

HEADWAY TYNESIDE
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST AUGUST 2023
COMPANY REGISTRATION NO. 06992206
CHARITY NUMBER 1132713

Contents	Page
Reference and Administrative Information	2
Trustees Annual Report	3 - 4
Independent Examiners Report	5
Statement of Financial Affairs	6
Balance Sheet	7
Notes forming part of the financial statements	8 - 11

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31ST AUGUST 2023

The Trustees present their report and financial statements for the year ended 31st August 2023.

CONSTITUTION

Headway Tyneside is a company limited by guarantee and a registered charity.

DIRECTORS AND TRUSTEES

The Trustees of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

CHARITY NAME

Headway Tyneside

COMPANY NUMBER

6992206

CHARITY NUMBER

1132713

REGISTERED OFFICE

Irwin Mitchell LLP
Wellbar Central
36 Gallowgate
Newcastle Upon Tyne
NE1 4TD

BOARD OF TRUSTEES

Samantha Miller
Matthew Nakonseky
Ellie Marriott
Elizabeth Ann Alam (Chair)
Rachel Lees
Sophie Moore
David Robert Lee
Jessica Louise Meadows
Lee Simpson

ACCOUNTANTS

Westwaters
34 Frederick Street
Sunderland
SR1 1LP

BANKERS

Barclays

TRUSTEES REPORT

YEAR ENDED 31ST AUGUST 2023

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st August 2023.

Objects of the charity

The objects of the association are to relieve the needs of persons who have suffered traumatic brain injuries and their families and carers in Tyneside by the provision of care, support and advice so that their conditions of life may be improved. In furtherance thereof, but not otherwise the association shall seek to:

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

Organisation and background

The charity is administered by its board of Trustees in accordance with the Articles of Association. For the year to 31st August 2023, the board was comprised of the Trustees listed at page 2.

The memorandum and articles of the charitable company were incorporated on 17th August 2009 as amended by Certificate of Incorporation on change of name dated 27th June 2017 as amended by special resolution registered at Companies House on 18th July 2018.

Achievements In Year

The year ended 31st August 2023 saw Headway Tyneside largely resume its full range of operations following the necessary curtailments caused by the Covid-19 pandemic. We continued to work closely with our NHS partners with the Headway2work programme and we continued to organise activities and undertake actions consistent with our stated objects set out above.

Examples of these activities and actions during the year ended 31st August 2023 include organising weekly games of walking football, regular social group drop in sessions, and various seasonal activities such as a Christmas meal which was very well attended by our members, carers and committee members and our springtime stroll which again was very well attended.

Personal Statement of Elizabeth Alam (Chair)

This has been a year of consolidation of the current operating model for Headway Tyneside, following the disruption of the pandemic, the award of the Headway 2 Work NHS contract and the hiring of staff. There has also been healthy renewal of the Trustee Board, and there has been a new emphasis on managing risk, establishing a drum-beat on policy development and updates, and initiation of work on future strategy. Alongside all of this, the service has grown with a wider range of social events, skills sessions and physical activities and has seen a 15-20% increase in participation.

We have both a very dedicated staff, and a committed Board. We are extremely grateful for all the work they do, going the extra mile for the ABI community in Tyneside. The increases in attendance, and the verbatim feedback from our members reiterates the critical importance of the work that Headway Tyneside does, and the positive impact on quality of life for so many. A big thank you to everyone involved with Headway Tyneside.

