

HEADWAY TYNESIDE
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST AUGUST 2024
COMPANY REGISTRATION NO. 06992206
CHARITY NUMBER 1132713

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REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31ST AUGUST 2024

The Trustees present their report and financial statements for the year ended 31st August 2024.

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 Nakonesky
Ellie Marriott
Elizabeth Ann Alam (Chair)
Rachel Lees
Sophie Moore
David Robert Lee
Jessica Louise Meadows
Lee Simpson (resigned 31/01/24)
Alexander Donaldson (appointed 08/01/25)

ACCOUNTANTS

Westwaters
34 Frederick Street
Sunderland
SR1 1LP

BANKERS

Barclays

TRUSTEES REPORT

YEAR ENDED 31ST AUGUST 2024

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st August 2024.

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 2024, 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 2024 saw Headway Tyneside continue to offer a wide range of support and activities for those affected by traumatic brain injuries and their families and carers.

Demand for our services is high. We have had 8 new active members in the period, and handle ~20 non-member enquiries per month. Of our subscribers to emails and newsletters, 18% were new in this period.

Our weekly social evenings at Walkergate Park are of central importance to the sense of community we foster, with an average attendance of ~28. This is supplemented by the twice monthly social drop-in, which moved from MEA House to Shieldfield Art Works, attended by ~15 people. Walking football attendance has increased from ~10-12 to 16 players and monthly outings – local walks, laser tag, Ouseburn Farm, Life Science Centre, Bowling, Christmas Meal, Discovery Museum) have been well attended. As usual, we exceeded our initial allocation of places at the annual Headway "Look Ahead North" residential weekend at Calvert Trust Kielder.

We also offered 4 cookery schools sessions (via Nourish), 2 pilot yoga sessions, 2 brain injury awareness courses, an event for carers and 4 benefits advice clinics. Within a safe space & community, we are giving individuals opportunities to re-build life skills.

This is taken a step further in our commissioned Headway 2 Work programme for Darlington, & Durham which was renewed in the Spring of 2024 and is designed to support individuals looking to pursue training, voluntary work or paid employment. The key metric within our NHS contract is delivery of services to a specific number of people per year – a metric we have consistently exceeded - & still demand exceeds supply. However, the real impact is told through the clients success stories:

After meeting [Headway2work] my confidence began to return gradually. I started to see a future back at work. Each meeting was looked forward to and I felt each one provided a positive outcome for me as an individual.

Personal Statement of Elizabeth Alam (Chair)

Everyone involved in Headway Tyneside should be extremely proud of our achievements in the year to August 2024, delivered in the context of a very challenging external environment (high inflation, cost of living challenges, pressure within the NHS etc). We have been indebted to our enthusiastic, patient, skillful and committed staff, and have been very sorry to recently say goodbye to one of our two members of staff to an individual development opportunity, putting even more pressure on our remaining staff member. We are very grateful to them for their high professional standards and dedication, especially through this very difficult period and intend to recruit against our vacancy as soon as possible.

TRUSTEES REPORT (Continued)

YEAR ENDED 31ST AUGUST 2024

Personal Statement of Elizabeth Alam (Chair) (Continued)

I would also like to acknowledge the partnership with the many stakeholders who make our programme possible, including (but not limited to)

- Walkergate Park
- Our volunteers
- Our providing partners, such as NU Foundation & Nourish
- Our funders, including Sintons & Morrisons
- Shieldfield Art Works
- Calvert Trust & (of course) the
- NE & North Cumbria NHS ICB

From a governance perspective, we have seen healthy rotation/renewal on the Board. Our emphasis at the start of the year was on the management of risk, with the development of a documented risk register against which good progress has been made. A drum-beat has been established for policy development and updates and we have also ensured that our policies are accessible to members and stakeholders. In the second half of the year, the Board has initiated work on future strategy and are making good progress, recently holding a stakeholder sensing session to gain input from our ABI community members. We aim to finalise our strategy for the next 3-5 years over the next couple of months and look forward to using it to provide focus to our future decisions and actions. A big thank you to all our trustees who make time in their already busy lives to improve the quality of life for the ABI community.

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 2025

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Elizabeth Alam
Chair

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31ST AUGUST 2024

We report on the accounts of the HEADWAY TYNESIDE for the year ended 31st August 2024, 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 2025

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE)

YEAR ENDED 31ST AUGUST 2024

	Notes	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	TOTAL FUNDS 2024 £	TOTAL FUNDS 2023
INCOMING RESOURCES						
Incoming resources from generated funds	2					
- Voluntary income		14998	0	0	14998	31593
- Activities for generating funds		0	0	0	0	0
- Investment income		0	0	0	0	0
Incoming resources from charitable activities	3	129	0	0	129	0
Other Incoming resources		0	0	31387	31387	22238
<hr/>						
TOTAL INCOMING RESOURCES		15127	0	31387	46514	53831
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RESOURCES EXPENDED						
Activities for generating funds	4	1980	0	0	1980	2340
Charitable activities		38551	0	30022	68573	75993
Governance costs		830	0	0	830	790
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TOTAL RESOURCES EXPENDED		41361	0	30022	71383	79123
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NET INCOMING/OUTGOING RESOURCES BEFORE TRANSFERS		-26234	0	1365	-24869	-25292
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TRANSFER BETWEEN FUNDS		0	0	0	0	0
PRIOR YEAR ADJUSTMENT		14621	0	-14621	0	0
TOTAL FUNDS BROUGHT FORWARD		12052	0	39235	51287	76579
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TOTAL FUNDS CARRIED FORWARD		439	0	25979	26418	51287

