which is the Cambridgeshire and Peterborough NHS Foundation Trust. The overall responsibility, therefore, rests collectively with the Board. The Board consists of a Chair and eight other Non-Executive Directors who are each appointed by the Council of Governors, together with a Chief Executive and five other Executive Directors. Below represents those in post during 2023-24.

Directors during the financial year ending 31 March 2024 and at the date the financial statements were approved were as follows:

Mike Hindmarch, Non-Executive Director (*left May 2024*)

Geoff Tural, Non-Executive Director (*left March 2024*)

Karen Daber, Non-Executive Director and Deputy Chair

Brian McCarthy, Non-Executive Director

Steve Cox, Associate Non-Executive Director (*from May 2024*)

Dr Mike Knapton, Non-Executive Director (*from May 2024*)

Julie Spence, Chair (*left May 2023*)

Eileen Milner, Chair (*from June 2023*)

Prianthi Pinnaduwa, Non-Executive Director

Jane Cannon, Non-Executive Director (*from February 2024*)

Jacquie McGeachie, Associate Non-Executive Director, Head to Toe Charity Co-Chair (*from February 2024*)

Prof Ed Bullmore, Advisory Non-Executive Director, Head to Toe Charity Co-Chair

Anna Hills, Chief Executive (*left January 2024*)

Scott Haldane, Interim Chief Executive Officer (*from February 2024*), Executive Director (*from October 2024*)

Steve Grange, Chief Executive (*from October 2024*)

Catherine Walsh, Chief Medical Officer

Rachel Gomm, Interim Chief Nurse (*from March 2024*)

Penny Snowdon, Chief Nurse (*left March 2024*)

Holly Sutherland, Acting Chief Nurse (*January - March 2024*), Chief Operating Officer (*from April 2024*)

Lauren Gable, Chief Finance Officer (*from September 2023*)

Stephen Legood, Director of People and Business Development

Debbie Smith, Chief Operating Officer (*left March 2024*)

John Webster, Deputy Chief Executive Officer (*left May 2024*)

The charity has policies and procedures in place for the induction and training of the Board. This induction includes an introduction to the objectives, scope and policies of the charitable funds, Charity Commission information on Trustee Responsibilities and copies of the previous year's financial statements.

Throughout the year, the Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) Board received and considered financial statements that had been prepared and reviewed by the sub-committee known as the Charitable Funds Management Committee (CFMC), consisting of the Non-Executive Director who acts as Chair of the Committee, two other Non- Executive Directors, Chief Finance Officer and Director of People and Business Development from CPFT.

Special Trusts

The following Special Trusts are registered with the Charity Commission:

- Cambridgeshire and Peterborough NHS Foundation Trust Fund
- Child Health Service Fund
- Chapel, Fulbourn
- Hospital at Home Service Fund

Advisers, Investment Managers and Independent Examiner

The names and addresses of principal advisors during the year are as follows:

Natwest

250 Bishopsgate
London
EC2M 4AA

Mills & Reeve, Solicitors LLP

110 Hills Road
Cambridge
CB2 1PH

CCLA Fund Managers Limited

One Angel Lane
London
EC4R 3AB

The independent examiner is:

Katherine Parkin
Azets Audit Services
Ty Derw
Lime Tree Court
Cardiff Gate Business Park
Cardiff CF23 8AB

Statement on Public Benefit

The objective of Head to Toe Charity is for the Corporate Trustee to hold the funds upon trust to apply the income, and at its discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.

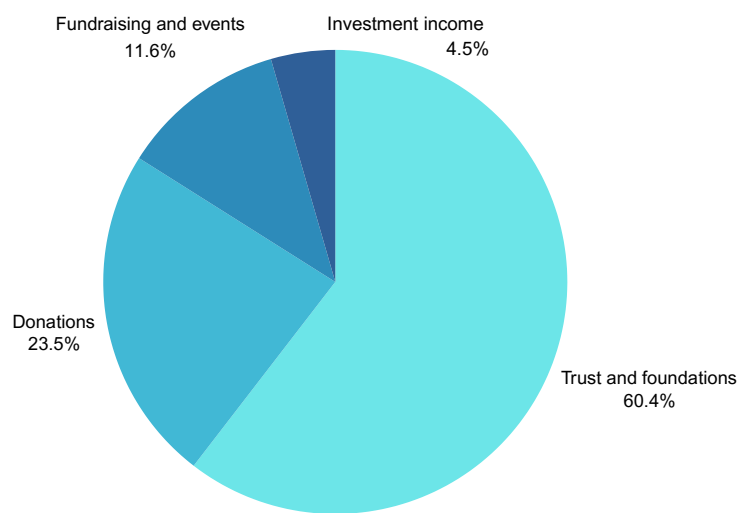
The objectives and activities and achievement and performance sections of this report clearly set out the activities which the charity undertakes for the public benefit. The Corporate Trustee confirms that it has complied with the duty in section 17 (5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission in determining the activities undertaken by the charity.

Financial review

The following figures are taken from the full accounts below, This part of the Corporate Trustee’s annual report comments on the key features of those accounts.

Income

Total incoming resources for the year, excluding gains and losses on investments, were **£269,000** compared with £171,000 for the previous year. This is broken down for 2023-2024 as follows:



Grants in: £162,000 - our main source of income is from Trusts and other charities who support the aims and objectives of Head to Toe, who we would like to thank for their support over the last year.

Donations in: £63,000 – income received from businesses, members of the public, CPFT staff, patients, loved ones and families, and other associations who wish to support Head to Toe, including in memory, and regular gifts. We would like to thank all of our donors for their support in 2023-2024.

Fundraising and events: £31,000 – this is income received from events that we organise as a charity, or from dedicated individuals who take on a fundraising challenge to raise money for the NHS. We would like to thank all the fundraisers for their efforts in 2023-24.

Investment Income: £12,000 – this arises from the prudent management of funds not immediately required for use by Head to Toe and earned income on the investment portfolio of £7,000 and £5,000 for money held in the Charity’s bank account.

Gains and Losses on Investment: £55,000 - CCLA funds are subject to unrealised gains and revaluations on disposal of funds. At the balance sheet date, we had unrealised gains of £24,000 and a gain on disposal of £30,000.

Expenditure

Outgoing resources for the year totalled £321,000 compared with £297,000 for the previous year. This can be split into four distinct areas:

Staff grants: £65,000 - on grants and projects that enabled staff wellbeing, development and an improved staff experience; ultimately enhancing the NHS services delivered by CPFT.

Patient welfare: £74,000 - funded grants and projects across a broad range of activities to improve the wellbeing of patients and improve the health of our wider community.

Marketing and publicity: £5,000 - costs associated with running events in 2023-24.

Support and governance: £177,000 - costs are associated with running the charity, fundraising, project delivery and management with the Trust, financial audit, compliance, memberships and raising awareness of Head to Toe. This strategic investment was agreed by the Corporate Trustee in 2021 as a necessary means to grow our organisation, impact and income.

At 31 March 2024, restricted funds totalled £156,000 (2023: £87,000) (see note 11) and unrestricted funds totalled £328,000 (2023: £394,000).

These funds are donor designated to be used to support and improve patient services and to provide further comforts for patients that cannot be afforded through public funding.

Reserves Policy

The Corporate Trustee has a duty to manage the cash reserves of the charity efficiently. This requires keeping cash held at the bank to a minimum and investing prudently. Charity reserves, as defined by the Charity Commission, are ‘funds freely available for its general purpose’ and this definition excludes investment assets.

The charitable funds management committee calculate the reserves as part of the charity’s unrestricted funds that is freely available after taking account any designated funds that have been earmarked for specific projects. The total reserves currently stand at £328,000 and are calculated as follows:

Total unrestricted funds	£328,000
Less funds for projects	<u>£ 0</u>
Total reserves	<u>£328,000</u>

The minimum reserve requirement is calculated as follows.

Requirement for charitable expenditure	£180,000
Funds committed to future charitable activity	<u>£ 0</u>
Total reserve requirement	<u>£180,000</u>

The reserves held are currently above our target requirement.

The Corporate Trustee of the charity is under a general legal duty to ‘apply’ (in practice this means ‘expend’) and not accumulate income. Charity Commission guidance on this issue determines that the income of a charity should be applied to specified purposes within a ‘reasonable period of receipt’ (currently six months to two years). Levels of future income flows are never guaranteed, and it is prudent to retain reserves that enable the Charity to continue to meet its regular commitments. Income may be retained beyond this ‘reasonable period’ if, in the considered opinion of the trustee, it is implementing an action necessary for the Charity to function properly - for example, the holding of specified income reserve balances.

Subject to the above it is the intention that the charity will spend available funds generally over a two-year period, but with a maximum of three years, and the Corporate Trustee will ensure that resources are maintained in a fashion that achieves this objective.

Investments

The Investments of Head to Toe are managed by Churches, Charities and Local Authorities Fund Managers Ltd (CCLA), registered In England No. 8735639. CCLA is authorised and regulated by the Financial Conduct Authority. The investment was split into two funds. They were Charities Ethical Investment Funds Income Units with a value of £250,000, and the Charities Ethical Investment Fund Accumulation Units with a value of £250,000.

The objective of these funds managed by CCLA is to provide a long-term total return comprising growth in income as Head to Toe may need to draw on the funds to cover grant expenditure. The fund is an actively managed, diversified portfolio of assets with an emphasis on equities but also includes property, bonds and other asset classes which may be liquid or illiquid in nature.

Since our distribution of funds represents unrestricted funds, the emphasis is on maintaining a high level of liquidity and a low to moderate investment risk. The CFMC has decided not to invest directly in alcohol, tobacco and fossil fuel securities because of the effect to the environment and poor health that would make such investments contrary to our charitable aims.

At the balance sheet date, following disposal of £295,000 of the investments and realised gains of £30,000 and unrealised gains of £24,000, the two funds held amounted to £239,000. The CFMC monitors the investment performance via quarterly reports from CCLA who attend each CFMC to update the members on the funds to date.

Relationship with related parties/external bodies

Head to Toe Charity works closely with its related NHS organisation, Cambridgeshire and Peterborough NHS Foundation Trust.

Many of its grants are provided to its related Trust and to individuals within this organisation. Staff within this organisation identify and advise the charity on local priorities and support the Corporate Trustee (the Trust Board) in monitoring the use of the charitable funds.

Head to Toe Charity maintains close links with staff and patients within the Trust, their services and community. The strong relationship with members of staff is particularly valued and enables the charitable funds to be directed to ensure an effective contribution is made in support of these organisations.

Grant-Making Policy

In making grants, the Trustee requires that the activity falls within the objects of the charity and that the funds are available to meet the requirement.

Risk management

The major risks to which the charity is exposed have been identified and considered. They have been reviewed and systems established to mitigate those risks. The Trustee is satisfied that systems are in place to mitigate exposure to identified risks.

Plans for future periods

The key objectives for the next financial year have been identified:

- We will enhance health experiences for children and young people by improving their mental and physical wellbeing and supporting NHS care.
- We will provide additional support for the most vulnerable people in our community, at a time they need us most.
- We will empower our community, by delivering health and wellbeing interventions above and beyond NHS care, through social and creative therapies, the outdoors, and fellowship.

- We will invest in our staff and their ideas, to nurture, inspire and support them to be happy and healthy in their workplace and in delivering the best patient care.

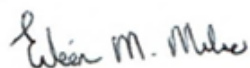
To achieve these objectives, we will:

Grow: We will increase our fundraising activity across all giving portfolios; focusing on building long-term sustainable income through legacy and in-memory campaigns, strategic project funding, regular giving schemes and partnership campaigns.

Do more: We will embed volunteering within the delivery of charity projects and seek to build our capacity through volunteer resource. We will seek out opportunities to work with partner organisations, businesses, and funders to improve the experiences of our patients and wider community. We will collaborate to ensure a wider reach and impact for beneficiaries.

Be excellent: We will become the charity of choice for people in our region, by demonstrating our impact, value and outcomes through meaningful communications and events. We will operate a well-governed, compliant and effective charity, which makes the best use of its resources for the benefit of its supporters and beneficiaries.

Approved by the Corporate Trustee on 29 January 2025 and signed on its behalf by:



Chair
Eileen Milner



Chief Executive
Steve Grange



Chief Finance Officer
Lauren Gable



Head to Toe Charity Financial statements

Year to 31 March 2024

Foreword to the Financial statements

The Charity's financial statements for the year ended 31 March 2024 have been prepared by the Corporate Trustee in accordance with the accounting policies set out in Note 1 to the financial statements and comply with the charity's trust deed, the Charities Act 2011 and 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 published in October 2019.

The Head to Toe Charity is registered with the Charity Commission (registration number 1099485) and includes funds in respect of all the Cambridgeshire and Peterborough NHS Foundation Trust services.

The main purpose of the charitable funds held on trust is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by Cambridgeshire and Peterborough NHS Foundation Trust.

Statement of Financial activities for the year ended 31 March 2024

	Note	Unrestricted Funds 2023/24 £000	Restricted Funds 2023/24 £000	Total Funds 2023/24 £000	<i>Total Funds 2022/23 £000</i>
Income and endowments from:					
Donations	2	97	160	257	148
Investment Income	2	12	0	12	23
Total income		109	160	269	171
Expenditure on:					
Raising Funds	3	(4)	(1)	(5)	(4)
Charitable Activities	4	(226)	(90)	(316)	(293)
Total Expenditure		(230)	(91)	(321)	(297)
Gains and Losses on Investments		55	0	55	0
Net income/(expenditure) and net movement in funds		(66)	69	3	(126)
<i>Reconciliation of funds</i>					
Total funds brought forward		394	87	481	607
Total funds carried forward		328	156	484	481

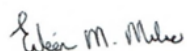
All amounts are generated from continuing activities.

The notes on pages **22 to 29** form part of these financial statements.

Balance Sheet as at 31 March 2024

	Note	Unrestricted Funds	Restricted Funds	Total Funds	<i>Total Funds</i>
		£000	£000	31 March 2024 £000	31 March 2023 £000
Current Assets					
Cash at bank and in hand		491	101	592	39
Investments	6	184	55	239	480
Total current assets		675	156	831	519
Liabilities					
Trade and other Payables falling due within one year	7	(347)	-	(347)	(38)
Net Current Assets		328	156	484	481
The Funds of the Charity					
Unrestricted funds		328	-	328	394
Restricted funds		-	156	156	87
Total Charity Funds		328	156	484	481

Approved by the Corporate Trustee on 29 January 2025 and signed on its behalf by



Chair
Eileen Milner



Chief Executive
Steve Grange



Chief Finance Officer
Lauren Gable

The notes on pages **22 to 29** form part of these financial statements.

Statement of Cash Flows
For the year ending 31 March 2024

	Note	Total Funds 2023/24 £000	Total Funds 2022/23 £000
Net cash used in operating activities	11	246	(130)
Net cash used in investment activities			
Acquisition of Investment		-	(500)
Proceeds from the sale of Investment		295	35
Interest from Investments		12	6
Change in cash and cash equivalents in the year		553	(589)
Cash and cash equivalents at the beginning of the year		39	628
Cash and cash equivalents at the end of the year	12	592	39

The proceeds from the sale of Investment relates to the disposal of investments approved at the March CFMC and which was actioned by CCLA on 28th March 2024 but the associated cash did not reach the Head-to-Toe bank account until 3rd April 2024.

The notes on pages **22 to 29** form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act.

The trust constitutes a public benefit entity as defined by FRS 102.

The Corporate Trustee has prepared the financial statements on a going concern basis which it considers appropriate for the following reasons:

- The Charity operates in such a way that its charitable activities are limited to those only where it has sufficient funds to support those activities once the costs of administering the Charity have been removed.
- The Corporate Trustee has reviewed its cash flow forecasts for a period of 12 months from the date of approval of these financial statements and this indicates that the Charity has sufficient funds to meet its liabilities as they fall due for that period.

1.2 Income

- a All-incoming resources are included in full in the Statement of Financial Activities as soon as the following three factors can be met:

- i entitlement - arises when there is control over the rights or other access to the resources, enabling the Charity to determine its future application
- ii certainty - when it is probable that the incoming resources will be received
- iii measurement - when the monetary value of the incoming resources can be measured with sufficient reliability.

- b Legacies

Legacy gifts are recognised on a case-by-case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

- c Interest and dividends

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank. Dividends (where applicable) are recognised once the dividend has been declared and notification has been received of the dividend due.

1.3 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 settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual's basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Resources expended on charitable activities comprise all the resources applied by the charity in undertaking its work to meet its charitable objectives and governance costs, as opposed to the cost of raising the funds to finance these activities. Charitable activities are all the resources expended by the Charity in the delivery of goods and services, including its programme and project work that is directed at the achievement of its charitable aims and objectives. Such costs include the direct costs of the charitable activities together with those support costs incurred that enable these activities to be undertaken.

