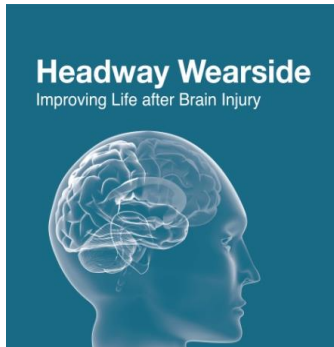


# Headway Wearside

Improving Life after Brain Injury



## Annual Report



# 2023 – 2024



Headway Wearside is Registered under Charity Number: 1140910 and a company limited by guarantee registered in England no 07504702

“Affiliated to Headway UK, the brain injury association ”

## **Welcome**

Headway Wearside is a registered charity and company limited by guarantee, it is affiliated to Headway UK the national brain injury association.

## **Chairpersons Report**

I am delighted again as Chairperson for the charity to say that Headway Wearside has continued to develop and grow the range of services and support we offer to Brain Injury Survivors and their families across Sunderland and surrounding Wearside area.

The AGM report provides a details of the various initiatives we have ran over the last twelve months. It is testimony to the work of all our staff team which currently consists of three fantastic workers Kim, Julie and Jason whom many of you will know. I must also pay special tribute to Charlotte O'Keefe who recently left the service. She was integral in allowing us to build our staff team in the Community Acquired Brain Injury Service which serves Sunderland, Gateshead and now South Tyneside also.

I must on behalf of the charity say a big thank you to Kim Hunter our fantastic Business and Community Development Manager to whom as a committee we are and remain extremely grateful. This is a role that Kim has been involved with for many years and the successes of the charity have been in a large part because of her continued drive and commitment.

I would also like to pay tribute to all the volunteers who have supported the charity either through being part of the committee, mentoring other members or by fundraising for the charity.

As a charity we continue to engage with our members and we have a number of Brain Injury survivors, carers and family members on our Trustee Board who volunteer their time and ensure that we are delivering activities and support that our members need. This holistic person-centred approach is an important part of Headway Wearside's ethos and business plan.

As many of you will know Headway Wearside as a small local charity depends upon ongoing funding from various sources including charitable trusts, individual fundraising, company fundraising and most importantly ongoing funding from both Cumbria, Northumberland, Tyne and Wear NHS Trust, Sunderland City Council and the Local ICB [Integrated Care board]. We are therefore very thankful for the financial support we have received from all our funders whom are referenced further in our treasurers report.

I would also like to pay special tribute to all those that have been involved in fundraising for Headway Wearside. I would welcome anyone who is thinking of fundraising for us to please do so. We really do appreciate any contributions big or small to the charity.

**PAUL BROWN**

Chairperson of HEADWAY WEARSIDE

PARTNER AND SPECIALIST BRAIN INJURY SOLICITOR AT BURNETTS SOLICITORS

April 2024

## Activity and Support Services

Welcome to our New Building,



In May 2023 we moved to a new building, at Washington Millennium Centre, The Oval, Concord, this has brought about some fantastic changes to the way we work , We now have larger premises including our activity room. Every room is on one level making access easier.



We also have access to additional facilities such as a community gym, A free lending library, Weight Management Service, An outdoor all weather pitch . A Large Hall for games and exercise and a quiet room for relaxation,



Most Wednesday mornings you will find some of our members spending their free time catching up having a game of pool[or three] grabbing a

hot sandwich in the community café, and saying hi to people as they pass through on their way to the community activities.



We offer support and information in a cosy seating area with refreshments and information for survivors and their carers.





We held **234 hours of activity** time which was accessed **509 times** in addition to this we have supported individuals via face to face meetings, drop-ins, emergency and crises support, telephone support. We have completed Pip and Attendance allowance Benefit forms . We have worked alongside Adult Services within the City of Sunderland to ensure our members have everything they need to live as independently as possible with adaptations to their homes including bathrooms, handrails, ramps, grabrails and additional equipment such as wheelchairs and walkers.

We work with several organisations and partners to enable us to offer a greater range of activities and support.

**Mickeys Place** - The lunch Club at the community Café in Washington. A two course set meal is cooked and served by volunteers. Meals are back to basics good wholesome meals made with food donated by the community and local supermarkets

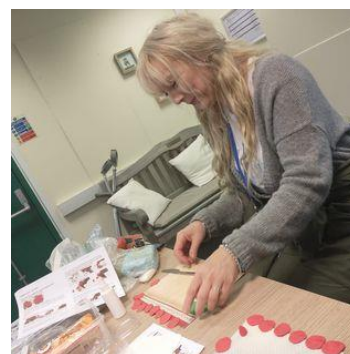


### **Workers Education Association and The cultural spring**

Members signed up to free courses.



