

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2023
FOR

HEADWAY SOUTH STAFFORDSHIRE
Registered Charity Number: 1122504
(A Company Limited by Guarantee)
Company Registration Number: 06416198

Dean Statham
Chartered Accountants
29 King Street
Newcastle-under-Lyme
Staffordshire
ST5 1ER

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

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**HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)**

Reference and Administrative Information

Charity number	1122504
Company Number	06416198
Registered Office	6 Castle Hill Tenterbanks Stafford ST16 2QP
Directors/Trustees	<p>Mrs A J Smith</p> <p>Mrs S L Hackett - resigned 1 January 2023</p> <p>Mr W M Evans - resigned 1 January 2023</p> <p>Mr J C Whitworth - appointed 1 January 2023</p> <p>Mr L J Cairns - appointed 1 May 2023</p> <p>Mrs L Wilson - appointed 1 June 2023</p> <p>- resigned 21 February 2024</p> <p>Mr N Evans - appointed 13 June 2023</p>
Independent Examiner	<p>Heather Tweddle FCA CTA</p> <p>Dean Statham</p> <p>Chartered Accountants</p> <p>29 King Street</p> <p>Newcastle-under-Lyme</p> <p>Staffordshire</p> <p>ST5 1ER</p>
Bankers	<p>Lloyds TSB Bank Plc</p> <p>Stafford Branch</p> <p>PO Box 1000</p> <p>Andover</p> <p>BX1 1LT</p>

**HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)**

Report of the Trustees' for the year ended 30 November 2023

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 30 November 2023. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association 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 on 16 July 2014.

Structuring Governance and Management

Governing Documents

Headway South Staffordshire is a charitable company limited by guarantee, incorporated on 2 November 2007 and registered as a charity on 22 January 2008. The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Article of Association. In the event of the Company being wound up members are required to contribute an amount not exceeding £10. Headway South Staffordshire is affiliated to Headway UK.

Recruitment and Appointment of Board of Directors

The Directors of the Company are also Charity Trustees for the purpose of Charity Law. They are appointed by ordinary resolution. Under the Articles of Association the number of members of the Board shall not be less than three or more than ten.

New Trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the Charity.

Trustee Induction and Training

When a new Trustee is appointed they are provided with a pack which contains:

- A copy of the Memorandum and Articles of Association;
- A copy of the most recent Annual Report and Accounts;
- Copy Minutes of previous Trustees' Meetings;
- A copy of the Charity Commission Guidance 'The Essential Trustee'.

Risk Review

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks. In particular protection policies are in place in respect of vulnerable adults.

Objectives and Activities

The company's objectives are:

1. To promote understanding of all aspects of brain injury;
2. To provide information, support and services to people with brain injury, their families and carers and relevant professionals;
3. To promote a co-ordinated multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community;
4. To increase public awareness and understanding of brain injury;
5. To participate in activities which will reduce the incidence of brain injury.

HEADWAY SOUTH STAFFORDSHIRE
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Report of the Trustees' for the year ended 30 November 2023 (Continued)

Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

Achievements and Performance

Over the reporting period, Headway South Staffordshire has continued to provide high quality recovery and support for local people living with the long term effects of an acquired brain injury (ABI).

Relocation to our own premises has always been an aspiration for the organisation, and early in 2023 new premises in Stafford were identified as being suitable. The staff and Trustees spent eight months preparing the move to these new premises and in November 2023 our dream was finally realised when we took over the lease of the premises at Tenterbanks. These new premises will allow the organisation to grow and meet the needs of our ever expanding membership. Our members now have three rooms where a variety of activities can take place including a games room, art room and therapy room, as well as a large garden area. The premises are used solely by Headway South Staffordshire, and provide a secure environment for our members whilst meeting their diverse needs. Headway South Staffordshire continues to open 5 days a week and the new larger premises allow us to provide recovery and support to more people suffering an ABI.