Grants are only made to related or third - party NHS bodies and non-NHS bodies in furtherance of the charitable objects of the funds. A liability for such grants is recognised when approval has been given by the Corporate Trustee and it has been communicated to the grant recipient thereby creating an obligation to pay.

Governance costs include the costs of governance arrangements which relate to the general running of the Charity as opposed to the direct management functions inherent in generating funds, service delivery and programme or project work.

1.4 Structure of funds

Where there is a legal restriction on the purposes to which a fund may be put, the fund is classified in the financial statements as a restricted fund. Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. Other funds are classified as unrestricted funds, these are funds that are spent or applied at the discretion of the Corporate Trustee to further the Charity's purposes. Funds which are not legally restricted but which the Corporate Trustee has chosen to earmark for set purposes are classified as designated funds.

1.5 Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.6 Cash at bank and in hand

Cash at bank and in hand are short-term, highly liquid investments that are readily convertible to known amounts of cash that are subject to an insignificant risk of changes in value.

1.7 Value Added Tax

Under section 41(7) of the VAT Act 1994, the Corporate Trustee is registered for VAT and as per HMRC guidance this implies that the Charity falls under the Corporate Trustee VAT registration. Most of the activities of the Charity are outside the scope of VAT and, in general, output tax does not apply and input tax on purchases is not recoverable. Irrecoverable VAT is charged to the relevant expenditure category or included in the capitalised purchase cost

of fixed assets. Where output tax is charged or input VAT is recoverable, the amounts are stated net of VAT.

1.8 Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. Support costs comprise the costs involved in the administration of the charity. The analysis of support and the basis of allocations are shown in Note 5.

1.9 Charitable activities

Costs of charitable activities include grants made, governance costs and support costs.

1.10 Investment Policy

Investments are stated at market value as at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Investments of Head to Toe are managed by Churches, Charities and Local Authorities Fund Managers Ltd (CCLA), registered In England No. 8735639. CCLA are authorised and regulated by the Financial Conduct Authority.

Current value of the investment portfolio is shown under note 6.

NOTES TO THE FINANCIAL STATEMENTS

2 Income

	Unrestricted		Restricted		Total	
	23/24	22/23	23/24	22/23	23/24	22/23
	£000	£000	£000	£000	£000	£000
Donations	97	51	160	97	257	148
Investment Income	12	21	0	2	12	23
Totals	109	72	160	99	269	171

3 Raising Funds

	Unrestricted		Restricted		Total	
	23/24	22/23	23/24	22/23	23/24	22/23
	£'000	£000	£'000	£000	£'000	£000
Marketing and Publicity	4	4	1	0	5	4
Totals	4	4	1	0	5	4

4 Charitable activities

	Unrestricted		Restricted		Total	
	23/24	22/23	23/24	22/23	23/24	22/23
	£'000	£000	£'000	£000	£'000	£000
Patients welfare and amenities	28	22	46	42	74	64
Staff welfare and amenities	21	8	44	71	65	79
Support and governance costs	177	140	0	10	177	150
Totals	226	170	90	123	316	293

5 Analysis of support costs

	Total 2023/24 £'000	Total 2022/23 £'000	
Governance	16	17	Allocated on basis of fund value Coded directly to General Fund
Administration	161	133	
Totals	177	150	

Governance costs include fees payable to the independent examiner of £8,000 (2023: £7,775). These are exclusive of VAT.

NOTES TO THE FINANCIAL STATEMENTS

6 Investment Activities

	Unrestricted Funds £'000	Restricted Funds £'000	Total 31 March 2024 £'000
Opening Balance	425	55	480
Disposal	(265)	0	(265)
Unrealised Gain	24	0	24
	184	55	239

An investment with CCLA was undertaken in May 2022, any realised/unrealised gains or losses are taken directly to general fund as investment income or gains/losses on investments and then distributed to unrestricted funds.

7 Trade Creditors and other payables: amounts falling due within one year

	31 March 2024 £'000	31 March 2023 £'000
Accruals	347	38
	347	38

The 2023/24 accruals include monies owed to the Corporate Trustee plus Independent Examiner's fees.

8 Analysis of net assets between funds

	Unrestricted Funds £'000	Restricted Funds £'000	Total 31 March 2024 £'000	Total 31 March 2023 £'000
Current assets	675	156	831	519
Current liabilities	(347)	0	(347)	(38)
	328	156	484	481

NOTES TO THE FINANCIAL STATEMENTS

9 Related party transactions

The Head to Toe Charity works closely with its related NHS Trust, Cambridgeshire and Peterborough NHS Foundation Trust.

During the year, the Charity had several material transactions with this organisation in furtherance of the objectives of the Charity totalling £315,000 (2023: £293,000), which includes administration charges. Other than these payments there have been no transactions between the Charity and the Corporate Trustee, these are recharges to cover payments made by the Corporate Trustee. At 31 March, Head to Toe owed the Corporate Trustee £347,000 (2023 £7,053).

Board Members of the Cambridgeshire and Peterborough NHS Foundation Trust, the Corporate Trustee, and members of the Charitable Funds Management Committee ensure that the business of the Charity is dealt with separately from the associated Exchequer Funds for which they are also responsible.

Head to Toe has no direct employees. Staff who help run the Charity are employed by the Corporate Trustee, who recharge the Charity and is included in the transactions above.

Declarations of personal interest are made where appropriate, and these declarations pertaining to the Funds Held on Trust are available for public inspection by application through the Trust Secretary of the Cambridgeshire and Peterborough NHS Foundation Trust.

The Corporate Trustee did not pay expenses to any member of the Cambridgeshire and Peterborough NHS Foundation Trust Board of Directors nor to any member of the Charitable Funds Management Committee and members did not receive any honoraria or emoluments from charitable funds in the year.

10 Outline Summary of fund movements 2023/24

	Balance at 31- March 2023	Income	Expenditure	Realised and Unrealised Gains	Balance at 31-March 2024
	£'000	£'000	£'000	£'000	£'000
Unrestricted Funds:	394	109	(230)	55	328
Total Unrestricted Funds	394	109	(230)	55	328
Restricted Funds:					
Arts Therapy	3	17	(18)	0	2
NHS CT Stage 3 Wellbeing	15	0	(10)	0	5
Richard's Music	12	12	(7)	0	17
Wrights Clock	15	0	0	0	15
Youth Music	11	19	(27)	0	3
NHS CT Stage 3 Staff Development	30	0	(20)	0	10
Friends of Fulbourn	0	10	0	0	10
Healthy Futures Fund	0	50	0	0	50
NHS CT Stage 3 Resource Centre	0	51	(9)	0	42
Other	1	1	0	0	2
Total Restricted Funds	87	160	(91)	0	156
TOTAL FUNDS	481	269	(321)	55	484

NOTES TO THE FINANCIAL STATEMENTS

11 Outline Summary of fund movements 2022/23

	Balance at 31- March 2022	Income	Expenditure	Realised and Unrealised Gains	Balance at 31-March 2023
	£'000	£'000	£'000	£'000	£'000
Unrestricted Funds:	496	51	(174)	21	394
Total Unrestricted Funds	496	51	(174)	21	394
Restricted Funds:					
Arts Therapy	13	0	(10)	0	3
Covid Appeal	26	0	(26)	0	0
Richard's Music	17	0	(5)	0	12
Wrights Clock	0	15	0	0	15
Youth Music	0	22	(11)	0	11
NHS CT Stage 3 Staff Development	0	30	0	0	30
NHS CT Stage 3 ED & I	42	0	(44)	2	0
NHS CT Stage 3 Well Being	15	25	(25)	0	15
Other	(2)	5	(2)	0	1
Total Restricted Funds	111	97	(123)	2	87
TOTAL FUNDS	607	148	(297)	23	481

Purpose of Restricted Funds

Arts Therapy – To provide Art Therapy to CPFT Patients at Fulbourn

Covid Appeal – Funding from NHS Charities Together to support the Covid Pandemic

NHSCT Stage 3 Wellbeing – Funding from NHS Charities Together to support staff wellbeing

NHSCT Stage 3 ED & I – Funding from NHS Charities Together to support educational development

Richard's Music – To provide Music Therapy to children and young people

Wright's Clock Resource Centre – To help support the development of the Resource Centre

Youth Music – To provide Music Therapy to children's community services

NHSCT Stage 3 Staff Development – Funding for organisational development for the charity

Friends of Fulbourn – To provide support and activities to patients staying at Fulbourn Hospital

Healthy Futures Fund – To set-up volunteer service supporting end of life patients

NHSCT Stage 3 Resource Centre – To redevelop the outdoor area at the Resource Centre

12 Reconciliation of net income/(expenditure) to net cash flow

	2023/24 £'000	2022/23 £'000
Net movement in funds	3	(126)
Gains on Disposal	(30)	(15)
Revaluation Gains	(24)	(6)
Dividends, interest and rents from investments	(12)	0
Increase in debtor	0	10
Increase in creditors	309	(7)
Net Movement in Operating Activities	246	(130)

13 Analysis of cash and cash equivalents

	31 March 2024 £'000	31 March 2023 £'000
Cash and Cash in hand	592	39
Total cash and cash equivalents	592	39

14 Events after reporting period

There are no known events after the reporting period.

Independent examiner's report to the Trustees of Cambridgeshire and Peterborough NHS Foundation Trust Charitable Fund

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

Responsibilities and Basis of Report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Katherine Parkin FCA

Azets Audit Services

Ty Derw

Lime Tree Court

Cardiff Gate Business Park

Cardiff

CF23 8AB



Date: 31 January 2025



HeadtoToe
charity

www.headtooecharity.org.uk

Registered Charity No: 1099485



Registered with
**FUNDRAISING
REGULATOR**

Supporting



**Cambridgeshire and
Peterborough**
NHS Foundation Trust

HEAD TO TOE CHARITY

England & Wales - Charity number 1099485

Accounts



HeadtoToe
charity

Supporting



Cambridgeshire and
Peterborough
NHS Foundation Trust

Annual Report 2022-23

Registered Charity Number: 1099485



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Our objectives and activities

Head to Toe is the NHS Charity for Cambridgeshire and Peterborough NHS Foundation Trust (CPFT), supporting people receiving mental health, community and social care across Cambridgeshire and Peterborough. Head to Toe works to enhance CPFT's ability to improve the health and wellbeing of the people it serves and the staff who care for them, by supporting projects over and above NHS funding.

Head to Toe is the official charity of Cambridgeshire and Peterborough NHS Foundation Trust. We are proud to provide additional support and services that enhance the incredible work of our healthcare teams.

Head to Toe supports staff to provide the very best care and experience for patients with a mission to:

- Empower all members of our community to live fulfilling lives.
- Provide hope and support to those who need the specialist care of our NHS services.
- Raise awareness and understanding of physical and mental health conditions.

Thanks to the ongoing generosity of our supporters, we can invest in charitable projects across Cambridgeshire and Peterborough that help to enhance treatment and improve the wellbeing of NHS patients across the region.

Head to Toe also partners with charitable Trusts and Foundations that share the same mission as us; this funding allows us to extend the reach of our much-needed healthcare services, over and above commissioned activities.

In 2022-23, we have been immensely grateful to work with NHS Charities Together, Wrights Clock Trust, Youth Music, Cambridge Community Foundation and the Arnold Clark Foundation.

Together, our supporters have helped us set up more than 120 projects. These projects range from music therapy programmes to memorial gardens, tablets for inpatients and, importantly, additional physiotherapy and wellbeing provision for our NHS staff.



Our year in review...

Enhancing staff wellbeing across CPFT

Over the last year, Head to Toe has been active in increasing initiatives that have a positive impact on the wellbeing of our staff.

In March, Head to Toe funded the Project Wingman Wellbeing Bus to give CPFT staff an opportunity to have a 'luxury' break on board to support their wellbeing as a part of their working day. Across two weeks and two Trust locations, there were more than 450 visits to the bus.

"I think the whole idea is incredible. Coming to work in the current climate with excess pressures can have you feeling so deflated. It was a lovely surprise to turn up this morning and see the big blue bus outside the office. The team offered us cakes, made us a cuppa and encouraged us to put our feet up. Absolutely priceless! Thank you so much, Head to Toe!"



Head to Toe successfully won a funding grant from NHS Charities Together to increase the capacity in the Staff Wellbeing Service by supporting the salary costs for an additional occupational therapist. This has had a huge impact on the service and CPFT staff, with success including:

- Our occupational therapist has been able to support 84 members of staff.
- Waiting lists for mental health support have reduced by six working days.
- Data from 2021-2022 showed 69% of staff supported by the service reported that the intervention helped prevent a period of sickness, or that they returned to work sooner. With the additional resource, this has increased to 90%.
- Increased capacity has allowed the team to develop a new workshop to address work-life balance.



Our year in review...

Providing community and inpatient music therapy

This autumn (thanks to funding from Youth Music) Head to Toe launched a new project with the music therapy service to support young people accessing community services through child and adolescent mental health services, the Child Development Centre and home treatment teams. This programme is a significant success as it extends our music therapy service from the inpatient wards and into the community for young people who would not have the benefit of this treatment.

"The sessions are truly person centred...this safe space has given the child a medium to communicate, express herself and enjoy being in the company of others. It has given her mother space to be a mum and not a carer and enjoy time with her daughter...it is exciting to see what young people can achieve and enjoy through music."

Thanks to our friends at Wrights Clock Trust, we have also been able to significantly uplift the provision for music therapy across our acute mental health inpatient wards for young people and adults reaching more than 100 patients who would otherwise not have received this specialist intervention.

"Music therapy has been such a wonderful experience. Every session has bettered my mood in some way, and it has also given me more awareness of how I use music to regulate my emotions. Thank you, Head to Toe, for all our sessions. I would recommend your one-to-one sessions to many people I know."

Our partners: Richard's Music Therapy



Richard's Music Therapy provides vital music therapy services to local families and children with specialist needs.

Richard's Music Therapy programme provides opportunities for self-expression and communication through musical instruments and vocal sounds – providing children with a unique opportunity to express a variety of emotions / emotional responses through a non-verbal medium. Our specialist music therapists take referrals from across the community and are experienced at working with families from the point of recent diagnosis.

Our year in review...

Responding to the needs of patients

Head to Toe continues to fund-raise in the community to enable us to fund smaller scale, but equally as important projects, across CPFT to enhance the experiences of our patients and the staff who care for them. This year, this has included:

- Providing art and sensory supplies to people living with psychosis – to help them have long-term therapeutic opportunities for managing their condition.
- Providing allotment supplies and equipment to support patients on their social recovery journey, encouraging companionship, volunteering, and wellbeing to aid with long-term recovery and resilience.
- Activities and funding for patients with social anxiety, providing opportunities to address their anxieties in a safe, manageable context that will help build their confidence.
- Equipment for a therapeutic photography project for our eating disorders inpatient ward.
- Mindfulness and wellbeing courses for the Perinatal Mental Health Team to support team working and development.
- Custody packs for vulnerable female sex workers who are detained by police, providing signposting, information, self-care products and contraception. The packs are designed to help keep women safe, and make sure they have information about agencies who can help empower them to get off the streets



We created a 'Snuglet', for patients on Springbank, CPFT's specialist personality disorder ward. Patients designed and then created a space where they could go for therapy sessions, have one-to-one support from staff, and take some time for themselves in a cosy, calm and safe space.

"Springbank helped me so much I just want to do something to give back to CPFT in any way that I can. Head to Toe made my Springbank journey that bit more special by being able to organise the Snuglet project. It gave me a focus, as I live in Merseyside it was hard to get home every weekend so I spent many a weekend working on it throughout the summer. One of the pieces I created is still in there with the Head to Toe logo on!"

Our year in review...

Our partnerships

Head to Toe collaborates with a network of non-profit organisations and businesses across the county, strengthening our work with the local community and increasing joint fund-raising opportunities. We have long-term partnerships with Richard's Music Therapy, Ninja Theory and Friends of Fulbourn Hospital, all of which extend the support available for children and adults in the region who need long-term physical, or mental health care from the NHS.

We are proud to partner with Addenbrooke's Charitable Trust (ACT) and the University of Cambridge for the philanthropic campaign to raise £100 million for the ground-breaking new Cambridge Children's Hospital.

Looking forward to 2023-24 and beyond, we will work with stakeholders, supporters and CPFT to develop and implement a new long-term strategy that drives our vision for inclusive opportunities that provide better health and wellbeing for everyone in Peterborough and Cambridgeshire.



We will continue to put patients at the heart of what we do, working closely with our partners, fund-raisers, staff and volunteers to ensure a wide and accessible programme of Head to Toe charitable projects.

Together we can help the NHS go further.

To find out more, visit:

www.cpft.nhs.uk/ourcharity

or get in touch with a member of the team:

charity@cpft.nhs.uk.