Art and Crafts- A range of craft sessions that are suitable for anyone to join in. including light up bottles, Christmas cards gifts and cooking sweet treats, Working with Polymer clay and taking part in the city of Sunderland Light up the Park event.by making lanterns



**At One-** provides exercises will include moveability and Strengthening exercise , Examples of exercises will include: Seated resistance band work, Seated and gentle circuit, Low weight training, exercise to music



## Sunderland Foundation of Light



Skills sessions with a six week cooking course at the Beacon of light, learning the basics and kitchen safety and healthy eating. Some of our members went on to additional learning and were awarded a level one certificate.



## Sunderland and North Durham Society for the Blind

– A joint funding bid enabled social integration and a course of exercise to be delivered for those with a neurological condition and sight loss/disturbance. Exercise was focused on movement and core strength using a range of equipment to make the session more fun.



**Equans Training provider, delivering team building sessions that got everyone motivated and thinking outside the box. They also put up our sign so everyone can find the new office**

## Calvert Trust Kielder – Look ahead in the North 2023

A residential weekend with other Headway groups and branches from the North East .

Members took part in a range of activities that enabled them to learn new skills, relax in a comfortable environment, make new friends. Members choose their own activities including, boat trips, zip slides, archery, laser clay pigeon shooting, murder mystery night, quiz night, arts and craft room, relaxation therapies, talent show competition,



**Student support** – Headway Wearside believe in giving something back to the community, and to encourage the next generation of adults to have a greater understanding and knowledge of acquired brain injury and the impact it can have on individuals and families. Because of this we work closely with schools and colleges in the area to provide work experience placements and student placements . We also attend university business events to give talks and information.

Our students have attended a range of courses including Student GPs, Student Psychologists, Work experience students.

### **Support for members**

- Continued to deliver telephone and face to face support for members as required.
- Provided food vouchers for those in need who could not access local foodbanks.
- Held warm space Wednesday games and activity drop in Sessions.
- Paid for access to members own local gym for 3 months.
- Paid for Taxi and travel to attend activities or support.
- Provided subsidized trips and FREE activities.

### **Query Type**

- Homelessness
- Housing
- Equipment
- ID Cards
- Utility Costs
- Food shopping
- Hospital appointments[booking and help]
- Grant forms
- Access to food banks

### **Support for Staff**

To enable Headway Wearside to continue to grow and develop our staff attend local, regional and national conferences such as NABIF and UKABIF, Uptake Professional Training alongside personal development Training, They attend the North East Headway Network .

## Family Support Services

### Community Acquired Brain Injury Service (CABIS)

#### Headway Family Support Officer and Headway Benefits Officer

The Headway Service Coordinator and Headway Benefits Support Officer provide support, for those who do not require support by a psychologist, information, and support to resolve practical issues. Support with benefits and signposting to services such as Headway, CAB, Talking Therapies.

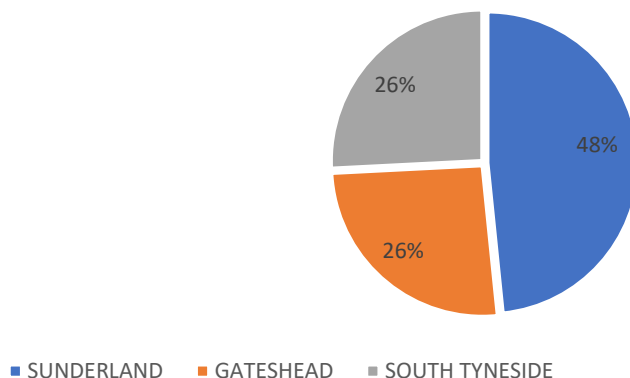
This report covers both carers and benefits support from April 2023 to March 2024.

##### REFERRALS

Sunderland	58
Gateshead	32
South Tyneside	31
Total	121

There have been 93 new referrals, made up of 49 from Sunderland, 24 from Gateshead and 25 from South Tyneside.

Referrals by location percentage



Carers are supported via telephone, home visits and carer support groups, as well as contact through email and text messages.

During this period all carers have continued to receive signposting information to local carer support services and an offer of support from both Headway officers

Referrals have ranged from family members with loved ones still in acute hospital, to carers supporting loved ones at home and struggling with the emotional or practical impact of this to people who are long term carers who benefit from support to monitor and maintain their wellbeing.

