

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2024

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	Mr J C Whitworth Mrs A J Smith Mr L J Cairns - resigned 26 October 2024 Mrs L Wilson - resigned 21 February 2024 Mr N Evans Mrs J Street - appointed 9 December 2024 Mrs B Elliot - appointed 9 December 2024
Independent Examiner	Heather Tweddle FCA CTA Dean Statham Chartered Accountants 29 King Street Newcastle-under-Lyme Staffordshire ST5 1ER
Bankers	Lloyds TSB Bank Plc Stafford Branch PO Box 1000 Andover BX1 1LT

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Report of the Trustees' for the year ended 30 November 2024

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 30 November 2024. 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 with 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 2024 (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).

Since moving to our new premises in 2023 Headway South Staffordshire has continued to flourish. The cost of moving into the new premises was achieved at a lower cost than budgeted, thanks to the hard work and ingenuity of the Ann Marie, our centre manager, and her staff. Having three rooms available for the members we have been able to offer additional activities including music therapy, speech therapy and we are currently exploring the option to provide dance therapy. The premises have meant that the charity now has additional operational costs, however we have continued to be able to run Headway South Staffs with a small surplus. We have also spent a small amount of our reserves on refurbishing the toilets and fitting new external doors. However, 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.

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 2024. Emma from our staff has been promoted to Assistant Activity Coordinator, demonstrating our desire (where we can) to support our staff with their development and growth. Ann Marie continues to lead the centre with a superb team of staff and volunteers. Neal resigned as one of our volunteers but we are delighted that Neal will continue as one of our Trustees. We have had another strong financial year, allowing us to continue to re-invest some of the surplus into complementary services including speech and language therapy mentioned above. We forecast that the centre would need some repairs to the roof and we have completed some minor repairs during the year. We expect that in the next year or two we may need to undertake more comprehensive repairs to the roof and we are currently exploring opportunities for a grant to support the cost of those repairs.

During the year 1 December 2023 to the 30 November 2024 we said farewell to two trustees – Lavern Wilson and Liam Cairns who both found that work and/or other trustee commitments meant they didn't have capacity to continue with Headway South Staffordshire. We thank them for their support and guidance as trustees and wish them well for the future. However, we also welcomed two new trustees who both bring a wealth of experience with them: Beth Elliott and Joy Street. Neal continues as a trustee and provides his guidance to the board with his understanding of living with an ABI and together with Amanda we feel we have a strong well balanced board of trustees.

The relocation gave us the opportunity to readdress the strategic plan, which the board has now completed and approved and we're excited to progress the implementation of that plan as the next year progresses.

HEADWAY SOUTH STAFFORDSHIRE
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Report of the Trustees' for the year ended 30 November 2024 (Continued)

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 Lavern and Liam for their contribution as trustees and Neal for his contribution as a volunteer over the past year.

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.

Financial Review

Free reserves at 30 November 2024 totalled £184,053. This compares with free reserves of £173,264 at 30 November 2023. 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:

.....

Mr J C Whitworth (Chair)

**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 2024 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.

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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 2024

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
		£	£	£	£
Income from:					
Grants and donations	3	8,246	-	8,246	896
Fundraising		-	-	-	-
Bank interest		3,197	-	3,197	2,446
Charitable activities		150,567	-	150,567	150,567
		<hr/>	<hr/>	<hr/>	<hr/>
Total income		162,010	-	162,010	153,909
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Expenditure					
Charitable activities	4	149,332	-	149,332	121,176
Other	5	1,889	-	1,889	1,680
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure		151,221	-	151,221	122,856
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Net income (expenditure)		10,789	-	10,789	31,053
Funds brought forward		173,264	-	173,264	142,211
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		184,053	-	184,053	173,264
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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
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Balance Sheet as at 30 November 2024