Corporate Trustee Annual Report and Financial Statement

2022-23



Annual Report and Financial Statements

Statement of Corporate Trustee's Responsibilities

The Corporate Trustee is the Board of Cambridgeshire and Peterborough NHS Foundation Trust. The Corporate Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the funds held on trust; establishing and monitoring a system of internal control; and establishing arrangements for the prevention and detection of fraud and corruption.

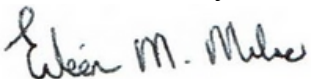
The Corporate Trustee is required under the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008 to prepare financial statements which give a true and fair view of the financial position of the funds held on trust for each financial year. In preparing those financial statements, the Corporate Trustee is required to:

- Select suitable accounting policies and then apply them consistently,
- Observe the methods and principles in the charities SORP,
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Corporate Trustee confirms that it has met the responsibilities set out above and complied with the requirements for preparing the financial statements. The financial statements set out on pages 19 to 28 attached have been compiled from and are in accordance with the financial records maintained by the Trustee.

As far as the Corporate Trustee is aware, there is no relevant audit information of which the charity's independent examiners are unaware. The Board members of the Corporate Trustee have taken all the steps that ought to have been taken in order to make themselves aware of any relevant audit information and to establish that the charity's Independent Examiner is aware of that information.

The financial statements on pages 19 to 28 were approved by the Trustee on 24 January 2024, and signed on its behalf by:



Chair
Eileen Milner



Deputy Chief Executive
John Webster



Chief Finance Officer
Lauren Gable

Corporate Trustees' Annual Report

The Corporate Trustee presents the independently examined financial statements of the Head to Toe Charity for the financial year ended 31 March 2023.

Charity registration

Head to Toe Charity is registered with the Charity Commission, and the registration number is 1099485. The name was changed in July 2017 and the previous name was Cambridgeshire Mental Health and Primary Care Trusts' Charitable Fund.

The principal address of the charity is: Elizabeth House, Fulbourn Hospital, Cambridge CB21 5EF.

Structure, governance and management

The charitable trust constituted by the Trust Deed is administered and managed by the Corporate Trustee of the charity which is the Cambridgeshire and Peterborough NHS Foundation Trust. The overall responsibility, therefore, rests collectively with the Board. The Board consists of a Chair and seven other Non-Executive Directors who are each appointed by the Council of Governors, together with a Chief Executive and five other Executive Directors. The table below represents those in post during 2022-23.

Directors during the financial year ended the 31 March 2023 and at the date the financial statements were approved were as follows:

Julie Spence OBE - Chair (left 31 May 2023)

Eileen Milner - Non-Executive Director (CPFT Chair from 1 June 2023)

Mike Hindmarch - Non-Executive Director

Brian Benneyworth - Non-Executive Director (left 31 May 2023)

Brian McCarthy - Non-Executive Director (joined 23rd May 2022)

Jo Lucas - Non-Executive Director, Chair of Head to Toe Charity (left 7 October 2022)

Professor Ed Bullmore - Non-Executive Director, Chair of Head to Toe Charity (from October 2023)

Geoff Tural - Non-Executive Director

Karen Daber - Non-Executive Director

Anna Hills - Chief Executive (joined 25 April 2022)

Dr Julie Hankin - Medical Director (left 2 December 2022)

Dr Cathy Walsh - Chief Medical Officer (from 1 November 2022)

John Webster - Deputy Chief Executive (from 1 April 2023)

Scott Haldane - Director of Finance (left 31 July 2023)

Lauren Gable - Chief Finance Officer (Interim Chief Finance Officer from 1 September 2023)

Stephen Legood - Director of People and Business Development

Penny Snowdon - Chief Nurse

Debbie Smith - Chief Operating Officer

The charity has policies and procedures in place for the induction and training of the Board. This includes an introduction to the objectives, scope and policies, Charity Commission information on trustee responsibilities and copies of the previous year's financial statements.

Throughout the year the Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) Board received and considered financial statements which had been prepared and reviewed by the sub-committee known as the Charitable Funds Management Committee. This consists of the Non-Executive Director, who acts as Chair of the Committee, two other Non- Executive Directors, Director of Finance and Director of People and Business Development from CPFT

Special Trusts

The following Special Trusts are registered with the Charity Commission:

- Cambridgeshire and Peterborough NHS Foundation Trust Fund
- Child Health Service Fund
- Chapel, Fulbourn
- Hospital at Home Service Fund

Advisers and Independent Examiner

The names and addresses of principal advisors during the year are as follows:

Natwest
250 Bishopsgate
London
EC2M 4AA

Mills & Reeve, Solicitors LLP
110 Hills Road
Cambridge
CB2 1PH

and the independent examiner is:

Azets
6th Floor Bank House,
Cherry Street
Birmingham
B2 5AL

Statement on Public Benefit

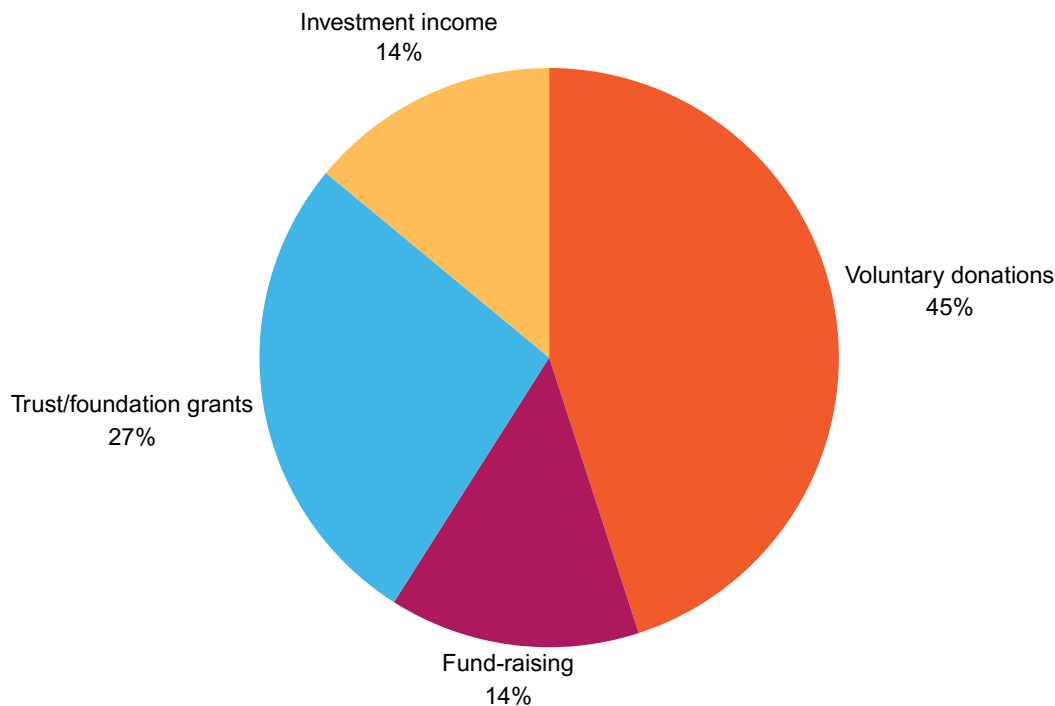
The objective of Head to Toe Charity is for the Corporate Trustee to hold the funds upon trust to apply the income, and at its discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.

The objectives and activities and achievement and performance sections of this report clearly set out the activities which the charity undertakes for the public benefit. The Corporate Trustee confirms that it has complied with the duty in section 17 (5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission in determining the activities undertaken by the charity.

Financial review

Income

Total incoming resources for the year were £171,000 compared with £103,000 for the previous year, where Head to Toe receives its income is analysed below.



How this is broken down for 2022/2023:

Grants in: £45,000 – income received from Trusts and other charities who support the aims and objectives of Head to Toe. We would like to thank those Trusts and other charities for their support in 2022-23.

Fund-raising: £23,000 – income received from charity events and/or other community, or individual fund-raising effort. We would like to thank all the fundraisers for their efforts in 2022-23.

Investment income: £23,000 – from the prudent management of funds not immediately required for use by Head to Toe. This earned realised gains of £6,000 and unrealised gains of £15,000 and also includes £2,000 interest for money held in the charity's bank account.

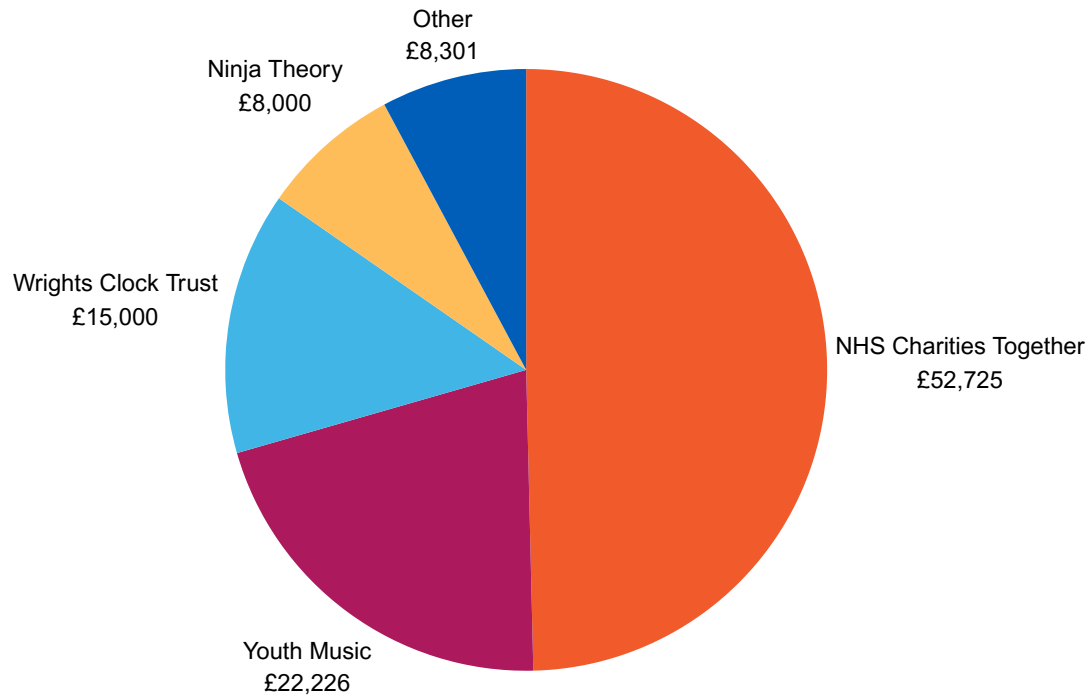
Corporate (Trusts): £61,000 – Head to Toe is grateful to the companies and other organisations (including registered charitable Trusts and Foundations) that have donated over the year.

Individual: £7,000 – these range from a few pounds to few hundred pounds, and we would like to thank our donors for their generosity.

In memory: £4,000 – collections in memory of a loved one who may have received care from CPFT. These are special gifts and we are fortunate to be remembered by those each year.

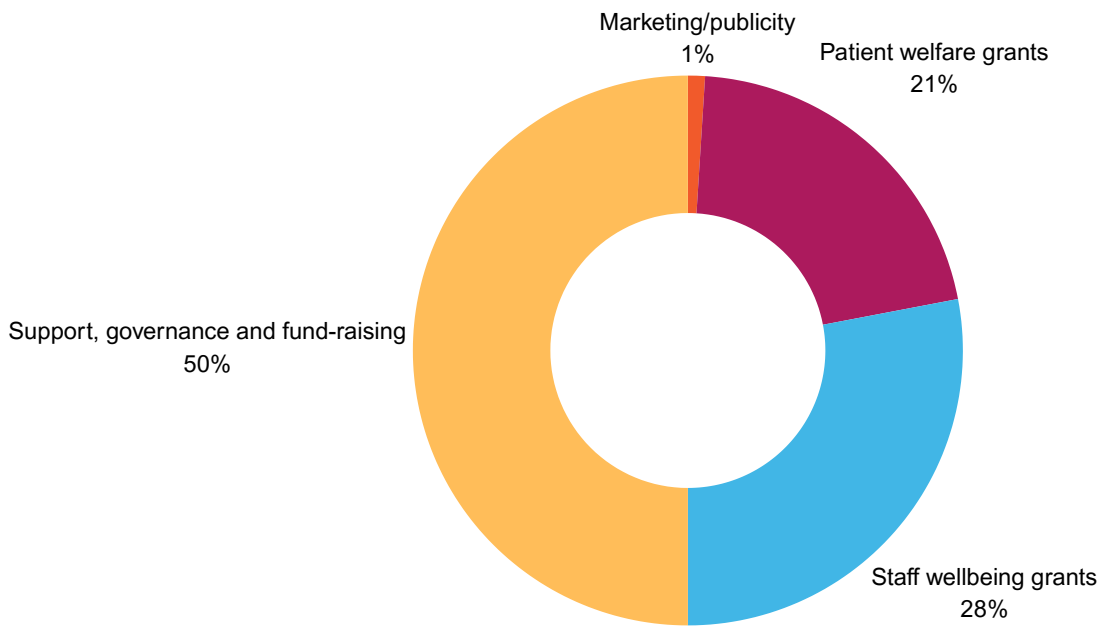
Regular giving: £3,000 – income received from staff as part of the Pennies from Heaven scheme, and from individuals who generously give often. Head to Toe would like to thank all our regular givers.

Where our donations come from:



Expenditure

Expenditure for the year totalled £297,000 compared with £179,000 for the previous year. This is analysed below.



The associated costs for this are:

- Staff Welfare:** £79,000 - in grants and projects that enabled improvement in staff wellbeing.
- Patient Welfare:** £64,000 - on a broad range of activities to improve the wellbeing of patients.
- Marketing and publicity:** £4,000 - costs associated with running charity events.
- Charitable support, governance and fundraising:** £150,000 - including team costs, charitable activities, raising awareness of Head to Toe and CPFT, and generating more donations.

At 31 March 2023, restricted funds totalled £87,000 (2022: £111,000) (see note 10) and unrestricted funds totalled £394,000 (2022: £496,000). The funds will be mainly used to support and improve patient services and to provide further experiences for patients that cannot be afforded through public funding.

Reserves Policy

The Corporate Trustee has a duty to manage the cash reserves of the charity efficiently. This requires keeping cash held at the bank to a minimum and investing prudently. Charity reserves, as defined by the Charity Commission, are ‘funds freely available for its general purpose’ and this definition excludes investment assets.

The charitable funds management committee calculate the reserves as part of the charity’s unrestricted funds that is freely available after taking account any designated funds that have been earmarked for specific projects. The total reserves currently stand at £394,000 and are calculated as follows:

Total unrestricted funds	£394,000
Less funds for projects	<u>£ 0</u>
Total reserves	<u>£ 394,000</u>

The minimum reserve requirement is calculated as follows:

Requirement for charitable expenditure	£125,000
Funds committed to future charitable activity	<u>£ 0</u>
Total reserve requirement	<u>£125,000</u>

The reserves held are currently above our target requirement.

The Corporate Trustee of the charity is under a general legal duty to ‘apply’ (in practice this means ‘expend’) and not accumulate income. Charity Commission guidance on this issue determines that the income of a charity should be applied to specified purposes within a ‘reasonable period of receipt’ (currently six months to two years). Levels of future income flows are never guaranteed, and it is prudent to retain reserves that enable the charity to continue to meet its regular commitments. Income may be retained beyond this ‘reasonable period’ if, in the considered opinion of the trustee, it is implementing an action necessary for the charity to function properly, such as the holding of specified income reserve balances.

Subject to the above it is the intention that the charity will spend available funds generally over a two-year period, but with a maximum of three years, and the Corporate Trustee will ensure that resources are maintained in a fashion that achieves this objective.

Investments

The Investments of Head to Toe are managed by Churches, Charities and Local Authorities Fund Managers Ltd (CCLA), registered In England No. 8735639. CCLA are authorised and regulated by the Financial Conduct Authority.

The investment was approved by the CFMC in May 2022 and the investment was split into two funds. They were Charities Ethical Investment Funds Income Units with a value of £250,000 and the Charities Ethical Investment Fund Accumulation Units with a value of £250,000.

The objective of these funds, managed by CCLA, is to provide a long-term total return comprising growth in income as Head to Toe may need to draw on the funds to cover grant expenditure. The fund is an actively managed, diversified portfolio of assets with an emphasis on equities but also includes property, bonds and other asset classes which maybe liquid or illiquid in nature.

Since our distribution of funds represents unrestricted funds, the emphasis is on maintaining a high level of liquidity and a low to moderate investment risk. The CFMC has decided not to invest directly in alcohol, tobacco and fossil fuel securities because of the effect to the environment and poor health that would make such investments contrary to our charitable aims.

At the balance sheet date, following disposal of £35,000 of the investments and realised and unrealised gains of £6,000 and £15,000 respectively, the two funds held amounted to £480,000. CFMC monitors the investment performance via quarterly reports from CCLA who attend each CFMC to update the members on the funds to date.