## Appointments

We offered 87 home visits, 117 telephone appointments, 17 office appointments. Appointments are tailored the service user needs.

### APPOINTMENTS

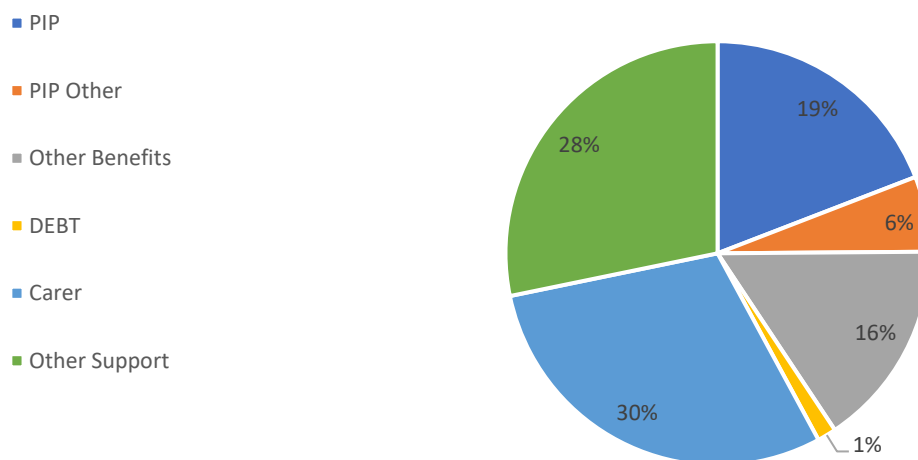
Home Visits	87
Telephone	117
Team Base	17
Total	221

Benefit support:

### QUERY TYPE

PIP	50
PIP Other	11
Other Benefits	34
Debt	5
Carer	55
Other Support	42
Total	197

Benefit Queries by Percentage



Emotional support has included:

- Providing regular 'catch ups' with via telephone or face to face, for chance to talk about any difficulties that they are having in their caring role or that they need an opportunity to discuss to help them to manage their stress levels.
- Providing support around anxiety and sharing CNTW self-help resources, to support carers to manage their own mental health.
- Speaking with carers to help normalise difficult feelings that they are experiencing as part of their carer role to help them see these as part of a process of coming to terms with a loved one's injury rather than as a personal failing.
- Offering ongoing alternative support in the event of changing circumstances.



## **Feedback**

*Hi Jason, Alan got PIP! Thank you so much for all your help. It's a big relief because we've heard so many horror stories about genuine people not being awarded it. I'm going to send a copy of the paperwork to the Blue Badge people ASAP. A positive start to the year.*

*Jason, want to thank you for all your help, the CABIS have been great, tell Lisa we are asking after her....*

## **Case Study**

Carer support identified during home visit with patient who had historic acquired brain injury also is undergoing treatment for testicular cancer. After supporting patient with benefits advice, carer support was offered to parents. After discussing with parents and discovering several health issues, mother, wet degenerative macular, father, fibromyalgia, and other issues. I suggested applying for attendance allowance for both. Supported mother and father with Attendance Allowance application.

Further carer support was offered to both parents and being elderly and clearly having health issues of their own, they prefer the support to be given at home in form of a chat to discuss future options. A blue application will be looked at in the future.

- Attendance allowance application.
- Future carer support to be agreed.
- Further support with Blue Badge application.

## **Support to Access Headway Activities.**

Headway staff continue to support CABIS service users to access support from Headway including:

- Support to apply for Headway UK ID
- Referrals to Headway Wearside for activities for their loved one and for informal carer support and groups.
- Supporting access to free gym activities

## **Referrals**

We have referred clients on to a range of organisations including:

- Foodbanks, Local housing associations. Radar Key ,Blue Badge, Social Services.
- Travel, bus and taxi support. Financial Support.

Jason Sheriff , Cabis – Benefits Officer

Charlotte Okeefe, Cabis Co-ordinator

## Family Support Services – Walker Gate Park



Feb 2023 -  
Jan 2024

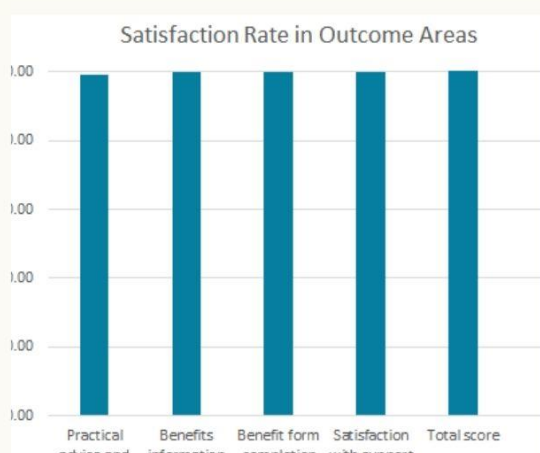
### Family Support at Walkergate Park

Headway Wearside  
Improving Life after Brain Injury



Families supported

7 7



### Practical information and advice



Information and  
signposting  
about services  
and support

308 hours

### Emotional Support

Families have been offered time to explore the impact of their loved one's brain injury.