We have seen no changes in staff during 2023. Ann Marie leads the centre with a superb team of staff and volunteers. We have had another strong financial year, allowing us to continue to re-invest some of the surplus into complementary services, and we continue to provide speech and language therapy sessions to our existing members whilst additional services are being discussed. Much of the surplus is being held for improving the new premises. The Board of Trustees does also recognise the importance of protecting the cash reserves for the immediate future, the global pandemic has demonstrated the need to maintain such reserves.

During the year 1 December 2022 to the 30 November 2023 three new Trustees were welcomed: Liam bringing a wealth of knowledge on HR matters whilst Lavern provided the much needed safeguarding lead for the Board of trustees: Neal joined as both a Trustee and a volunteer, bringing a sense of understanding on living with an ABI. The Board of Trustees continued to work with a voluntary consultant to assist on devising a five year strategic plan. However the relocation meant we needed to readdress the strategic plan and this has become an important agenda item for 2024. We did see two Trustees stepping down from their role immediately following the AGM in 2022.

Acknowledgments

The Board of Trustees would like to thank all the staff and volunteers for their continued hard work and commitment to Headway South Staffordshire over the last twelve months. The Board of Trustees would also like to thank both Sarah Hackett and Will Evans for their contribution over the past two years. Both resignations were due to increased work commitments.

As ever we remain indebted to all those who have supported the charity, without this our Members would not be able to access the service and the support that empowers them all in their daily lives.

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Report of the Trustees' for the year ended 30 November 2023 (Continued)

Financial Review

Free reserves at 30 November 2023 totalled £173,264. This compares with free reserves of £142,211 at 30 November 2022. Free reserves are held to finance working capital requirements and the Trustees aim to maintain free services at a level sufficient to cover six months running expenses. Actual reserves exceed this level. The additional reserves will give the Charity the opportunity to develop and expand services within a safe and measured manner.

Statement of Trustees' Responsibilities

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

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

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

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

Small Company Exemptions

This report is prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Board of Management on and signed on its behalf by:

.....
 Mrs A J Smith (Director)

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Independent Examiner's Report to the Trustees of Headway South Staffordshire

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 November 2023 which are set out on pages 6 to 11.

Responsibilities and basis of report

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

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

Independent examiner's statement

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 company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
 Heather Tweddle FCA CTA
 Dean Statham
 Chartered Accountants
 29 King Street
 Newcastle-Under-Lyme
 Staffordshire
 ST5 1ER

Dated

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Statement of Financial Activities (including Income and Expenditure Account)
For the year ended 30 November 2023

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
		£	£	£	£
Income from:					
Grants and donations	3	896	-	896	11,460
Fundraising		-	-	-	822
Bank interest		2,446	-	2,446	708
Charitable activities		150,567	-	150,567	118,124
Other income		-	-	-	-
Total income		153,909	-	153,909	131,114
Expenditure					
Charitable activities	4	121,176	-	121,176	94,024
Other	5	1,680	-	1,680	1,560
Total expenditure		122,856	-	122,856	95,584
Net income (expenditure)		31,053	-	31,053	35,530
Funds brought forward		142,211	-	142,211	106,681
Total funds carried forward		173,264	-	173,264	142,211

The statement of financial activities includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities.

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Balance Sheet as at 30 November 2023

	Notes	2023	2022
		£	£
Tangible assets	6	3,412	1,277
Current assets			
Trade debtors - Client fees		21,844	17,308
Cash at bank and in hand		150,456	130,387
		<u>172,300</u>	<u>147,695</u>
Creditors - Amounts falling due within one year			
Trade creditors		568	5,185
Other creditors - Accruals		1,680	1,561
- Deposits		200	-
- Pension		-	15
		<u>2,448</u>	<u>6,761</u>
Net Current Assets		169,852	140,934
Total Assets less Current Liabilities		<u>173,264</u>	<u>142,211</u>
The Funds of the Charity			
Restricted Income Funds		-	-
Unrestricted Income Funds		173,264	142,211
		<u>173,264</u>	<u>142,211</u>

For the year ending 30 November 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board for issue on

.....
Mrs A J Smith (Director)

Charity Registration Number 1122504
Company Number 06416198

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 30 November 2023

1 Accounting Policies

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transacting value unless otherwise stated in the accounting policy note.