Relationship with related parties/external bodies

Head to Toe Charity works closely with its related NHS organisation, Cambridgeshire and Peterborough NHS Foundation Trust.

Many of its grants are provided to its related Trust and to individuals within this organisation. Staff within this organisation identify and advise the Head to Toe Charity on local priorities and support the Corporate Trustee (the Trust Board) in monitoring the use of the charitable funds.

The Head to Toe Charity maintains close links with staff and patients within the Trust and their hospitals and community. The strong relationship with members of staff is particularly valued and enables the charitable funds to be directed to ensure an effective contribution is made in support of these organisations.

Grant-Making Policy

In making grants, the Trustee requires that the activity falls within the objects of the charity and that the funds are available to meet the requirement.

Risk management

The major risks to which the charity is exposed have been identified and considered. They have been reviewed and systems established to mitigate those risks. The Trustee is satisfied that systems are in place to mitigate exposure to identified risks.

Plans for future periods

The key objectives for the next financial year have been identified:

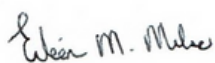
1. Establish Head to Toe as a recognised strategic service for CPFT and our community.
2. Increase our capacity to do more for our patients, staff and community.
3. Work in partnership across our region to extend and complement NHS care.

We will achieve our objectives, by:

- Developing a long-term strategy to build on the success of the charity to date.
- Focussing on strategic fund-raising from large, or multi-year grants we will increase our capacity to deliver strategic projects that directly address the needs of our patients – offering solutions to local health challenges and inequalities.
- Demonstrating the charity's value by sharing good news stories and feedback that evidence the impact Head to Toe initiatives have on the lives of our patients.
- Empowering staff to fund-raise for Head to Toe Charity, we will build recognition and ownership of Head to Toe as 'our' charity.

- Working with teams and services within CPFT to provide enhanced experiences for our patients and service users, through creativity, innovation and clinical practice.
- Reviewing the structure of the charity team; ensure we are equipped to support an increase in charity activity and long-term growth.
- Increasing income generation across all fund-raising portfolios.
- Sharing CPFT knowledge, expertise, and experience across a wider external network, focussing on Head to Toe key themes of wellbeing and fulfilment.
- Partnering with Addenbrooke's Charitable Trust and University of Cambridge Development colleagues to deliver the Cambridge Children's Hospital fund-raising campaign for £100m. We will use our regional knowledge and experience to inform the development of the public fund-raising campaign.
- Working with partner organisations, businesses, and funders to improve the experiences of our patients and wider community. We will collaborate to ensure a wider reach and impact for beneficiaries.
- Running and expanding our programme of fundraising events to promote to a wide range of existing and new audiences, whilst prioritising excellent supporter care, putting our donors at the heart of our fund-raising strategy.
- Providing accessible Head to Toe Charity initiatives, ensuring inclusive opportunities for involvement and project funding.

Approved by the Corporate Trustee on 24 January 2024, and signed on its behalf by:



Chair
Eileen Milner



Deputy Chief Executive
John Webster



Chief Finance Officer
Lauren Gable

Annual Accounts 2022-23



Foreword to the Financial Statements

The Charity's financial statements for the year ended 31 March 2023 have been prepared by the Corporate Trustee in accordance with the accounting policies set out in Note 1 to the financial statements and comply with the Charity's trust deed, the Charities Act 2011 and 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 published in October 2019.

The Head to Toe Charity is registered with the Charity Commission (registration number 1099485) and includes funds in respect of all the Cambridgeshire and Peterborough NHS Foundation Trust services.

The main purpose of the charitable funds held on trust is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by Cambridgeshire and Peterborough NHS Foundation Trust.

Statement of Financial activities for the year ended 31 March 2023

	Note	Unrestricted Funds 2022/23 £000	Restricted Funds 2022/23 £000	Total Funds 2022/23 £000	<i>Total Funds 2021/22 £000</i>
Income and endowments from:					
Donations	2	51	97	148	103
Investment Income	2	21	2	23	0
Total income		72	99	171	103
Expenditure on:					
Raising Funds	3	(4)	0	(4)	(4)
Charitable Activities	4	(170)	(123)	(293)	(175)
Total Expenditure		(174)	(123)	(297)	(179)
Net income/(expenditure) and net movement in funds		(102)	(24)	(126)	(76)
<i>Reconciliation of funds</i>					
Total funds brought forward		496	111	607	683
Total funds carried forward		394	87	481	607

All amounts are generated from continuing activities.

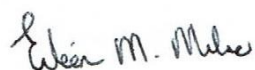
The notes on pages **22 to 28** form part of these financial statements.

Balance Sheet as at 31 March 2023

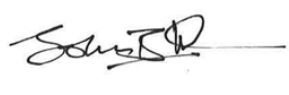
	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£000	£000	31 March 2023 £000	31 March 2022 Restated £000
Current Assets					
Trade Receivables	6	0	0	0	10
Cash at bank and in hand	13	7	32	39	628
Investments	12	425	55	480	0
Total current assets		432	87	519	638
Liabilities					
Trade and other Payables falling due within one year	7	(38)	0	(38)	(31)
Net Current Assets		394	87	481	607
The Funds of the Charity					
Unrestricted funds	10	394		394	497
Restricted funds	10		87	87	110
Total Charity Funds		394	87	481	607

The reason for the restatement of the opening balances was due to a restricted fund of £13k being incorrectly included in the unrestricted balance.

Approved by the Corporate Trustee on 24 January 2024, and signed on its behalf by



Chair
EILEEN MILNER



Deputy Chief Executive
JOHN WEBSTER



Chief Finance Officer
LAUREN GABLE

The notes on pages **22 to 28** form part of these financial statements.

Statement of Cash Flows
For the year ending 31 March 2023

	Note	Total Funds 2022/23 £000	Total Funds 2021/22 £000
Net cash used in operating activities	11	(130)	(95)
Net cash used in investment activities			
Acquisition of Investment		(500)	0
Proceeds from the sale of Investment		35	0
Interest from Investments		6	0
Change in cash and cash equivalents in the year		(589)	(95)
Cash and cash equivalents at the beginning of the year		628	723
Cash and cash equivalents at the end of the year	13	39	628

The notes on pages **22 to 28** form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act.

The trust constitutes a public benefit entity as defined by FRS 102.

The Corporate Trustee has prepared the financial statements on a going concern basis which it considers appropriate for the following reasons:

- The Charity operates in such a way that its charitable activities are limited to those only where it has sufficient funds to support those activities once the costs of administering the Charity have been removed.
- The Corporate Trustee has reviewed its cash flow forecasts for a period of 12 months from the date of approval of these financial statements and this indicates that the Charity has sufficient funds to meet its liabilities as they fall due for that period.
- The Corporate Trustee has also considered the impact of Covid-19 on the cash flow forecast and consider that based on how the charity operates, then even if no further funding is received in the 12 month period, the Charity has sufficient cash reserves to fund those activities.

1.2 Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the Corporate Trustee has considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. Due to the Charity undertaking a review of the funds held between Restricted and Unrestricted Funds, it was determined that a restatement of the 2020/21 comparative figures was required.

1.3 Income

- a All-incoming resources are included in full in the Statement of Financial Activities as soon as the following three factors can be met:
 - i entitlement - arises when there is control over the rights or other access to the resources, enabling the Charity to determine its future application
 - ii certainty - when it is virtually certain that the incoming resources will be received
 - iii measurement - when the monetary value of the incoming resources can be measured with sufficient reliability.

NOTES TO THE FINANCIAL STATEMENTS

b Legacies

Legacy gifts are recognised on a case-by-case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

c Interest and dividends

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank. Dividends (where applicable) are recognised once the dividend has been declared and notification has been received of the dividend due.

1.4 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 settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual's basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Resources expended on charitable activities comprise all the resources applied by the charity in undertaking its work to meet its charitable objectives and governance costs, as opposed to the cost of raising the funds to finance these activities. Charitable activities are all the resources expended by the Charity in the delivery of goods and services, including its programme and project work that is directed at the achievement of its charitable aims and objectives. Such costs include the direct costs of the charitable activities together with those support costs incurred that enable these activities to be undertaken.

Grants are only made to related or third - party NHS bodies and non-NHS bodies in furtherance of the charitable objects of the funds. A liability for such grants is recognised when approval has been given by the Corporate Trustee.

Governance costs include the costs of governance arrangements which relate to the general running of the Charity as opposed to the direct management functions inherent in generating funds, service delivery and programme or project work.

1.5 Structure of funds

Where there is a legal restriction on the purposes to which a fund may be put, the fund is classified in the financial statements as a restricted fund. Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. Other funds are classified as unrestricted funds, these are funds that are spent or applied at the discretion of the Corporate Trustee to further the Charity's purposes. Funds which are not legally restricted but which the Corporate Trustee has chosen to earmark for set purposes are classified as designated funds.

NOTES TO THE FINANCIAL STATEMENTS

1.6 Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.7 Cash at bank and in hand

Cash at bank and in hand are short-term, highly liquid investments that are readily convertible to known amounts of cash that are subject to an insignificant risk of changes in value.

1.8 Value Added Tax

Most of the activities of the Charity are outside the scope of VAT and, in general, output tax does not apply and input tax on purchases is not recoverable. Irrecoverable VAT is charged to the relevant expenditure category or included in the capitalised purchase cost of fixed assets. Where output tax is charged or input VAT is recoverable, the amounts are stated net of VAT.

1.9 Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. Support costs comprise the costs involved in the administration of the charity. The analysis of support and the basis of allocations are shown in Note 5.

1.10 Charitable activities

Costs of charitable activities include grants made, fundraising, governance costs and support costs.

1.11 Investment Policy

Investments are stated at market value as at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Investments of Head to Toe are managed by Churches, Charities and Local Authorities Fund Managers Ltd (CCLA), registered In England No. 8735639. CCLA are authorised and regulated by the Financial Conduct Authority.

The investment was approved by the CFMC in May 2022 and the investment was split into two funds. They were Charities Ethical Investment Funds Income Units with a value of £250,000 and the Charities Ethical Investment Fund Accumulation Units with a value of £250,000. Current value in the investment is shown under note 12.

NOTES TO THE FINANCIAL STATEMENTS

2 Income

	Unrestricted		Restricted		Total	
	22/23	21/22	22/23	21/22	22/23	21/22
	£000	£000	£000	£000	£000	£000
Donations	51	46	97	57	148	103
Investment Income	21	0	2	0	23	0
Totals	72	46	99	57	171	103

3 Raising Funds

	Unrestricted		Restricted		Total	
	22/23	21/22	22/23	21/22	22/23	21/22
	£'000	£000	£'000	£000	£'000	£000
Marketing and Publicity	4	4	0	0	4	4
Totals	4	4	0	0	4	4

4 Charitable activities

	Unrestricted		Restricted		Total	
	22/23	21/22	22/23	21/22	22/23	21/22
	£'000	£000	£'000	£000	£'000	£000
Patients welfare and amenities	22	19	42	21	64	40
Staff welfare and amenities	8	7	71	17	79	24
Support and governance costs	140	93	10	18	150	111
Totals	170	119	123	56	293	175

5 Analysis of support costs

	Total 2022/23 £'000	Total 2021/22 £'000	
Governance	17	6	Allocated on basis of fund value Coded directly to General Fund
Administration	133	105	
Totals	150	111	

Governance costs includes the fee payable to the independent examiner of £5,538 plus the overrun fee of £3,145 (2022: £5,775). These are exclusive of VAT.

6 Trade Receivables

	31 March 2023	31 March 2022
	£'000	£'000
Trade Receivables	0	10
	0	10

7 Trade Creditors and other payables: amounts falling due within one year

	31 March 2023 £'000	31 March 2022 £'000
Accruals	38	31
	38	31

The 2022/23 accruals includes monies owed to the Corporate Trustee plus Independent Examiner's fees.

8 Analysis of net assets between funds

	Unrestricted Funds £'000	Restricted Funds £'000	Total 31 March 2023 £'000	Total 31 March 2022 £'000
Current assets	432	87	519	638
Current liabilities	(38)	0	(38)	(31)
	394	87	481	607

9 Related party transactions

The Head to Toe Charity works closely with its related NHS Trust, Cambridgeshire and Peterborough NHS Foundation Trust.

During the year, the Charity had several material transactions with this organisation in furtherance of the objectives of the Charity totalling £293,000 (2022: £178,000), which includes administration charges. Other than these payments there have been no transactions between the Charity and the Corporate Trustee, these are recharges to cover payments made by the Corporate Trustee. At 31 March, Head to Toe owed the Corporate Trustee £7,053 (2022 £19,245).

NOTES TO THE FINANCIAL STATEMENTS

Board Members of the Cambridgeshire and Peterborough NHS Foundation Trust, the Corporate Trustee, and members of the Charitable Funds Management Committee ensure that the business of the Charity is dealt with separately from the associated Exchequer Funds for which they are also responsible.

Head to Toe has no direct employees. Staff who help run the Charity are employed by the Corporate Trustee, who recharge the Charity and is included in the transactions above.

Declarations of personal interest are made where appropriate, and these declarations pertaining to the Funds Held on Trust are available for public inspection by application through the Trust Secretary of the Cambridgeshire and Peterborough NHS Foundation Trust.

The Corporate Trustee did not pay expenses to any member of the Cambridgeshire and Peterborough NHS Foundation Trust Board of Directors nor to any member of the Charitable Funds Management Committee and members did not receive any honoraria or emoluments from charitable funds in the year.

The Chair (Julie Spence) of the Corporate Trustee is President of The Cambridgeshire Community Foundation Organisation but no donation was received this year (21/22 £7,000)

10 Outline Summary of fund movements

	Restated Balance at 31- March 2022	Income	Expenditure	Realised and Unrealised Gains	Balance at 31-March 2023
	£'000	£'000	£'000	£'000	£'000
Unrestricted Funds:					
Cambridgeshire and Peterborough NHS Foundation Trust	496	51	(174)	21	394
Total Unrestricted Funds	496	51	(174)	21	394
Restricted Funds:					
Cambridgeshire and Peterborough NHS Foundation Trust	111	97	(123)	2	87
Total Restricted Funds	111	97	(123)	2	87
TOTAL FUNDS	607	148	(297)	23	481

The reason for the restatement of the opening balances was due to a restricted fund of £13k being incorrectly included in the unrestricted balance.

NOTES TO THE FINANCIAL STATEMENTS

11 Reconciliation of net income/(expenditure) to net cash flow

	2022/23 £'000	2021/22 £'000
Net movement in funds	(126)	(75)
Add back Unrealised Gain	(15)	0
Add back Realised Gain	(6)	0
Decrease in debtors	10	(9)
Increase in creditors	(7)	(11)
Net cash used in operating activities	(130)	(95)
Cash flow from investment activities		
Acquisition of Investment	(500)	0
Proceeds from sale of investments	35	0
Interest from Investments	6	0
Net cash used in investing activities	(459)	0
Net cash used	(589)	(95)

12 Investment Activities

	Unrestricted Funds £'000	Restricted Funds £'000	Total 31 March 2023 £'000
Opening Balance	0	0	0
Additions	410	90	500
Sale of Investments	0	(35)	(35)
Unrealised Gain	15	0	15
	425	55	480

An investment with CCLA was undertaken in May 2022, any realised/unrealised gains or losses are taken directly to general fund as investment income and then distributed to unrestricted funds.

13 Analysis of cash and cash equivalents

	31 March 2023 £'000	31 March 2022 £'000
Cash and Cash in hand	39	628
Total cash and cash equivalents	39	628

14 Events after reporting period

There are no known events after the reporting period.

Independent Examiner's Report to the Trustees of Cambridgeshire and Peterborough NHS Foundation Trust Charitable Fund (Head to Toe)

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2023.

Responsibilities and Basis of Report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act'). You are satisfied that the accounts of the charity are not required by charity law to be audited and have chosen instead to have an independent examination.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the consolidated accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's Statement

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Use of this report

This report is in respect of an examination carried out under section 145 of the Charities Act 2011. This report is made solely to the charity's corporate trustee, as a body, in accordance with the regulations made under section 154 of the Charities Act 2011. My work has been

undertaken so that I might state to the charity'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 charity and the charity's trustee, as a body, for my work, for this report or for the opinions I have formed.