462 hours

### Benefits and Grants

Total amount of additional income secured for families.



£100,929

## **Julie King - Family Support Officer at Walkergate Park Hospital February 2023 – January 2024**

I am delighted to say that the Family Support Officer role is now fully embedded into Walkergate Park and I am receiving referrals from all of the wards. There are several ways for a family to access support: via a discussion at the weekly ward multi-disciplinary meetings; via a direct referral from a nurse or therapist or via a self referral - there are posters and flyers about family support around the hospital.

During this year I have worked with 77 families offering emotional support and practical information on a range of issues including: how to support someone with a brain injury; rights and entitlements; benefits and finances; support in the community; hospital discharge, planning for the future. The level of support needed is tailored to the individual family and can range from short term advice to weekly support.

In order to extend the reach of the post I have also delivered information and wellbeing sessions which have been attended by families who have not requested one to one support. I have also worked with families to develop an information pack which will be given out to all families at their first family meeting, once it is finalised.

### **Case Study – Wendy (not real name), partner of a patient.**

Wendy's son had a traumatic brain injury which resulted in significant physical and cognitive issues. Wendy had no experience of health and social care so described herself as 'being lost.' Wendy lived some distance away from Walkergate Park and had to get 2 buses and a metro to visit her son. Wendy was worried about the future and was very anxious. She was struggling to understand her partner's brain injury and was neglecting her own wellbeing.

### **Interventions**

- Weekly contact - offered emotional support to process what had happened.
- Support to understand the brain injury and the health and social care system.
- Practical advice about services and support in the community.
- Grant application to Headway to help pay for travel to and from the hospital.
- Grant application for a specialist bath.
- Benefits and advice and successful application for PIP.

### **Outcomes**

- Wendy had an improved understanding of the health and social care system and was able to access appropriate support for herself and her partner.
- Wendy had a better understanding of how to support her partner.
- Improved financial situation for the couple.
- Wendy was less anxious and was doing things to maintain her own wellbeing.
- Wendy was able to discuss her feelings and felt listened to.

# Just to say Thank You

The Trustees and staff at Headway Wearside would just like to thank all of our funders and supporters

- CABIS Team
- Sunderland ICB
- Cumbria, Northumberland Tyne and Wear NHS Trust
- St James Place
- Co op
- Sunderland City Council – What matters to you funding

We would also like to thank our partners, supporters, organisations and staff that we have worked with during 2023/4

Burnetts Solicitors  
JSP LTD  
Robert Whitelaw  
Dawn till Dusk Crafts  
Mickeys Place  
Sunderland and North Durham Centre for the Blind  
The Cultural Spring

EMG Solicitors  
Headway Uk  
Damtech  
Washington Millennium Centre  
At ONE  
WEA  
Accounts Department NE

## **Headway Wearside Trustees 2023-2024**

- Paul Brown – Chairman
- Ian Brown – Treasurer
- Andrew Patterson Secretary
- Gloria Finnigan
- Anthony Lambelle
- James Dowell
- Derek Nicholson
- Anne Egan

## **Headway Wearside Staff 2023 – 2024**

- Kim Hunter
- Charlotte Okeefe
- Julie King
- Jason Sheriff

**Headway Wearside**

(a company limited by guarantee)

**Company Registration no 07504702**

**Charity Registration no 1140910**

**Financial Statements**

**For the period ended**

**31 January 2024**

Headway Wearside  
Washington Millennium Centre  
The Oval  
Washington  
NE37 2QD



## **Legal and Administrative Information**

**Name:** Headway Wearside

**Company No:** 07504702

**Charity No:** 1140910

**Directors/Trustees:**

Paul M Brown – Chair Person

Ian Brown – Treasurer

Andrew Patterson – Secretary [Regional Manager at JSP]

Anthony Lambelle – Brain Injury Survivor

James Dowell – Brain Injury Survivor

Derek Nicholson – Brain Injury survivor

Gloria Finnigan – Carer

Ann Egan – Carer

**Registered Address:** **Washington Millennium Centre**  
The Oval  
Concord  
Washington  
Tyne and Wear  
NE37 2QB

**Bankers:** Lloyds TSB  
Grey Street Branch  
PO Box 1000  
BX1 1XT

**Structure:** Headway Wearside is a Company limited by guarantee registered on 25<sup>th</sup> January 2011 and a registered Charity from 29<sup>th</sup> March 2011.