		2024	2023
	Notes	£	£
Tangible assets	6	2,187	3,412
Current assets			
Trade debtors	- Client fees	13,169	21,844
Prepayments		233	-
Cash at bank and in hand		171,579	150,456
		<u>184,981</u>	<u>172,300</u>
Creditors - Amounts falling due within one year			
Trade creditors		1,381	568
Other creditors	- Accruals	1,734	1,680
	- Deposits	-	200
		<u>3,115</u>	<u>2,448</u>
Net Current Assets		181,866	169,852
Total Assets less Current Liabilities		<u><u>184,053</u></u>	<u><u>173,264</u></u>
The Funds of the Charity			
Restricted Income Funds		-	-
Unrestricted Income Funds		184,053	173,264
		<u><u>184,053</u></u>	<u><u>173,264</u></u>

For the year ending 30 November 2024 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

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Mr J C Whitworth (Chair)

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 30 November 2024

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 2024 £	Total 2023 £
Donations	8,246	-	8,246	896
	<u>8,246</u>	<u>-</u>	<u>8,246</u>	<u>896</u>

HEADWAY SOUTH STAFFORDSHIRE
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Notes to the Financial Statements for the year ended 30 November 2024 (Continued)

4 Charitable Activities	Notes	2024	2023
		£	£
Salaries including Pension Contributions	7	79,345	73,534
Travel Expenses		2,403	3,308
Room Rental		27,321	27,845
Light and Heat		9,164	-
Telephone, Postage and Stationery		3,172	1,966
Materials, Equipment and Therapies		14,315	4,259
Bank Charges		94	92
Subscriptions		1,227	1,035
Sundry Expenses		2,107	401
Advertising		2,444	-
Training And Conferences		272	574
Social Activities		2,349	706
Professional Fees		1,197	2,055
Bad Debts Written Off		730	2,600
Insurance		1,501	567
Depreciation		2,048	2,234
(Profit)/Loss on Disposal of Fixed Assets		(357)	-
		<hr/>	<hr/>
		149,332	121,176
		<hr/> <hr/>	<hr/> <hr/>

In 2024 charitable expenditure of £149,689 was from unrestricted funds and £Nil was from restricted funds.

5 Other Costs	2024	2023
	£	£
Independent Examiner	1,889	1,680
	<hr/>	<hr/>
	1,889	1,680
	<hr/> <hr/>	<hr/> <hr/>

HEADWAY SOUTH STAFFORDSHIRE
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Notes to the Financial Statements for the year ended 30 November 2024 (Continued)

6 Tangible assets

£

Cost

As at 1 December 2023	6,670
Additions	1,915
Disposals	(1,640)

As at 30 November 2024	<u><u>6,945</u></u>
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Depreciation

As at 1 December 2023	3,258
Charge for the year	2,048
Depreciation on disposals	(547)

As at 30 November 2024	<u><u>4,759</u></u>
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Net Book Value

As at 30 November 2024	<u><u>2,186</u></u>
As at 1 December 2023	<u><u>3,412</u></u>

HEADWAY SOUTH STAFFORDSHIRE
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Notes to the Financial Statements for the year ended 30 November 2024 (Continued)

7 Wages and Salaries	2024	2023
	£	£
Salaries	78,038	72,784
Defined Contribution Pension Contributions	1,307	750
	<hr/>	<hr/>
	79,345	73,534
	<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 (2023 - £Nil)

9 Taxation

No liability to U.K Corporation Tax arose in respect of the period ended 30 November 2024 (2023 - £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	2,187	-	2,187
Current Assets	184,981	-	184,981
Current Liabilities	(3,115)	-	(3,115)
	<hr/>	<hr/>	<hr/>
	184,053	-	184,053
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

11 Operating Leases

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

	2024	2023
	£	£
Not later than 1 year	23,000	23,000
Later than 1 year and not later than 5 years	21,083	44,083
	<hr/>	<hr/>
	44,083	67,083
	<hr/> <hr/>	<hr/> <hr/>