Azets Audit Services

Name: Laura Hinsley FCCA

Association of Certified Chartered Accountants

Azets Audit Services
6th Floor Bank House
8 Cherry Street
Birmingham
B2 5AL

Date: 29 January 2024

HEAD TO TOE CHARITY

England & Wales - Charity number 1099485

Accounts



HeadtoToe
charity

Cambridgeshire and Peterborough



NHS Foundation Trust

Annual Report and Financial Statements
Head to Toe Charity
Charity Number: 1099485

Year to 31 March 2022

Trust Headquarters, Elizabeth House, Fulbourn Hospital, Fulbourn, Cambridge CB21 5EF Tel: 01223 726789 Fax: 01480 398501

Annual Report and Financial Statements of the Head to Toe Charity

Statement of Corporate Trustee's Responsibilities

The Corporate Trustee is the Board of Cambridgeshire and Peterborough NHS Foundation Trust. The Corporate Trustee is responsible for:

- keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the funds held on trust and to enable them to ensure that the accounts comply with requirements in the Charities Act 2011 and those outlined in the directions issued by the Secretary of State.
- establishing and monitoring a system of internal control; and
- establishing arrangements for the prevention and detection of fraud and corruption.

The Corporate Trustee is required under the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008 to prepare financial statements which give a true and fair view of the financial position of the funds held on trust for each financial year. In preparing those financial statements, the Corporate Trustee is required to:

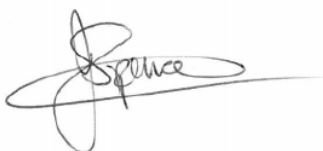
- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Corporate Trustee confirms that it has met the responsibilities set out above and complied with the requirements for preparing the financial statements. The financial statements set out on pages 14 to 23 attached have been compiled from and are in accordance with the financial records maintained by the Trustee.

As far as the Corporate Trustee is aware, there is no relevant audit information of which the charity's independent examiners are unaware.

The Board members of the Corporate Trustee have taken all the steps that ought to have been taken in order to make themselves aware of any relevant audit information and to establish that the Charity's Independent Examiner is aware of that information.

The financial statements on pages 13 to 26 were approved by the Trustee on 1 February 2023 and signed on its behalf by



Chair
JULIE SPENCE



Chief Executive
ANNA HILLS



Director of Finance
SCOTT HALDANE

INDEPENDENT EXAMINER'S REPORT TO THE CORPORATE TRUSTEE OF HEAD TO TOE CHARITY

I report to the Board of Cambridgeshire and Peterborough NHS Foundation Trust acting as the Corporate Trustee ("the Corporate Trustee") on my examination of the accounts of Head to Toe Charity ("the Charity") for the year ended 31 March 2022, which are set out on pages 13 to 26. This report is made solely to the Charity's Corporate Trustee, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Corporate Trustee 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 Charity's Corporate Trustee as a body, for my work, for this report, or for the statement I have made. Responsibilities and basis for report

As the Charity Corporate Trustee of the Head to Toe Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

DocuSigned by:

David Eagles

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David Eagles MA BFP FCA
For and on behalf of BDO LLP
16 The Havens
Ransomes Europark
Ipswich
Suffolk
IP3 9SJ

2 February 2023

Corporate Trustee's Annual Report

The Corporate Trustee presents the independently examined financial statements of the Head to Toe Charity for the financial year ended 31 March 2022.

Charity Registration

Head to Toe Charity is registered with the Charity Commission, and the registration number is 1099485. The name was changed in July 2017 and the previous name was Cambridgeshire Mental Health and Primary Care Trusts Charitable Fund.

The principal address of the charity is: Elizabeth House, Fulbourn Hospital, Cambridge CB21 5EF.

Structure, Governance and Management

The charitable trust constituted by the Trust Deed is administered and managed by the Corporate Trustee of the Charity which is the Cambridgeshire and Peterborough NHS Foundation Trust. The overall responsibility, therefore, rests collectively with the Board. The Board consists of a Chair and seven other Non-Executive Directors who are each appointed by the Council of Governors, together with a Chief Executive and five other Executive Directors. The table below represents those in post during 2021/22.

Directors during the financial year ended the 31 March 2022 and at the date the financial statements were approved were as follows:

Name	Title	Changes during 2021/22
Julie Spence OBE	Chair	
Julian Baust	Non-Executive Director	Term ended March 2022
Brian Benneyworth	Non-Executive Director	
Mike Hindmarch	Non-Executive Director	
Jo Lucas	Non-Executive Director	
Geoff Turrall	Non-Executive Director	
Karen Daber	Non-Executive Director	
Anna Hills	Chief Executive	Appointed April 2022
Dr Julie Hankin	Medical Director	Appointed April 2021
Rachel Gomm	Director of Nursing	Left April 2022
Scott Haldane	Director of Finance	
Stephen Legood	Director of People and Business Development	
Debbie Smith	Director of Operations	
Tracy Dowling	Chief Executive	Left December 2021
Prof. Ed Bullmore	Advisory Non-Executive Director	Appointed Oct 2021

The Charity has policies and procedures in place for the induction and training of the Board. This induction includes an introduction to the objectives, scope and policies of the charitable funds, Charity Commission information on Trustee Responsibilities and copies of the previous year's financial statements.

Throughout the year the Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) Board received and considered financial statements which had been prepared and reviewed by the sub-committee known as the Charitable Funds Management Committee, consisting of the Non-Executive Director who acts as Chair of the Committee, two other Non-Executive Directors and the Director of Finance and Director of People and Business Development from Cambridgeshire and Peterborough NHS Foundation Trust.

The Charity has identified and examined all major risks to which it is exposed, and systems have been established to mitigate these risks. Whilst it is difficult to evaluate the impact of Covid-19 on the Charity itself, it is mindful of the Covid-19 risk identified by the Corporate Trustee and the impact that it is likely to have across a range of areas including ongoing service provision.

Special Trusts

The following Special Trusts are registered with the Charity Commission:

Cambridgeshire and Peterborough NHS Foundation Trust Fund
Child Health Service Fund
Chapel, Fulbourn
Hospital at Home Service Fund

Advisers and Independent Examiner

The names and addresses of principal advisors during the year are as follows:

Natwest
250 Bishopsgate
London
EC2M 4AA

Mills & Reeve, Solicitors LLP
110 Hills Road
Cambridge
CB2 1PH

and the independent examiner is:

BDO LLP
16 The Havens
Ransomes Europark
Ipswich
Suffolk
IP3 9SJ

Objectives and Activities

Head to Toe is the NHS Charity for Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) supporting people of all ages receiving Mental Health, Community and Social Care across Cambridgeshire and Peterborough. The Charity works to enhance CPFT's ability to improve the health and well being of the people it serves and the staff who care for them by supporting projects over and above NHS funding.

The objective of Head to Toe Charity is for the Corporate Trustee to hold the funds upon trust to apply the income, and at its discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.

Statement on Public Benefit

The objectives and activities and achievement and performance sections of this report clearly set out the activities which the charity undertakes for the public benefit. The Corporate Trustee confirms that it has complied with the duty in section 17 (5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission in determining the activities undertaken by the Charity.

Charity Objectives & Activities

Head to Toe is the official charity of Cambridgeshire and Peterborough NHS Foundation Trust. We are proud to provide additional support and services that enhance the incredible work of our healthcare teams. Head to Toe supports staff to provide the very best care and experience for patients, with a mission to:

- Empower all members of our community to live fulfilling lives.
- Provide hope and support to those who need the specialist care of our NHS services.
- Raise awareness and understanding of physical and mental health conditions.

Working across Cambridgeshire and Peterborough, we invest in projects that our NHS staff and patients tell us they need, to help enhance their treatment. Thanks to the ongoing generosity of our supporters, fundraisers, local businesses, trusts and foundations, Head to Toe has been able to fund many projects to support patients, service users and staff throughout 2021/22.

This year we have worked with the Wright's Clock Trust Charity, Friends of Fulbourn, Ninja Theory, The Edge Social Enterprise Café, Chambers of Commerce, Cambridge Community Foundation, Cambridgeshire ACRE and many schools and colleges in the region.

Together our supporters have helped us set up over 120 projects. These projects range from music therapy programmes to memorial gardens, tablets for inpatients, and importantly, additional physiotherapy and wellbeing provision for our NHS staff.

Examples of Head to Toe projects

Senua Scholarship

Funded by Ninja Theory

A pioneering link-up between Cambridgeshire and Peterborough NHS Foundation Trust and game studio Ninja Theory has led to a student achieving his dream of becoming a peer support worker. Eddy Maile became the first recipient of Senua's Scholarship – set up by Ninja Theory after the award-winning Cambridge company worked with the Trust ahead of launching the worldwide hit *Hellblade: Senua's Sacrifice*. After completing his peer support training in the RCE Wellbeing Hub, the scholarship paid for Eddy to undertake some additional training - a Level 3 in Education and Training - and now he has landed a full-time job in the Recovery Coach Team at CPFT.



"This Senua scholarship has been a real honour. I want Recovery College East, Ninja Theory, Head To Toe and Hellblade fans to know how much I appreciate this wonderful opportunity they've given me to turn my life around. It has been an eventful few years and there were times it didn't seem possible that I'd make it through, but it's been the most formative time in my life and recovery journey. This Senua scholarship has allowed me to use my experiences to help others living with significant mental health challenges. The Senua scholarship is one of the best things that's happened for me. Thank you for believing in me."

Eddy Maile, Senua Scholar and CPFT Peer Support Tutor

Music Therapy for children and young people **Funded by Wright's Clock Land Charity**

Head to Toe received a grant from Wright's Clock Land Charity to support a Music Therapy project for children and adults receiving support at our specialist mental health wards at Fulbourn Hospital. Holistic therapies are fundamental to the wellbeing of our patients, with Head to Toe leading on providing this support across our services. Music therapy also reduces pressures on ward staff and provides a therapeutic creative outlet for staff, patients and carers. Music Therapists are delivering a range of one-to-one therapy and choir sessions. Patients have the opportunity to be part of a group and share and create moments and experiences together, empowered through singing.

"Staff noticed some change in the presentation of the patients attending music therapy, when asked for feedback they may say that they feel more relaxed after the session, or they have been able to release some built-up energy that they may have been bottled up inside them. Some patients also can become emotional hearing a certain song or piece of music and open up about their feelings a little bit more than on the ward."

Music Therapist

COVID Respite & Recovery grants **Funded by NHS Charities Together**

Through the COVID Respite and Recovery Grant received from NHS Charities Together, Head to Toe has been able to set up a range of projects focussed on supporting the long-term recovery of the trust and patients. This essential funding has enabled us to provide additional resource to our Volunteering Services team, who play a vital role in supporting CPFT services, staff and patients. The charity has also been involved in a range of hospital makeover projects including the Darwin Centre for Young People.



Graffiti artist Kyle Warwick created a series of stunning portraits in the courtyard of a specialist mental health in-patient unit for young people. In a project taking five days, Kyle painted images of actors Stephen Fry, Lady Gaga and Stormzy. The Darwin Centre offers assessment and treatment to young people, aged 13-17 experiencing psychiatric, emotional or psychological problems.

"Kyle was brilliant with the young people and made their vision really come alive. They were very clear that they want images of people who have spoken frankly about their own mental health. Having such brilliant designs will inspire the young people to achieve their goals while they are here and after they leave, and they will also help prompt many conversations between the young people and the staff because communication is so important here."

Louise Marks, Modern Matron at the Darwin Centre for Young People

The above examples are just a few of the many projects Head to Toe has supported over the last 12 months thanks to the generosity of our supporters. Others included a hospital makeover at the Children Development Centre in Peterborough which helps children and their families with a range of physical and mental health needs. The work included installing LED ceiling tiles to improve the experience for children and act as a distraction in clinical rooms during therapy sessions.

NHS Charities Together have also kindly provided a large grant to extend and enhance CPFT's Staff Wellbeing Service. This project has funded an additional Occupational Therapist to address the pressures on CPFT staff that have increased due to the COVID-19 pandemic.

Working alongside colleagues from CPFT Networks, which support staff from ethnic minorities and those with a disability or long-term condition, Head to Toe continues to fund projects which support marginalised groups, funding additional resource to support our Staff Networks.

Cambridge Children's Hospital

Head to Toe continues to partner with Addenbrookes Charitable Trust (ACT) and the University of Cambridge, on the philanthropic campaign to raise £100 million for the ground-breaking new Cambridge Children's Hospital. The campaign is currently in its private phase and has raised over 25% of the target.

In March, Cambridge City Council granted planning permission for the early designs and floorplans for the hospital and since then, design work on the internal elements of the hospital have continued with our children's network, staff, parents and design team. Work is continuing on the Outline Business Case which will be submitted to NHSE/I and the Department of Health.

Cambridge Children's Hospital has been the beneficiary charity at two events so far this year, the Festival of Suffolk Race Day and the Cambridgeshire County Day, where members of the team and the Children's Network met the Duke and Duchess of Cambridge. We have participated in other events including the Cambridge Festival and have a number of events coming up.

The Head to Toe Team

From left to right: Alex Gordon (Interim Charity Manager, alex.gordon@cpft.nhs.uk), Laura Semple (Events Fundraiser, laura.semple@cpft.nhs.uk), Tracey Southwell (Administration Officer, tracey.southwell@cpft.nhs.uk), Hannah Wysocki (Charity Manager, maternity leave).



Looking forward to 2022/23 Head to Toe will continue to grow the charity's profile across the region, focusing on developing our networks and growing our supporters, continuing to fundraise to support the wellbeing of patients and staff. We will work closely with healthcare teams, patients, and carers to understand where the need is and help to reduce health inequalities. Together we can help the NHS go further.

Corporate Trustee's Annual Report

Financial Review

Total incoming resources for the year were £103,000 compared with £224,000 for the previous year, of which 100% was from donations in 2021/22.

During the year, the Charity received from NHS Charities Together an amount of £23,000 which was a restricted fund. A further donation of £13,000 was received from the Wright's Clock Trust for music therapy, £7,000 was received from the Cambridgeshire Community Foundation Charity for the Richard's Music Therapy fund, along with a further £6,000 from the Eastern Counties Educational Trust for the same fund. We also received £5,000 from CDP Ltd and £10,000 is anticipated from Cambridgeshire Acre for the Wisbech Recovery College Project.

Expenditure for the year totalled £179,000 compared with £211,000 for the previous year, of which 22% was for the benefit of patients' welfare and amenities either directly or through contributions to the National Health Service, 13% was for the benefit of staff welfare and amenities, 2% raising funds for the Charity through marketing and publicity and 63% was for governance and support costs.

At 31 March 2022 restricted funds totalled £100,000 (2021: £96,000) (see note 2 and note 9) and unrestricted funds totalled £508,000 (2021: £587,000). The funds will be mainly used to support and improve patient services and to provide further comforts for patients that cannot be afforded through public funding.

Reserves Policy

The Corporate Trustee has a duty to manage the cash reserves of the Charity efficiently. This requires keeping cash held at the bank to a minimum and investing prudently. Charity reserves, as defined by the Charity Commission, are 'funds freely available for its general purpose' and this definition excludes investment assets.

The charitable funds management committee calculate the reserves as part of the charity's unrestricted funds that is freely available after taking account any designated funds that have been earmarked for specific projects. The total reserves currently stand at £508,000 and are calculated as follows:

Total Unrestricted Funds	£508,000
Less Funds for projects	<u>£ 0</u>
Total Reserves	<u>£ 508,000</u>

The minimum reserve requirement is calculated as follows

Requirement for charitable expenditure	£125,000
Funds committed to future charitable activity	<u>£ 0</u>
Total Reserve requirement	<u>£125,000</u>

The reserves held are currently above our target requirement.

The Corporate Trustee of the Charity is under a general legal duty to 'apply' (in practice this means 'expend') and not accumulate income. Charity Commission guidance on this issue determines that the income of a charity should be applied to specified purposes within a 'reasonable period of receipt' (currently 6 months to 2 years). Levels of future income flows are never guaranteed, and it is prudent to retain reserves that enable the Charity to continue to meet its regular commitments. Income may be retained beyond this 'reasonable period' if, in the considered opinion of the trustee, it is implementing an action necessary for the Charity to function properly i.e., the holding of specified income reserve balances.

Subject to the above it is the intention that the Charity will spend available funds generally over a 2 year period, but with a maximum of 3 years, and the Corporate Trustee will ensure that resources are maintained in a fashion that achieves this objective.

Relationship with Related Parties/External Bodies

The Head to Toe Charity works closely with its related NHS organisation, Cambridgeshire and Peterborough NHS Foundation Trust.

Many of its grants are provided to its related Trust and to individuals within this organisation. Staff within this organisation identify and advise the Head to Toe Charity on local priorities and support the Corporate Trustee (the Trust Board) in monitoring the use of the charitable funds.

The Head to Toe Charity maintains close links with staff and patients within the Trust and their hospitals and community. The strong relationship with members of staff is particularly valued and enables the charitable funds to be directed to ensure an effective contribution is made in support of these organisations.

Close links are also maintained with individual hospital voluntary organisations

Grant Making Policy

In making grants, the Trustee requires that the activity falls within the objects of the Charity and that the funds are available to meet the requirement.

Risk Management

The major risks to which the Charity is exposed have been identified and considered. They have been reviewed and systems established to mitigate those risks. As mentioned above the Corporate Trustee has identified a risk associated with Covid-19 and the impact it is likely to have across a range of areas including ongoing service provision. The Trustee is satisfied that systems are in place to mitigate exposure to identified risks.

