

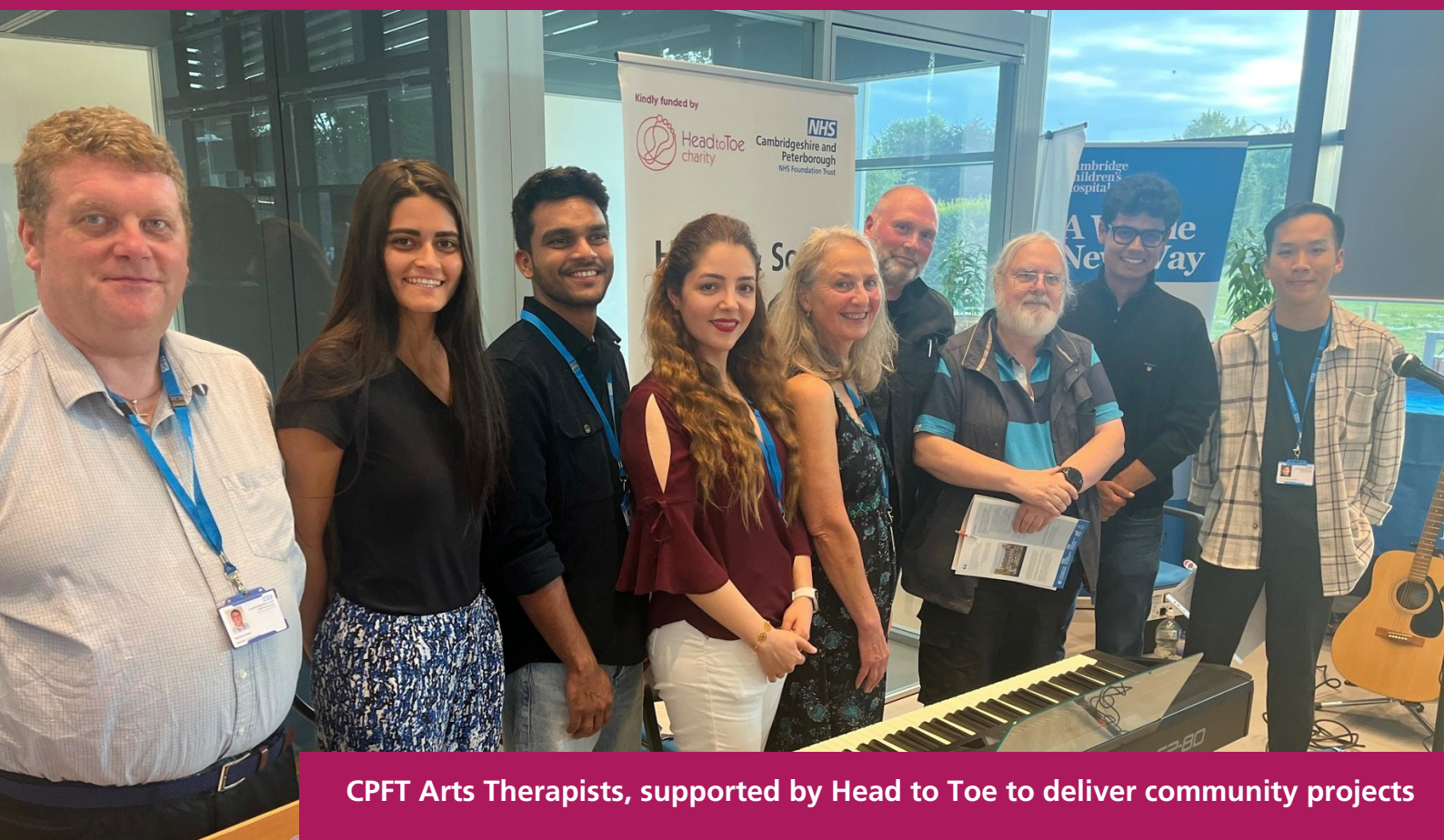


Head to Toe charity

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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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.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](https://twitter.com/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.

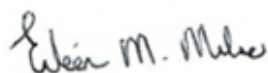
The Corporate Trustee is required under the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008 to prepare financial statements which give a true and fair view of the financial position of the funds held on trust for each financial year. In preparing those financial statements,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

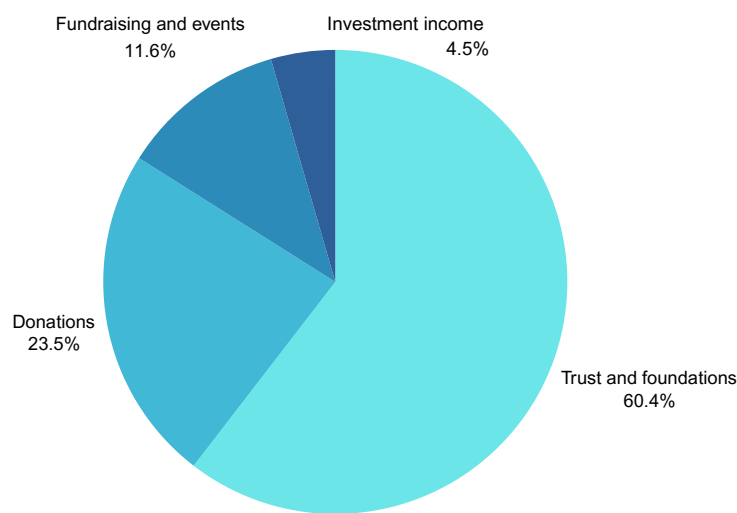
The objectives and activities and achievement and performance sections of this report clearly set out the activities which the charity undertakes for the public benefit. The Corporate Trustee confirms that it has complied with the duty in section 17 (5) of the Charities Act 2011 to have due regard to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

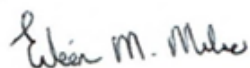
To achieve these objectives, we will:

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

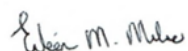
All amounts are generated from continuing activities.

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