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

Income

Grants and donations are included in income when receivable. When donors specify that they are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included as restricted funds when receivable.

Interest receivable is included in the Statement of Financial Activities in the year when it is receivable.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

Funding Accounting

Restricted funds are to be used for specific purposes laid down by the grant making body or donor.

Unrestricted funds are incoming resources receivable for expenditure on the general objectives of the Charity.

2 Legal Status of the Charity

The charity is a Company Limited by Guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10.

3 Grants and Donations

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Donations	896	-	896	2,258
Stafford District Arts Council Grant	-	-	-	380
Staffordshire County Council Grants	-	-	-	8,822
	896	-	896	11,460

HEADWAY SOUTH STAFFORDSHIRE
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Notes to the Financial Statements for the year ended 30 November 2023 (Continued)

4 Charitable Activities	Notes	2023	2022
		£	£
Salaries including Pension Contributions	7	73,534	60,909
Travel Expenses		3,308	1,819
Room Rental		27,845	22,859
Telephone, Postage and Stationery		1,966	1,579
Materials, Equipment and Therapies		4,259	2,296
Bank Charges		92	111
Subscriptions		1,035	777
Sundry Expenses		401	257
Affiliation Fee: Headway UK		-	155
Training And Conferences		574	410
Social Activities		706	938
Professional Fees		2,055	202
Bad Debts Written Off		2,600	-
Insurance		567	953
Depreciation		2,234	759
		<hr/>	<hr/>
		121,176	94,024
		<hr/> <hr/>	<hr/> <hr/>

In 2022 charitable expenditure of £83,200 was from unrestricted funds and £10,824 was from restricted funds.

5 Other Costs	2023	2022
	£	£
Independent Examiner	1,680	1,560
	<hr/>	<hr/>
	1,680	1,560
	<hr/> <hr/>	<hr/> <hr/>

HEADWAY SOUTH STAFFORDSHIRE
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Notes to the Financial Statements for the year ended 30 November 2023 (Continued)

6 Tangible assets

£

Cost

As at 1 December 2022	2,301
Additions	4,369
Disposals	-
	<hr/>
As at 30 November 2023	6,670
	<hr/> <hr/>

Depreciation

As at 1 December 2022	1,024
Charge for the year	2,234
Depreciation on disposals	-
	<hr/>
As at 30 November 2023	3,258
	<hr/> <hr/>

Net Book Value

As at 30 November 2023	3,412
	<hr/> <hr/>
As at 1 December 2022	1,277
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HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 30 November 2023 (Continued)

7 Wages and Salaries	2023	2022
	£	£
Salaries	72,784	60,253
Defined Contribution Pension Contributions	750	656
	<hr/>	<hr/>
	73,534	60,909
	<hr/> <hr/>	<hr/> <hr/>

8 Trustees Remuneration, Expenses and Related Party Transactions

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the period to any trustee or to any person known to be connected with any of them.

No trustee expenses were paid during the year (2022 - £Nil)

9 Taxation

No liability to U.K Corporation Tax arose in respect of the period ended 30 November 2023 (2022 - £Nil).

10 Assets and Liabilities

The assets and liabilities of the charity are represented by the funds as detailed below:

	Total	Restricted	Unrestricted
	£	Funds	funds
	£	£	£
Tangible Assets	3,412	-	3,412
Current Assets	172,300	-	172,300
Current Liabilities	(2,448)	-	(2,448)
	<hr/>	<hr/>	<hr/>
	173,264	-	173,264
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

11 Operating Leases

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2023	2022
	£	£
Not later than 1 year	23,000	27,368
Later than 1 year and not later than 5 years	44,083	-
	<hr/>	<hr/>
	67,083	27,368
	<hr/> <hr/>	<hr/> <hr/>