Plans for Future Periods

The key objectives for the next financial year have been identified:

1. Embed Head to Toe at the heart of CPFT
2. Build a regional Head to Toe community
3. Partner with Addenbrookes Charitable Trust and the University of Cambridge to deliver the Cambridge Children's Hospital Campaign
4. Increase Fundraising opportunities with both Corporate and Non-Corporate entities

We will achieve our objectives, by:

- Working with teams and services across CPFT to provide enhanced experiences for our patients and service users – sharing the vision of Head to Toe as a facilitator of innovation and creativity to enhance NHS care.
- Introducing new fundraising initiatives including an external lottery and the dedicated 'Pennies from Heaven' payroll giving scheme for staff, to provide easier ways for our community to fundraise and to create opportunities to grow our supporter base and increase donor data.
- Working with Trust operational leads to identify key priorities for fundraising and potential appeals to create attractive proposals for funders.
- We will continue to run, and will expand our programme of fundraising events, to promote to a wide range of existing and new audiences, whilst prioritising excellent supporter care, putting our donors at the heart of our fundraising strategy.
- Building a Head to Toe and Voluntary Services identity, to give our volunteers a sense of community and belonging. With this, we will establish volunteering 'hubs' at key sites across Cambridgeshire and Peterborough to support the volunteers, CPFT services and Head to Toe activity, and will create dedicated volunteer roles within the Charity to support the delivery of our operational objectives.
- Developing a broad suite of case studies, to share our charitable aims and activity with a wide range of audiences across our region.
- Providing accessible Head to Toe Charity initiatives, ensuring inclusive opportunities for involvement and project funding.
- Using our expertise in mental health to support the Cambridge Children's Hospital campaign, ensuring that the mission of the partnership and ethos of integrating is embedded throughout the £100m fundraising campaign.

Approved by the Corporate Trustee on 1 February 2023 and signed on its behalf by



Chair
JULIE SPENCE



Chief Executive
ANNA HILLS



Director of Finance
SCOTT HALDANE

Foreword to the Financial Statements

The Charity's financial statements for the year ended 31 March 2022 have been prepared by the Corporate Trustee in accordance with the accounting policies set out in Note 1 to the financial statements and comply with the Charity's trust deed, the Charities Act 2011 and 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 published in October 2019.

The Head to Toe Charity is registered with the Charity Commission (registration number 1099485) and includes funds in respect of all the Cambridgeshire and Peterborough NHS Foundation Trust services.

The main purpose of the charitable funds held on trust is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by Cambridgeshire and Peterborough NHS Foundation Trust.

Statement of Financial activities for the year ended 31 March 2022

	Note	Unrestricted Funds 2021/22 £000	Restricted Funds 2021/22 £000	Total Funds 2021/22 £000	<i>Total Funds 2020/21 £000</i>
Income and endowments from:					
Donations	3	46	57	103	224
Total income		46	57	103	224
Expenditure on:					
Raising Funds	4	(4)	0	(4)	(12)
Charitable Activities	5	(119)	(56)	(175)	(199)
Total Expenditure		(123)	(56)	(179)	(211)
Net income/(expenditure) and net movement in funds		(77)	1	(76)	13
<i>Reconciliation of funds</i>					
Total funds brought forward		587	96	683	670
Total funds carried forward		510	97	607	683

All amounts are generated from continuing activities.

The notes on pages **16 to 26** form part of these financial statements.

Balance Sheet as at 31 March 2022

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds Restated*
		£000	£000	31 March 2022 £000	31 March 2021 £000
Current Assets					
Trade Receivables	7	0	10	10	0
Cash at bank and in hand	13	541	87	628	723
Total current assets		541	97	638	723
Liabilities					
Trade and other Payables falling due within one year	8	(31)	0	(31)	(40)
Net Current Assets		510	97	607	683
The Funds of the Charity					
Unrestricted funds	11	510		510	587
Restricted funds	11		97	97	96
Total Charity Funds		510	97	607	683

*See Note 2 for Restated

Approved by the Corporate Trustee on 1 February 2023 and signed on its behalf by



Chair
JULIE SPENCE



Chief Executive
ANNA HILLS



Director of Finance
SCOTT HALDANE

The notes on pages **16 to 26** form part of these financial statements.

Statement of Cash Flows

For the year ending 31 March 2022

	Note	Total Funds 2021/22 £000	Total Funds 2020/21 £000
Net cash used in operating activities	11	(95)	52
Change in cash and cash equivalents in the year		(95)	52
Cash and cash equivalents at the beginning of the year		723	671
Cash and cash equivalents at the end of the year	12	628	723

The notes on pages **16 to 26** form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act.

The trust constitutes a public benefit entity as defined by FRS 102.

The Corporate Trustee has prepared the financial statements on a going concern basis which it considers appropriate for the following reasons:

- The Charity operates in such a way that its charitable activities are limited to those only where it has sufficient funds to support those activities once the costs of administering the Charity have been removed.
- The Corporate Trustee has reviewed its cash flow forecasts for a period of 12 months from the date of approval of these financial statements and this indicates that the Charity has sufficient funds to meet its liabilities as they fall due for that period.
- The Corporate Trustee has also considered the impact of Covid-19 on the cash flow forecast and consider that based on how the charity operates, then even if no further funding is received in the 12 month period, the Charity has sufficient cash reserves to fund those activities.

1.2 Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the Corporate Trustee has considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. Due to the Charity undertaking a review of the funds held between Restricted and Unrestricted Funds, it was determined that a restatement of the 2020/21 comparative figures was required.

1.3 Income

- a All-incoming resources are included in full in the Statement of Financial Activities as soon as the following three factors can be met:
 - i entitlement - arises when there is control over the rights or other access to the resources, enabling the Charity to determine its future application
 - ii certainty - when it is virtually certain that the incoming resources will be received
 - iii measurement - when the monetary value of the incoming resources can be measured with sufficient reliability.

NOTES TO THE FINANCIAL STATEMENTS

b Legacies

Legacy gifts are recognised on a case-by-case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

c Interest and dividends

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank. Dividends (where applicable) are recognised once the dividend has been declared and notification has been received of the dividend due.

1.4 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 settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual's basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Resources expended on charitable activities comprise all the resources applied by the charity in undertaking its work to meet its charitable objectives and governance costs, as opposed to the cost of raising the funds to finance these activities. Charitable activities are all the resources expended by the Charity in the delivery of goods and services, including its programme and project work that is directed at the achievement of its charitable aims and objectives. Such costs include the direct costs of the charitable activities together with those support costs incurred that enable these activities to be undertaken.

Grants are only made to related or third - party NHS bodies and non-NHS bodies in furtherance of the charitable objects of the funds. A liability for such grants is recognised when approval has been given by the Corporate Trustee.

Governance costs include the costs of governance arrangements which relate to the general running of the Charity as opposed to the direct management functions inherent in generating funds, service delivery and programme or project work.

1.5 Structure of funds

Where there is a legal restriction on the purposes to which a fund may be put, the fund is classified in the financial statements as a restricted fund. Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. Other funds are classified as unrestricted funds, these are funds that are spent or applied at the discretion of the Corporate Trustee to further the Charity's purposes. Funds which are not legally restricted but which the Corporate Trustee has chosen to earmark for set purposes are classified as designated funds.

NOTES TO THE FINANCIAL STATEMENTS

1.6 Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.7 Cash at bank and in hand

Cash at bank and in hand are short-term, highly liquid investments that are readily convertible to known amounts of cash that are subject to an insignificant risk of changes in value.

1.8 Value Added Tax

Most of the activities of the Charity are outside the scope of VAT and, in general, output tax does not apply and input tax on purchases is not recoverable. Irrecoverable VAT is charged to the relevant expenditure category or included in the capitalised purchase cost of fixed assets. Where output tax is charged or input VAT is recoverable, the amounts are stated net of VAT.

1.9 Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. Support costs comprise the costs involved in the administration of the charity. The analysis of support and the basis of allocations are shown in Note 5.

1.10 Charitable activities

Costs of charitable activities include grants made, governance costs and support costs.

NOTES TO THE FINANCIAL STATEMENTS

2 Analysis of Financial Statements

The primary statements provide prior year comparatives in total; this note provides prior year comparatives for the Statement of Financial Activities (2a) and the Balance Sheet (2b) on the next pages for each type of fund that the Charity manages

2020/21 Prior Period Adjustment

In September 2022, the Charitable Funds Management Committee asked that a review be carried out on the Charity's classification of Restricted and Unrestricted funds. The review identified that historically most funds had been classified as restricted. However, when reviewing the funds it was ascertained that based on grant applications made and historical restrictions, only 4 funds in 2020/21 were deemed to be restricted with a further restricted fund identified in 2021/22. During 2020/21 there was net expenditure on the funds being reclassified of £ 66k resulting in a closing balance on these funds as at 31 March 2021 of £566k. As a result, the 2020/21 split in charity funds has been restated to decrease restricted funds by £566K and increase unrestricted funds by the same amount. The impact on the 2020/21 financial statements is set out below in Notes 2a and 2b. As a result, the prior year comparatives have been restated. There is no impact on the total of charity funds as at 31 March 2021 or 31 March 2022.

The Corporate Trustee when considering whether a fund should be restricted or unrestricted took into account the Head to Toe policy of spending funds within a 2 to 3 year period as mentioned earlier in the Annual report. Therefore, as the total expenditure of the funds has regularly exceeded the total income received in the last three years, it is reasonable for the Corporate Trustee to make the following working assumption when reviewing the funds:

- Income received by the charity more than 3 years ago has now been spent.
- The Corporate Trustee spent all the restricted and unrestricted income and had regard to any restrictions when spending (it did not set aside the restricted income, leaving it unspent).
- Therefore, in terms of current restricted funds the Corporate Trustee took into account, the substantial restricted funds received from NHS Charities Together which were likely to be spent over a two-year period and other restricted donations received in the last 3 years.

With the above in mind, all other funds were deemed to be unrestricted.

NOTES TO THE FINANCIAL STATEMENTS

2a Statement of Financial Activity for year ended 31 March 2021

	2020/21 Originally Reported			Adjustment			2020/21 Restated		
	Unrestricted Funds 2020/21 £000	Restricted Funds 2020/21 £000	Total Funds 2020/21 £000	Unrestricted Funds 2020/21 £000	Restricted Funds 2020/21 £000	Total Adjustment 2020/21 £000	Unrestricted Funds 2020/21 £000	Restricted Funds 2020/21 £000	Total Funds 2020/21 £000
Income and endowments from:									
Donations	0	224	224	50	-50	0	50	174	224
Total income	0	224	224	50	-50	0	50	174	224
Expenditure on:									
Raising Funds	0	-12	-12	-12	12	0	-12	0	-12
Charitable Activities	-1	-198	-199	-104	104	0	-105	-94	-199
Total Expenditure	-1	-210	-211	-116	116	0	-117	-94	-211
Net income/(expenditure) and net movement in funds	-1	14	13	-66	66	0	-67	80	13
<i>Reconciliation of funds</i>									
Total funds brought forward	22	648	670	632	-632	0	654	16	670
Total funds carried forward	21	662	683	566	-566	0	587	96	683

NOTES TO THE FINANCIAL STATEMENTS

2b Balance Sheet as at 31st March 2021

	2020/21 Originally Reported			Adjustment			2020/21 Restated		
	Unrestricted Funds	Restricted Funds	Total Funds 31 March 2021 £000	Unrestricted Funds £000	Restricted Funds £000	Total Adjustment 31 March 2021 £000	Unrestricted Funds £000	Restricted Funds £000	Total Funds 31 March 2021 £000
Current Assets									
Trade Receivables	0	0	0	0	0	0	0	0	0
Cash at bank and in hand	21	702	723	606	-606	0	627	96	723
Total current assets	21	702	723	606	-606	0	627	96	723
Liabilities									
Trade and other Payables falling due within one year	0	-40	-40	-40	40	0	-40	0	-40
Net Current Assets	21	662	683	-40	40	0	587	96	683
The Funds of the Charity									
Unrestricted funds	21		21	566		566	587		587
Restricted funds		662	662		-566	-566		96	96
Total Charity Funds	21	662	683	566	-566	0	587	96	683

NOTES TO THE FINANCIAL STATEMENTS

3 Income

	Unrestricted		Restricted		Total	
	21/22	Restated 20/21	21/22	Restated 20/21	21/22	Restated 20/21*
	£000	£000	£000	£000	£000	£000
Donations	46	50	57	174	103	224
Totals	46	50	57	174	103	224

*See Note 2 for 2020/21 Restatement of Restricted and Unrestricted Funds

4 Raising Funds

	Unrestricted		Restricted		Total	
	21/22 £'000	Restated 20/21 £000	21/22 £'000	Restated 20/21 £000	21/22 £'000	Restated 20/21* £000
Marketing and Publicity	4	12	0	0	4	12
Totals	4	12	0	0	4	12

*See Note 2 for 2020/21 Restatement of Restricted and Unrestricted Funds

5 Charitable Activities

	Unrestricted Funds 21/22 £'000	Restricted Funds 21/22 £'000	Total Funds 21/22 £'000
Patients welfare and amenities	19	21	40
Staff welfare and amenities	7	17	24
Support and governance costs	93	18	111
Totals	119	56	175

NOTES TO FINANCIAL STATEMENTS

5 Charitable Activities 2020/21 restated

	2020/21 Originally Reported			Adjustment			2020/21 Restated		
	Unrestricted Funds 20/21 £'000	Restricted Funds 20/21 £'000	Total Funds 20/21 £'000	Unrestricted Funds 20/21 £'000	Restricted Funds 20/21 £'000	Total Adjustment 20/21 £'000	Unrestricted Funds 20/21 £'000	Restricted Funds 20/21 £'000	Total Funds £'000
Patients welfare and amenities	0	62	62	13	-13	0	13	49	62
Staff welfare and amenities	1	33	34	2	-2	0	3	31	34
Support and governance costs	0	103	103	89	-89	0	89	14	103
Totals	1	198	199	104	-104	0	105	94	199

6 Analysis of support costs

	Total 2021/22 Unrestricted £'000	Total 2020/21 Unrestricted £'000	
Governance	6	6	Allocated on basis of fund value
Administration	105	97	Coded directly to General Fund
	111	103	

Governance costs are the fee payable to the independent examiner of £5,775 (2021: £5,500). These are exclusive of VAT.

7 Trade Receivables

	31 March 2022 £'000	31 March 2021 £'000
Trade Receivables	10	0
	10	0

The 2021/22 debtor relates income due from the Wisbech Recovery College Project.

NOTES TO THE FINANCIAL STATEMENTS

8 Trade Creditors and other payables: amounts falling due within one year

	31 March 2022	31 March 2021
	£'000	£'000
Accruals	31	40
	31	40

The 2021/22 accruals includes monies owed to the Corporate Trustee plus Independent Examiner's fees.

9 Analysis of net assets between funds

	Unrestricted	Restricted	Total	Total*
	Funds	Funds	31 March	31 March
	£'000	£'000	2022	2021
	£'000	£'000	£'000	£'000
Current assets	541	97	638	723
Current liabilities	(31)	0	(31)	(40)
	510	97	607	683

*See Note 2 for Restatement of Restricted and Unrestricted Funds

10 Related party transactions

The Head to Toe Charity works closely with its related NHS Trust, Cambridgeshire and Peterborough NHS Foundation Trust.

During the year, the Charity had several material transactions with this organisation in furtherance of the objectives of the Charity totalling £178,000 (2021: £211,000), which includes administration charges. Other than these payments there have been no transactions between the Charity and the Corporate Trustee, these are recharges to cover payments made by the Corporate Trustee. At 31 March, Head to Toe owed the Corporate Trustee £19,245 (2021 £24,492).

Board Members of the Cambridgeshire and Peterborough NHS Foundation Trust, the Corporate Trustee, and members of the Charitable Funds Management Committee ensure that the business of the Charity is dealt with separately from the associated Exchequer Funds for which they are also responsible.

Head to Toe has no direct employees. Staff who help run the Charity are employed by the Corporate Trustee, who recharge the Charity and is included in the transactions above.

Declarations of personal interest are made where appropriate, and these declarations pertaining to the Funds Held on Trust are available for public inspection by application through the Trust Secretary of the Cambridgeshire and Peterborough NHS Foundation Trust.

NOTES TO THE FINANCIAL STATEMENTS

The Corporate Trustee did not pay expenses to any member of the Cambridgeshire and Peterborough NHS Foundation Trust Board of Directors nor to any member of the Charitable Funds Management Committee and members did not receive any honoraria or emoluments from charitable funds in the year.