BALANCE SHEET

YEAR ENDED 31ST AUGUST 2024

		2024	2023
	Notes		
Fixed Assets			
Tangible Assets	8	0	0
Current Assets			
Cash at bank and in hand		29795	54313
Debtors		0	0
Total Current Assets		<u>29795</u>	<u>54313</u>
Current Liabilities			
Creditors: Amounts falling due within one year	9	<u>3377</u>	<u>3026</u>
		3377	3026
Net Current Assets		26418	51287
Net Assets		<u><u>26418</u></u>	<u><u>51287</u></u>
Funds of the Charity			
Restricted funds	11	25979	39235
Designated funds	11	0	0
Unrestricted funds	11	439	12052
Total Charity Funds		<u><u>26418</u></u>	<u><u>51287</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 2024, 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 2025.

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.

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST AUGUST 2024

(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	2024 Total	2023 Total
Donations	14998	0	14998	8893
Grants received	0	0	0	22700
	<u>14998</u>	<u>0</u>	<u>14998</u>	<u>31593</u>

3. Incoming Resources Charitable Activities

	Unrestricted	Restricted	2024 Total	2023 Total
Fundraising	129	0	129	0
	<u>129</u>	<u>0</u>	<u>129</u>	<u>0</u>

4. Resources Expended

		Voluntary Income	Activities for generating Funds	Advice and Information	Charitable Activities	Governance	2024 Total	2023 Total
Costs directly allocated to activities								
Direct costs allocated to project	Direct	0	1980	0	67529	0	69509	75491
Administrative Costs	Direct	0	0	0	1044	0	1044	2842
Professional Fees	Direct	0	0	0	0	830	830	790
Building, General Costs	Direct	0	0	0	0	0	0	0
		<u>0</u>	<u>1980</u>	<u>0</u>	<u>68573</u>	<u>830</u>	<u>71383</u>	<u>79123</u>

5. Net Incoming Resources for the Period

This is stated after charging:-

	2024	2023
Depreciation	0	0
Accountants Fee	830	790

6. Trustee Remuneration & Related Party Transactions

No members of the M/ment Committee received any remuneration during the year ended 31st August 2024.

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 it's 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 2023	0	0
Additions	0	0
Revaluations	0	0
Disposals	0	0
At 31st August 2024	<u>0</u>	<u>0</u>
<u>Depreciation</u>		
At 1st September 2023	0	0
Charge for year	0	0
Disposals	0	0
At 31st August 2024	<u>0</u>	<u>0</u>
<u>Net Book Values</u>		
At 31st August 2024	<u>0</u>	<u>0</u>
At 1st September 2023	<u>0</u>	<u>0</u>

9. Creditors: Amounts Falling Due within One Year

	2024	2023
Amounts falling due within one year:		
Accruals	2598	2262
PAYE and pension costs	779	764
	<u>3377</u>	<u>3026</u>

10. Analysis of Net Assets Between Funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
Current Assets	3816	0	25979	29795
Current Liabilities	-3377	0	0	-3377
Net Assets at 31st August 2023	<u>439</u>	<u>0</u>	<u>25979</u>	<u>26418</u>

11. Movement in Funds

	At 1 September 2023	Incoming Resources	Outgoing Resources	Prior year adjustment	Transfers	At 31 August 2024
Restricted Funds	39235	31387	-30022	-14621	0	25979
Total Restricted Funds	<u>39235</u>	<u>31387</u>	<u>-30022</u>	<u>-14621</u>	<u>0</u>	<u>25979</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	12052	15127	-41361	14621		439
Total Unrestricted Funds	<u>12052</u>	<u>15127</u>	<u>-41361</u>	<u>14621</u>	<u>0</u>	<u>439</u>

12. Restricted Funds

	At 1 September 2023	Incoming Resources	Outgoing Resources	Prior year adjustment	Transfers	At 31 August 2024
CCG Service	19535	31387	-22004	-14621	0	14297
National Lottery	9850	0	-3578	0	0	6272
Morrisons Foundation	9850	0	-4440	0	0	5410
Total Restricted Funds	<u>39235</u>	<u>31387</u>	<u>-30022</u>	<u>-14621</u>	<u>0</u>	<u>25979</u>

HEADWAY TYNESIDE

APPENDIX

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31ST AUGUST 2024

	2024 £	2023 £
INCOME AND EXPENDITURE		
Incoming resources		
Fundraising	129	0
Grants	0	22700
Donations	14998	8893
CCG Service	31387	22238
Total Incoming Resources	<u>46514</u>	<u>53831</u>
Resources Expended		
Wages and salaries	43610	52572
Pension contributions	934	1058
Staff expenses	3871	3627
Accountancy	830	790
Professional fees	288	288
Fundraising	1980	2340
Printing, stationery & I.T.	942	2731
Activities	15446	12836
Headway LAN	0	1320
Telephone	299	382
General expenses	3081	1068
Bank Charges	102	111
	<u>71383</u>	<u>79123</u>
Net Movement in Funds	<u>-24869</u>	<u>-25292</u>