TRUSTEES REPORT (Continued)

YEAR ENDED 31ST AUGUST 2023

Trustees Responsibilities

Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for that period. In preparing those accounts, the trustees are required to:

- * select suitable accounting policies and apply them consistently:
- * observe the methods and principles in the Charities SORP (FRS 102):
- * make judgements and estimates that are reasonable and prudent:
- * prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

By order of the Board

30th May 2024

.....
Elizabeth Alam
Chair

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31ST AUGUST 2023

We report on the accounts of the HEADWAY TYNESIDE for the year ended 31st August 2023, which are set on pages 6 to 11. These accounts have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), under the historical cost convention and accounting policies set out on pages 8 and 9.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's Trustees of the Company (who are also the directors of the company for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act")

Being satisfied that the accounts of the Company are not required to be audited this year under Part 16 of the 2006 Act and are eligible for independent examination, we report in respect of our examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, we have followed the directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent examiner's statement

We have completed our examination, and confirm that no material matters have come to our attention which gives us cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with the relevant accounting requirement under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102)

We 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.

Westwaters

WESTWATERS

30th May 2024

YEAR ENDED 31ST AUGUST 2023

	Notes	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	TOTAL FUNDS 2023 £	TOTAL FUNDS 2022
INCOMING RESOURCES						
Incoming resources from generated funds	2					
- Voluntary income		11893	0	19700	31593	45100
- Activities for generating funds		0	0	0	0	0
- Investment income		0	0	0	0	0
Incoming resources from charitable activities	3	0	0	0	0	0
Other Incoming resources		0	0	22238	22238	51715
TOTAL INCOMING RESOURCES		11893	0	41938	53831	96815
RESOURCES EXPENDED						
	4					
Activities for generating funds		2340	0	0	2340	2280
Charitable activities		42519	0	33474	75993	52971
Governance costs		790	0	0	790	755
TOTAL RESOURCES EXPENDED		45649	0	33474	79123	56006
NET INCOMING/OUTGOING RESOURCES BEFORE TRANSFERS		-33756	0	8464	-25292	40809
TRANSFER BETWEEN FUNDS		2831	0	-2831	0	0
PRIOR YEAR ADJUSTMENT		21654	0	-21654	0	0
TOTAL FUNDS BROUGHT FORWARD		21323	0	55256	76579	35770
TOTAL FUNDS CARRIED FORWARD		12052	0	39235	51287	76579

BALANCE SHEET

YEAR ENDED 31ST AUGUST 2023

		2023	2022
	Notes		
Fixed Assets			
Tangible Assets	8	0	0
Current Assets			
Cash at bank and in hand		54313	80022
Debtors		0	44
Total Current Assets		<u>54313</u>	<u>80066</u>
Current Liabilities			
Creditors:Amounts falling due within one year	9	<u>3026</u>	<u>3487</u>
		3026	3487
Net Current Assets		51287	76579
Net Assets		<u><u>51287</u></u>	<u><u>76579</u></u>
Funds of the Charity			
Restricted funds	11	39235	55256
Designated funds	11	0	0
Unrestricted funds	11	12052	21323
Total Charity Funds		<u><u>51287</u></u>	<u><u>76579</u></u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and in accordance with the 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)

For the financial year ended 31st August 2023, the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts were approved by the board on 30th May 2024

Elizabeth Alam
TRUSTEE

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

(b) Fund Accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

(c) Incoming Resources

All incoming resources are included in statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- Voluntary income is received by way of subscriptions, donations and gifts and is included in full in the Statement of Financial Activities when receivable.

(d) Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis i.e. floor areas, per capital or estimated usage as set out in Note 4.

(e) Fixed Assets

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office equipment - 25% reducing balance

2. Incoming Resources from Generated Funds

Voluntary Income

	Unrestricted	Restricted	2023 Total	2022 Total
Donations	8893	0	8893	18360
Grants received	3000	19700	22700	26740
	<u>11893</u>	<u>19700</u>	<u>31593</u>	<u>45100</u>

3. Incoming Resources Charitable Activities

	Unrestricted	Restricted	2023 Total	2022 Total
Fundraising	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