The Chair of the Corporate Trustee is President of The Cambridgeshire Community Foundation Organisation from which the Charity received a donation of £7,000

11 Outline Summary of fund movements

	Balance at 31- March 2021	Income	Expenditure	Realised and Unrealised Gains	Balance at 31-March 2022
	£'000	£'000	£'000	£'000	£'000
Unrestricted Funds:					
Cambridgeshire and Peterborough NHS Foundation Trust	587	46	(123)	0	510
Total Unrestricted Funds	587	46	(123)	0	510
Restricted Funds:					
Cambridgeshire and Peterborough NHS Foundation Trust	96	57	(56)	0	97
Total Restricted Funds	96	57	(56)	0	97
TOTAL FUNDS	683	103	(179)	0	607

12 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2021/22 £'000	2020/21 £'000
Net movement in funds	(75)	13
Deduct interest income shown in investing activities	0	0
(Increase)/decrease in debtors	(9)	11
Increase/(decrease) in creditors	(11)	28
Net cash used in operating activities	(95)	52

NOTES TO THE FINANCIAL STATEMENTS

13 Analysis of cash and cash equivalents

	31 March 2022 £'000	31 March 2021 £'000
Cash and Cash in hand	628	723
Total cash and cash equivalents	628	723

14 Events after reporting period

The Chief Executive of the Corporate Trustee was appointed in late April 2022. The Board of the Corporate Trustee approved in April 2022 to invest £500,000 of the Charity's Cash held at the bank to be invested into COIF investment funds.

HEAD TO TOE CHARITY

England & Wales - Charity number 1099485

Accounts



HeadtoToe
charity

Cambridgeshire and Peterborough



NHS Foundation Trust

Annual Report and Financial Statements
Head to Toe Charity
Charity Number: 1099485

Year to 31 March 2021

Trust Headquarters, Elizabeth House, Fulbourn Hospital, Fulbourn, Cambridge CB21 5EF Tel: 01223 726789 Fax: 01480 398501

Annual Report and Financial Statements of the Head to Toe Charity

Statement of Trustee's Responsibilities

The Trustee is responsible for:

- keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the funds held on trust and to enable them to ensure that the accounts comply with requirements in the Charities Act 2011 and those outlined in the directions issued by the Secretary of State.
- establishing and monitoring a system of internal control; and
- establishing arrangements for the prevention and detection of fraud and corruption.

The Trustee is required under the Charities Act 2011 and the National Health Service Act 2006 to prepare accounts for each financial year. The Secretary of State, with the approval of the Treasury, directs that these accounts give a true and fair view of the financial position of the funds held on trust, in accordance with the Charities Act 2011. In preparing those accounts, the Trustee is required to:

- apply on a consistent basis, accounting policies laid down by the Secretary of State with the approval of the Treasury
- make judgements and estimates which are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.

The Trustee confirms that it has met the responsibilities set out above and complied with the requirements for preparing the accounts. The financial statements set out on pages 14 to 23 attached have been compiled from and are in accordance with the financial records maintained by the Trustee. The financial statements are prepared in accordance with the following:

- as far as the Trustee is aware, there is no relevant audit information of which the charity's independent examiners are unaware
- the Trustee has taken all the steps that ought to have been taken as a Trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information
- the Trustee prepares the financial statements on the going concern basis, unless it is inappropriate to do so.

The financial statements on pages 14 to 23 were approved by the Trustee on and signed on its behalf by

Chair
JULIE SPENCE



Interim Chief Executive
SCOTT HALDANE





INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEAD TO TOE CHARITY

I report to the trustees on my examination of the accounts of Head to Toe Charity ('the charity') for the year ended 31 March 2021, which are set out on pages 14 to 23.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity'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 charity's trustees as a body, for my work, for this report, or for the statement I have made.

Responsibilities and basis for report

As the charity trustees of the Head to Toe Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

DocuSigned by:

Janine Combrinck

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Janine Combrinck
ICAEW member
BDO LLP
55 Baker Street
London
W1U 7EU

27 January 2022



Trustee's Annual Report

The Trustee presents the independently examined financial statements of the Head to Toe Charity for the financial year ended 31st March 2021.

Charity Registration

Head to Toe Charity is registered with the Charity Commission, and the registration number is 1099485. The name was changed in July 2017 and the previous name was Cambridgeshire Mental Health and Primary Care Trusts Charitable Fund.

In 2016, the Trustee agreed that a more proactive approach was required into expanding and diversifying charitable funds and agreed that transforming the existing fund structure into a fundraising charity was key to progressing this. In 2017 a Charity Manager was appointed with the initial objectives of establishing the foundations of a new fundraising organisation that needed to generate reliable income. The Charity Manager is managing the development and transition from a functional grant-making organisation to a responsive and proactive fundraising Charity.

The principal address of the charity is: Elizabeth House, Fulbourn Hospital, Cambridge CB21 5EF.

Structure, Governance and Management

The charitable trust constituted by the Trust Deed is administered and managed by the Trustee of the Charity which is the Cambridgeshire and Peterborough NHS Foundation Trust. The overall responsibility, therefore, rests collectively with the Board. The Board consists of a Chair and six other Non-Executive Directors who are each appointed by the Council of Governors, together with a Chief Executive and seven other Executive Directors, however not all the Executive Directors have voting rights. The table below represents those in post during 2020/21.

Directors during the financial year ended the 31 March 2021 and at the date the financial statements were approved were as follows:

Name	Title	Changes during 2020/21
Julie Spence OBE	Chair	
Julian Baust	Non-Executive Director	
Brian Benneyworth	Non-Executive Director	
Mike Hindmarch	Non-Executive Director	
Jo Lucas	Non-Executive Director	
Geoff Turrall	Non-Executive Director	
Karen Daber	Non-Executive Director	Appointed June 2020
Tracy Dowling	Chief Executive	Left December 2021
Kit Connick	Director of Corporate Affairs	Left March 2021
Dr Chess Denman	Medical Director	Retired May 2021
Julie Hankin	Medical Director	Appointed April 2021
Rachel Gomm	Director of Nursing	
Scott Haldane	Director of Finance	
Stephen Legood	Director of People and Business Development	
Gerard Newnham	Director of Transformation and Partnerships	Left March 2021
Debbie Smith	Director of Operations	

The Charity has policies and procedures in place for the induction and training of the Board. This induction includes an introduction to the objectives, scope and policies of the charitable funds, Charity Commission information on Trustee Responsibilities and copies of the previous year's financial statements.



Trustee's Annual Report

Throughout the year the Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) Board received and considered financial statements which had been prepared and reviewed by the sub-committee known as the Charitable Funds Management Committee, consisting of the Non-Executive Director who acts as Chair of the Committee, two other Non- Executive Directors and the Director of Finance from Cambridgeshire and Peterborough NHS Foundation Trust.

The Charity has identified and examined all major risks to which it is exposed, and systems have been established to mitigate these risks. Whilst it is difficult to evaluate the impact of Covid-19 on the Charity itself, it is mindful of the Covid-19 risk identified by the Corporate Trustee and the impact that it is likely to have across a range of areas including ongoing service provision.

Special Trusts

The following Special Trusts are registered with the Charity Commission:

Cambridgeshire and Peterborough NHS Foundation Trust Fund
Child Health Service Fund
Chapel, Fulbourn
Hospital at Home Service Fund

Advisers and Independent Examiners

The names and addresses of principal advisors during the year are as follows:

Natwest
250 Bishopsgate
London
EC2M 4AA

Mills & Reeve, Solicitors LLP
110 Hills Road
Cambridge
CB2 1PH

and the independent examiner is:

BDO LLP
55 Baker Street
London
W1U 7EU

Objectives and Activities

Head to Toe is the NHS Charity for Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) supporting people of all ages receiving Mental Health, Community and Social Care across Cambridgeshire and Peterborough. The Charity works to enhance CPFT's ability to improve the health and well being of the people it serves and the staff who care for them by supporting projects over and above NHS funding.

The objective of Head to Toe Charity is for the Trustee to hold the funds upon trust to apply the income, and at its discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.

Statement on Public Benefit

The objectives and activities and achievement and performance sections of this report clearly set out the activities which the charity undertakes for the public benefit. The Trustee confirms that it has complied with the duty in section 17 (5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission in determining the activities undertaken by the charity.

Trustee's Annual Report

Achievements and Performance

As Cambridgeshire and Peterborough NHS Foundation Trust's dedicated Charity, Head to Toe supports staff to provide the very best care and experience for patients, with a mission to:

- Empower all members of our community to live fulfilling lives.
- Provide hope and support to those who need the specialist care of our NHS services.
- Raise awareness and understanding of physical and mental health conditions.

Head to Toe focuses on improving the wellbeing and resilience of our local communities, ensuring that people have the tools, resources, and support to live well, regardless of their physical or mental health diagnosis.



Over the last 12 months, Head to Toe has played a significant part in CPFT's response to the Covid-19 pandemic.

Thanks to the generosity of Head to Toe supporters and fundraisers, and funding received from NHS Charities Together and Cambridgeshire Community Foundation, the Charity has been able to support patients, service users and staff throughout 2020/21.

Head to Toe has delivered over 200 projects as part of its Covid-19 Emergency Wellbeing Funding Programme, focused on improving the wellbeing of our community and helping to lessen the impact of the pandemic on our mental and physical health. From providing personalised therapeutic boxes to support patients through isolation, to funding activities on in-patient wards and creating wellbeing 'wobble' rooms for staff to reflect and seek respite during these challenging times.

Working alongside colleagues from CPFT Networks, which support staff from ethnic minorities and those with a disability or long-term condition, Head to Toe successfully secured £50,000 worth of funding for communities who have been disproportionately affected by Covid-19. This funding has enabled us to develop a wide-reaching agenda of training, events and continuing professional development opportunities for under-represented staff. The funding has also included facilitating a wide and inclusive programme of events for CPFT Black History Month celebrations, and the creation of a culturally diverse 'global food bank', to support our staff to access food and resources out of hours.

Head to Toe collaborates with a wide network of non-profit organisations and businesses across the county, strengthening our wellbeing offer to the local community, and increasing joint fundraising opportunities.

Collaborations this year have included working with the Samaritans, Dreamdrops Children's Charity, HomeStart Cambridgeshire and The Edge Social Enterprise Café.

The Charity continues to partner with Addenbrookes Charitable Trust (ACT) and the University of Cambridge, with the philanthropic campaign to raise £100 million for the ground-breaking new Cambridge Children's Hospital, planned for the Cambridge Biomedical Campus. Key milestones from the campaign this year include the development of the campaign brand and materials, and the campaign launch at a high-profile event in Spring 2021.

Head to Toe works alongside local event providers throughout the year, to offer a programme of local fundraising events for CPFT staff and supporters; these include the Cambridge Half Marathon, the London to Cambridge Bike Ride and the Fulbourn Park Run (recently launched on the Fulbourn Hospital Site). The Charity continues to strive to find new and innovative ways for fundraisers to get involved and show support, with additional fundraising completed through virtual events throughout the year, including through the inaugural 'Head, Shoulders, Knees and Toes' multi-challenge event.

During 2021/22 Head to Toe is continuing to grow the Charity's profile across the region, working closely with CPFT's Voluntary Services, focusing on developing local networks, growing our database of regular donors, supporting a diverse range of wellbeing programmes and initiatives, and continuing to develop the fundraising campaign to support the new pioneering Children's Hospital.

Head to Toe will continue to fundraise to support CPFT's response to Covid-19, with the next stage of the funding programme focusing on delivering respite and supporting recovery across the Trust. The Charity will continue to prioritise the wellbeing of staff and patients, encouraging better access to services (both physically and virtually) and will continue to address our regional health inequalities.



Examples of projects we have funded this year

Schwartz Rounds

Head to Toe continues to fund the training and facilitation for the Schwartz Rounds, across CPFT. Schwartz Rounds provide a specialist, structured forum for healthcare staff (both clinical and non-clinical) to come together to discuss the emotional aspects of their work. This support has been vital for CPFT staff, who have been managing the impact of working through a pandemic. Head to Toe funding has increased the number of staff facilitators, allowing virtual sessions to run more regularly and reach more staff. Thanks to this funding, the team now includes representation from across the breadth of CPFT services, which is reflected in the more diverse audience attending sessions as a result.

"I'd like to say a big thank you to Head to Toe Charity for continuing to support Schwartz Rounds at CPFT. In the 2 years that we have been running these, we have gathered momentum and we are now seeing about 65 staff a month join us for our virtual Schwartz Round sessions. Additionally, we have delivered Team Time sessions to 18 teams to date, which has involved over 200 staff."

Schwartz Rounds continue to be a supportive space for staff to reflect to the challenges of the work we do, and this has never been more relevant than it is during the pandemic. I am pleased that we are able to offer this for our staff."

Dr Anna Forrest, Consultant Clinical Psychologist/ Professional lead for Psychology



Self-help mental health resources

The CPFT Liaison and Diversion team is a specialist service that provides support for people with mental health challenges or vulnerabilities who get caught up in the criminal justice system, or who are referred by the Police. The team help and empower individuals to access the health and social care services they need to live safely and overcome their challenges.

The team provide mental health sessions as part of a court order, however, often find that many of their clients are unsure of how to proactively manage their mental health after their sessions finish. To help with this, and to empower clients to continue to progress, Head to Toe funded a special end of treatment self-help booklet, specifically created by the team to provide help and information to support self-management for wellbeing; to signpost to available support within the community and to help with clients' long-term journey.

"I'm so grateful for Head to Toe's support and have had two projects funded by them now. They have made small changes with big impact for clients possible and I'm not sure how this would have been achieved otherwise. Thank you!"

Lucy Desborough, Assistant Psychologist – Liaison and Diversion Service

Supporting physical recovery through technology and innovation

During the pandemic, teams across CPFT had to reduce their face to face contact with patients to keep them safe. For our Physiotherapy Teams, this increased the need for safe and effective ways of delivering virtual sessions, vital for patient's recovery. Head to Toe provided funding for the Physiotherapy department to subscribe to a new online physiotherapy exercise programme software, which allowed the team to develop personalised exercise programmes detailed drawings and descriptions that could then be sent directly to patients, who could log into (via email, or more accessible text message) their individualised recovery programme. This has been vital in supporting patients, who would have lost out on this aspect of their healthcare journey otherwise and has helped provide an accessible and engaging platform for our clinicians to best support them in delivering care.

Recording equipment for Music Therapy

With more patients and service users demonstrating an interest in expressing themselves through music, Head to Toe supported the Arts Therapy team and Music Therapists to develop a suite of musical technology and recording equipment to allow patients to create their own songs and share them with peers, friends, and family. The recordings helped to increase the sense of contact and belonging with others (especially throughout lockdown and periods of isolation), giving patients a sense of being heard, achievement and empowerment.

This project also supported a staff and patient choir, which helped all involved at CPFT relate and bond with one another through the pandemic.

"Having the Christmas choir and being able to record our music has been a light in a difficult place and time for the ward. It moved the focus from illness and fear to hope and having fun. It also showcased the talents that people have and improved confidence. Several people gave their recordings to their family who were also able to share in the joy of the Christmas carols made especially purposeful by hearing their loved ones' voices on the CD. Thanks to Head to Toe for making this possible."

CPFT Staff Member

Resource banks for vulnerable families

CPFT community Health Visitors and School Nurses have seen the impact of the last year on the families they support first-hand – especially across the northwest of Cambridgeshire, Peterborough and in some of the region's rural areas, where there is a large mixed community of private and social housing, inner city and rural deprivation and isolation. To provide support to their most vulnerable families, the team asked Head to Toe to fund a resource bank project, to be able to provide essentials and necessary goods to those who were unable to access them due to demand, or cost. From baby clothes, nappies, and sterilising units, to toiletries, maternity supplies and isolation activities for siblings in lockdown, the team were able to have a supply of essential items to distribute at their continuing face-to-face appointments. Head to Toe were then delighted to partner with several local organisations and supermarkets, who provided additional resources to respond to the demand of this project.

"The current situation with COVID-19 has had a massive impact on the whole of our community... Those that were just about managing have been through into poverty, and those already in poverty are increasingly so. These resources have made an enormous difference to some of our most needy families, and we cannot thank Head to Toe enough for their support with this project throughout the last year; we would like to acknowledge the huge impact this has made on families who are in crisis"

Tania Boreham, Team Manager North (Peterborough) and Rural – Health Visitors

Supporting CPFT Staff Networks

Working alongside colleagues from CPFT Networks, which support staff from Ethnic Minorities and those with a disability or long-term condition, Head to Toe successfully secured £50,000 worth of dedicated funding from NHS Charities Together, for communities who have been disproportionately affected by Covid-19. This funding has enabled us to develop a wide-reaching agenda of training, events and continuing professional development opportunities for under-represented staff and patients.