4. Resources Expended

		Voluntary Income	Activities for generating Funds	Advice and Information	Charitable Activities	Governance	2023 Total	2022 Total
Costs directly allocated to activities								
Direct costs allocated to project	Direct	0	2340	0	73151	0	75491	52190
Administrative Costs	Direct	0	0	0	2842	0	2842	3061
Professional Fees	Direct	0	0	0	0	790	790	755
Building, General Costs	Direct	0	0	0	0	0	0	0
		<u>0</u>	<u>2340</u>	<u>0</u>	<u>75993</u>	<u>790</u>	<u>79123</u>	<u>56006</u>

5. Net Incoming Resources for the Period

This is stated after charging:-

	2023	2022
Depreciation	0	0
Accountants Fee	790	755

6. Trustee Remuneration & Related Party Transactions

No members of the M/ment Committee received any remuneration during the year ended 31st August 2023.

No Trustee or other person related to the charity had any personal interests in any contract or transaction entered into by the charity during the year.

7. Taxation

As a charity Headway Tyneside is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

8. Tangible Fixed Assets

	Office equip.	Total
<u>Cost or Valuation</u>		
At 1st September 2022	0	0
Additions	0	0
Revaluations	0	0
Disposals	0	0
At 31st August 2023	<u>0</u>	<u>0</u>
<u>Depreciation</u>		
At 1st September 2022	0	0
Charge for year	0	0
Disposals	0	0
At 31st August 2023	<u>0</u>	<u>0</u>
<u>Net Book Values</u>		
At 31st August 2023	<u>0</u>	<u>0</u>
At 1st September 2022	<u>0</u>	<u>0</u>

9. Creditors: Amounts Falling Due within One Year

	2023	2022
Amounts falling due within one year:		
Deferred income	0	2358
Accruals	2262	1026
PAYE and pension costs	764	103
	<u>3026</u>	<u>3487</u>

10. Analysis of Net Assets Between Funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
Current Assets	15078	0	39235	54313
Current Liabilities	-3026	0	0	-3026
Net Assets at 31st August 2023	<u>12052</u>	<u>0</u>	<u>39235</u>	<u>51287</u>

11. Movement in Funds

	At 1 September 2022	Incoming Resources	Outgoing Resources	Prior year adjustment	Transfers	At 31 August 2023
Restricted Funds	55256	41938	-33474	-21654	-2831	39235
Total Restricted Funds	<u>55256</u>	<u>41938</u>	<u>-33474</u>	<u>-21654</u>	<u>-2831</u>	<u>39235</u>
Designated Funds						
Total Designated Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Unrestricted Funds	21323	11893	-45649	21654	2831	12052
Total Unrestricted Funds	<u>21323</u>	<u>11893</u>	<u>-45649</u>	<u>21654</u>	<u>2831</u>	<u>12052</u>

12. Restricted Funds

	At 1 September 2022	Incoming Resources	Outgoing Resources	Prior year adjustment	Transfers	At 31 August 2023
CCG Service	55256	22238	-33474	-21654	-2831	19535
National Lottery	0	9850	0	0	0	9850
Morrisons Foundation	0	9850	0	0	0	9850
Total Restricted Funds	<u>55256</u>	<u>41938</u>	<u>-33474</u>	<u>-21654</u>	<u>-2831</u>	<u>39235</u>

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31ST AUGUST 2023

	2023 £	2022 £
INCOME AND EXPENDITURE		
Incoming resources		
Grants	22700	26740
Donations	8893	18360
CCG Service	22238	51715
Total Incoming Resources	<u>53831</u>	<u>96815</u>
Resources Expended		
Wages and salaries	52572	30252
Pension contributions	1058	339
Staff expenses	3627	2387
Accountancy	790	755
Professional fees	288	260
Fundraising	2340	2280
Printing, stationery & I.T.	2731	3047
Activities	12836	14489
Headway LAN	1320	0
Telephone	382	327
General expenses	1068	1706
Bank Charges	111	164
	<u>79123</u>	<u>56006</u>
Net Movement in Funds	<u>-25292</u>	<u>40809</u>