The funding has also included facilitating a wide and inclusive programme of events for CPFT Black History Month celebrations, and the creation of a culturally diverse 'global food bank', to support our staff to access food and resources out of hours. Projects include:

- Equality, Diversity, and Inclusion Staff Library
- Virtual Black History Month Celebrations
- Global Food Bank for staff and patients
- Support for International Staff Members

"It was fantastic to see different staff across CPFT engage and participate in the Black History Month events, which offered a chance for staff to tell stories of their day-to-day reality, taste cultural food and listen to black inspirational speakers. We were very thankful to receive this funding from Head to Toe and NHS Charities Together and have the support from our staff networks and allies. We hope events such as this will continue to open up conversations, give an insight and learning to people about history and issues faced by black people."

Neema Young, Chair – CPFT Ethnic Minority Network

Trustee's Annual Report

Financial Review

Total incoming resources for the year totalled £224,000 compared with £184,000 for the previous year, of which 100% was from donations in 2020/21. There is an overall increase in income of £40,000 from 2019/20.

During the year, the Trust received from NHS Charities Together an amount of £122,500 which was a restricted fund and a further £5,000 from Cambridgeshire Community Foundation.

However, the Charity in 2020/21 was advised that it would no longer receive the £100,000 donation towards the Night Sitting Service in Peterborough that it had received from Hospital at Home in 2019/20.

Expenditure for the year totalled £211,000 compared with £208,000 for the previous year, of which 35% was for the benefit of patients' welfare and amenities either directly or through contributions to the National Health Service, 16% was for the benefit of staff welfare and amenities, 6% raising funds for the Charity through marketing and publicity and 44% was for governance and support costs.

At 31 March 2021 restricted funds totalled £662,000 (2020: £648,000) (see note 10) and unrestricted funds totalled £21,000 (2020: £22,000). The funds will be mainly used to support and improve patient services and to provide further comforts for patients that cannot be afforded through public funding.



£213,000
raised in 2020/21



£122,500 Received in
grants from NHS
Charities Together



50/50 Focus on ensuring
the wellbeing of
staff/patients

Reserves Policy

The Trustee has a duty to manage the cash reserves of the Charity efficiently. This requires keeping cash held at the bank to a minimum and investing prudently. Charity reserves, as defined by the Charity Commission, are 'funds freely available for its general purpose' and this definition excludes investment assets.

The Trustee of the Charity is under a general legal duty to 'apply' (in practice this means 'expend') and not accumulate income. Charity Commission guidance on this issue determines that the income of a charity should be applied to specified purposes within a 'reasonable period of receipt' (currently 6 months to 2 years). Levels of future income flows are never guaranteed, and it is prudent to retain reserves that enable the Charity to continue to meet its regular commitments. Income may be retained beyond this 'reasonable period' if, in the considered opinion of the trustee, it is implementing an action necessary for the Charity to function properly i.e., the holding of specified income reserve balances.

Subject to the above it is the intention that the Charity will spend available funds generally over a 2 year period, but with a maximum of 3 years and the Trustee will ensure that resources are maintained in a fashion that achieves this objective.

Relationship with Related Parties/External Bodies

The Head to Toe Charity works closely with its related NHS organisation, Cambridgeshire and Peterborough NHS Foundation Trust.

Many of its grants are provided to its related Trust and to individuals within this organisation. Staff within this organisation identify and advise the Head to Toe Charity on local priorities and support the corporate Trustee (the Trust Board) in monitoring the use of the charitable funds.



The Head to Toe Charity maintains close links with staff and patients within the Trust and their hospitals and community. The strong relationship with members of staff is particularly valued and enables the charitable funds to be directed to ensure an effective contribution is made in support of these organisations.

Close links are also maintained with individual hospital voluntary organisations

Grant Making Policy

In making grants, the Trustee requires that the activity falls within the objects of the Charity and that the funds are available to meet the requirement.

Risk Management

The major risks to which the Charity is exposed have been identified and considered. They have been reviewed and systems established to mitigate those risks. As mentioned above the Corporate Trustee has identified a risk associated with Covid-19 and the impact it is likely to have across a range of areas including ongoing service provision. The Trustee is satisfied that systems are in place to mitigate exposure to identified risks.

Plans for Future Periods

The key objectives for the next financial year have been identified:

1. Embed Head to Toe at the heart of CPFT
2. Build a regional Head to Toe community
3. Partner with Addenbrookes Charitable Trust and the University of Cambridge to deliver the Cambridge Children's Hospital Campaign
4. Increase Fundraising opportunities with both Corporate and Non-Corporate entities

We will achieve our objectives, by:

- Working with teams and services across CPFT to provide enhanced experiences for our patients and service users – sharing the vision of Head to Toe as a facilitator of innovation and creativity to enhance NHS care.
- Introducing new fundraising initiatives including an external lottery and the dedicated 'Pennies from Heaven' payroll giving scheme for staff, to provide easier ways for our community to fundraise and to create opportunities to grow our supporter base and increase donor data.
- Working with Trust operational leads to identify key priorities for fundraising and potential appeals to create attractive proposals for funders.
- We will continue to run, and will expand our programme of fundraising events, to promote to a wide range of existing and new audiences, whilst prioritising excellent supporter care, putting our donors at the heart of our fundraising strategy.
- Building a Head to Toe and Voluntary Services identity, to give our volunteers a sense of community and belonging. With this, we will establish volunteering 'hubs' at key sites across Cambridgeshire and Peterborough to support the volunteers, CPFT services and Head to Toe activity, and will create dedicated volunteer roles within the Charity to support the delivery of our operational objectives.
- Developing a broad suite of case studies, to share our charitable aims and activity with a wide range of audiences across our region.
- Providing accessible Head to Toe Charity initiatives, ensuring inclusive opportunities for involvement and project funding.

- Using our expertise in mental health to support the Cambridge Children's Hospital campaign, ensuring that the mission of the partnership and ethos of integrating is embedded throughout the £100m fundraising campaign.

Approved by the Trustee on

and signed on its behalf by

Chair
JULIE SPENCE



Interim Chief Executive
SCOTT HALDANE





Foreword to the Financial Statements

The Charity's financial statements for the year ended 31 March 2021 have been prepared by the Trustee in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and 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 published in October 2019.

The Head to Toe Charity (formerly Cambridgeshire Mental Health and Primary Care Trusts Charitable Fund) is registered with the Charity Commission (registration number 1099485) and includes funds in respect of all the Cambridgeshire and Peterborough NHS Foundation Trust (formerly Cambridgeshire and Peterborough Mental Health Partnership NHS Trust) services.

The main purpose of the charitable funds held on trust is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by Cambridgeshire and Peterborough NHS Foundation Trust.



Statement of Financial activities for the year ended 31 March 2021

	Note	Unrestricted Funds	Restricted Funds	Total Funds	<i>Total Funds</i>
		2020/21 £000	2020/21 £000	2020/21 £000	2019/20 £000
Income and endowments from:					
Donations	2	0	224	224	180
Other income	2	0	0	0	2
Investment income	11	0	0	0	2
Total income		0	224	224	184
Expenditure on:					
Raising Funds	3	0	(12)	(12)	(32)
Charitable Activities	4	(1)	(198)	(199)	(176)
Total Expenditure		(1)	(210)	(211)	(208)
Net income/(expenditure) and net movement in funds		(1)	14	13	(24)
<i>Reconciliation of funds</i>					
Total funds brought forward		22	648	670	694
Total funds carried forward		21	662	683	670

All amounts are generated from continuing activities.

The notes on pages **17 to 23** form part of these financial statements.



Balance Sheet as at 31 March 2021

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£000	£000	31 st March 2021 £000	31 st March 2020 £000
Current Assets					
Trade Receivables	6	0	0	0	11
Cash at bank and in hand	13	21	702	723	671
Total current assets		21	702	723	682
Liabilities					
Trade and other Payables falling due within one year	7	0	(40)	(40)	(12)
Net Current Assets		21	662	683	670
Total Net Assets		21	662	683	670
The Funds of the Charity					
Unrestricted funds	10	21		21	22
Restricted funds	10		662	662	648
Total Charity Funds		21	662	683	670

Approved by the Trustee on

and signed on its behalf by

Chair
JULIE SPENCE



Interim Chief Executive
SCOTT HALDANE



The notes on pages **17 to 23** form part of these financial statements.



Statement of Cash Flows For the year ending 31 March 2021

	Note	Total Funds 2020/21 £000	Total Funds 2019/20 £000
Net cash used in operating activities	10	52	(21)
Cash flows from investing activities:			
Interest	11	0	1
Net cash provided by investing activities		0	1
Change in cash and cash equivalents in the year		52	(20)
Cash and cash equivalents at the beginning of the year		671	691
Cash and cash equivalents at the end of the year	13	723	671

The notes on pages **17 to 23** form part of these financial statements.



NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act.

The trust constitutes a public benefit entity as defined by FRS 102.

The Trustee has prepared the financial statements on a going concern basis which it considers appropriate for the following reasons:

- The Charity operates in such a way that its charitable activities are limited to those only where it has sufficient funds to support those activities once the costs of administering the charity have been removed.
- The Trustee has reviewed its cash flow forecasts for a period of 12 months from the date of approval of these financial statements and this indicates that the Charity has sufficient funds to meet its liabilities as they fall due for that period.
- The Trustee has also considered the impact of Covid-19 on the cash flow forecast and consider that based on how the charity operates, then even if no further funding is received in the 12 month period, the charity has sufficient cash reserves to fund those activities.

1.2 Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the Trustee has considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

1.3 Income

- a All incoming resources are included in full in the Statement of Financial Activities as soon as the following three factors can be met:
 - i entitlement - arises when there is control over the rights or other access to the resources, enabling the charity to determine its future application
 - ii certainty - when it is virtually certain that the incoming resources will be received
 - iii measurement - when the monetary value of the incoming resources can be measured with sufficient reliability.



NOTES TO THE FINANCIAL STATEMENTS

b Legacies

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

c Interest and dividends

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends (where applicable) are recognised once the dividend has been declared and notification has been received of the dividend due.

1.4 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 settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual's basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Resources expended on charitable activities comprise all the resources applied by the charity in undertaking its work to meet its charitable objectives and governance costs, as opposed to the cost of raising the funds to finance these activities. Charitable activities are all the resources expended by the Charity in the delivery of goods and services, including its programme and project work that is directed at the achievement of its charitable aims and objectives. Such costs include the direct costs of the charitable activities together with those support costs incurred that enable these activities to be undertaken.

Grants are only made to related or third - party NHS bodies and non-NHS bodies in furtherance of the charitable objects of the funds. A liability for such grants is recognised when approval has been given by the Trustee.

Governance costs include the costs of governance arrangements which relate to the general running of the Charity as opposed to the direct management functions inherent in generating funds, service delivery and programme or project work.

1.5 Structure of funds

Where there is a legal restriction on the purposes to which a fund may be put, the fund is classified in the financial statements as a restricted fund. Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. Other funds are classified as unrestricted funds, these are funds that are spent or applied at the discretion of the trustees to further the charity's purposes. Funds which are not legally restricted but which the Trustee has chosen to earmark for set purposes are classified as designated funds.



NOTES TO THE FINANCIAL STATEMENTS

1.6 Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.7 Cash at bank and in hand

Cash at bank and in hand are short-term, highly liquid investments that are readily convertible to known amounts of cash that are subject to an insignificant risk of changes in value.

1.8 Value Added Tax

Most of the activities of the Charity are outside the scope of VAT and, in general, output tax does not apply and input tax on purchases is not recoverable. Irrecoverable VAT is charged to the relevant expenditure category or included in the capitalised purchase cost of fixed assets. Where output tax is charged or input VAT is recoverable, the amounts are stated net of VAT.

1.9 Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. Support costs comprise the costs involved in the administration of the charity. They are apportioned based on the average monthly fund balances.

1.10 Charitable activities

Costs of charitable activities include grants made, governance costs and an apportionment of support costs.



NOTES TO THE FINANCIAL STATEMENTS

2 Income

	Unrestricted		Restricted		Total	
	20/21 £000	19/20 £000	20/21 £000	19/20 £000	20/21 £000	19/20 £000
Donations	0	3	224	177	224	180
Other income	0	0	0	2	0	2
Totals	0	3	224	179	224	182

3 Raising Funds

	Unrestricted		Restricted		Total	
	20/21 £'000	19/20 £000	20/21 £'000	19/20 £000	20/21 £'000	19/20 £000
Marketing and Publicity	0	0	12	32	12	32
Totals	0	0	12	32	12	32

4 Charitable activities

	Unrestricted		Restricted		Total	
	20/21 £'000	19/20 £000	20/21 £'000	19/20 £000	20/21 £'000	19/20 £000
Patients welfare and amenities	0	1	62	15	62	16
Contribution to NHS towards patient welfare and amenities*	0	0	0	100	0	100
Staff welfare and amenities	1	0	33	3	34	3
Support and governance costs	0	0	103	57	103	57
Totals	1	1	198	175	199	176

*This relates to the Hospital at Home Out of Hours Service which is provided by Cambridgeshire and Peterborough NHS Foundation Trust. This funding ended 31st March 2020.



NOTES TO THE FINANCIAL STATEMENTS

5 Analysis of support costs

	Total 2020/21	Total 2019/20	Basis of allocation
	£'000	£'000	
Governance	6	5	Average monthly fund balance
Administration	97	52	Average monthly fund balance
	103	57	

Governance costs are the fee payable to the independent examiner of £5,500 (2019: £5,000).

6 Trade Receivables

	31 st March 2021	31 st March 2020
	£'000	£'000
Trade Receivables	0	11
	0	11

The 2019/20 debtor relates to the final balance due from the closure of the Barclays Bank Account.

7 Trade Creditors and other payables: amounts falling due within one year

	31 st March 2021	31 st March 2020
	£'000	£'000
Accruals	40	12
	40	12

The 2020/21 accruals includes monies owed to the Corporate Trustee plus independent examiner fees.

8 Analysis of net assets between funds

	Unrestricted	Restricted	Total	Total
	Funds	Funds	31 March 2021	31 March 2020
	£'000	£'000	£'000	£'000
Current assets	21	702	723	682
Current liabilities	0	(40)	(40)	(12)
	21	662	683	670



NOTES TO THE FINANCIAL STATEMENTS

9 Related party transactions

The Head to Toe Charity works closely with its related NHS Trust, Cambridgeshire and Peterborough NHS Foundation Trust.

During the year, the Charity had several material transactions with this organisation in furtherance of the objectives of the charity totalling £211,000 (2020: £203,000), which includes administration charges. Other than these payments there have been no transactions between the Charity and the Corporate Trustee, these are recharges to cover payments made by the Corporate Trustee. At the 31 March, Head to Toe owed the Corporate Trustee £24,492 (2020 £6,379).

Board Members of the Cambridgeshire and Peterborough NHS Foundation Trust, the Corporate Trustee and members of the Charitable Funds Management Committee ensure that the business of the charity is dealt with separately from the associated Exchequer Funds for which they are also responsible.

Head to Toe has no employees.

Declarations of personal interest are made where appropriate, and these declarations pertaining to the Funds Held on Trust are available for public inspection by application through the Trust Secretary of the Cambridgeshire and Peterborough NHS Foundation Trust.

The Corporate Trustee did not pay expenses to any member of the Cambridgeshire and Peterborough NHS Foundation Trust Board of Directors nor to any member of the Charitable Funds Management Committee and members did not receive any honoraria or emoluments from charitable funds in the year.

10 Outline Summary of fund movements

	Balance at 31-Mar 2020	Income	Expenditure	Realised and Unrealised Gains	Balance at 31-Mar 2021
	£'000	£'000	£'000	£'000	£'000
Unrestricted Funds:					
Cambridgeshire and Peterborough NHS Foundation Trust	22	0	(1)	0	21
Total Unrestricted Funds	22	0	(1)	0	21
Restricted Funds:					
Cambridgeshire and Peterborough NHS Foundation Trust	648	224	(210)	0	662
Total Restricted Funds	648	224	(210)	0	662



TOTAL FUNDS	670	224	(211)	0	683
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NOTES TO THE FINANCIAL STATEMENTS

11 Investment Income

	Unrestricted		Restricted		Total	
	20/21	19/20	20/21	19/20	20/21	19/20
	£'000	£000	£'000	£000	£'000	£000
Deposit account interest	0	0	0	2	0	2
Totals	0	0	0	2	0	2

Current Interest rate on cash balances held in the Charity Bank Account is 0%

12 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2020/21 £'000	2019/20 £'000
Net movement in funds	13	(27)
Deduct interest income shown in investing activities	0	1
Decrease in debtors	11	10
Increase/(decrease) in creditors	28	(5)
Net cash used in operating activities	52	(21)

13 Analysis of cash and cash equivalents

	31 st March 2021 £'000	31 st March 2020 £'000
Cash and Cash in hand	723	671
Total cash and cash equivalents	723	671

14 Events after reporting period

The Medical Director retired in May 2021 with their replacement being appointed April 2021, and the Chief Executive of the Corporate Trustee left in December 2021.