**Independent Examiner:**  
R J Whitelaw CA  
12 West Meadows Road  
Sunderland  
SR6 7TX

## **Contents**

1.	Director's/Trustees Report	Pages 4-7
2.	Independent Examiner's Report	Page 7
3.	Statement of Financial Activities	Page 8
4.	Balance Sheet	Page 8
5.	Notes to the Accounts	Pages 9-11

## Director's/Trustees Report

### **Objectives and Activities**

Headway Wearside is established to promote understanding of all aspects of Acquired Brain Injury (ABI) and to provide information, support and services to survivors of brain injury, their families and carers.

As an organisation Headway Wearside strives:

- To increase awareness of brain injury and its consequences
- To initiate activities and campaigns which will reduce the incidence of brain injury
- To provide information and support for people with acquired brain injuries, their relatives and carers and concerned professional people
- To promote improved approaches to brain injury screening, acute care, assessment, rehabilitation and social re-integration
- To assist people with acquired brain injuries to return to community living, including access to appropriate accommodation, social outlets, and productive activity

### **Achievements and performance**

Headway Wearside is run by Volunteer Trustees, this enables the board to be service user led. We hold bi monthly management meetings to ensure legal and charitable responsibilities are met. We are affiliated to Headway UK and sign up to their policies , procedures and practice. working together to ensure equal opportunities and fairness, reviewing the project and financial management.

The service has continued to be delivered via our Family Support Officers and Business Manager across three sites including Monkwearmouth Hopspital, Walkergate Park Hospital and Washington Millennium Centre.

As a Team we deliver services in Sunderland and surrounding areas with the family support Team also covering areas such as South Tyneside, Gateshead, Newcastle, Durham and further afield if required from referrals from specialist neuro rehab centres and partners .

We work closely with other Headway Groups and Branches across the North East and attend regular regional meetings with shared interests and outcomes.

The service has two main work strand, family support and community with each stream having several work steams such as education, wellbeing and exercise, social integration ,

Family support [CABIS staff] – Family support to include Carer Support and Benefits Advice

These dedicated non clinical roles are delivered within the Community Acquired Brain Injury Service, which is an NHS Neuro rehabilitation service.

Over this period there has been There have been 93 new referrals, made up of 49 from Sunderland, 24 from Gateshead and 25 from South Tyneside

Support has included regular face to face sessions offering emotional support and psychological and brain injury education as well as practical support to access welfare rights, social services support and other services to improve the wellbeing of carers and their loved ones.

We offered 87 home visits, 117 telephone appointments, 17 office appointments. Appointments are tailored to the service user needs.

### Walkergate Park Update

During this year I have worked with 77 families offering emotional support and practical information on a range of issues including: how to support someone with a brain injury; rights and entitlements; benefits and finances; support in the community; hospital discharge, planning for the future. The level of support needed is tailored to the individual family and can range from short term advice to weekly support.

In order to extend the reach of the post staff have also delivered information and wellbeing sessions which have been attended by families who have not requested one to one support. Staff have also worked with families to develop an information pack which will be given out to all families at their first family meeting, once it is finalised.

### Community Activity and Support Services

The timetable of activities were put on hold for a few months whilst we moved to new premises in May 2024, Support services continued throughout this time.

We held 234 hours of activity time which was accessed 509 times in addition to this we have supported individuals via face to face meetings, drop in emergency and crises support

We have started to work with new organisations and several partners so enable us to offer a greater range of activities and support. Including

**Mickeys Place** - The lunch Club at the community Café in Washington. A two course set meal is cooked and served by volunteers. Meals are back to basics good wholesome meals made with food donated by the community and local supermarkets

**WEA - Workers Education Association** members signed up to free courses.

**Art and Crafts-** A range of craft sessions that are suitable for anyone to join in. including light up bottles, Christmas cards gifts and sweet treats, Working with Polymar clay and taking part in the city of Sunderland Light up the Park event by making lanterns

**At One-** provides exercises will include moveability and Strengthening exercise , Examples of exercises will include: Seated resistance band work, Seated and gentle circuit, Low weight training, exercise to music

### **Sunderland Foundation of Light**

Skills sessions with a six week cooking course at the Beacon of light, learning the basics and kitchen safety and healthy eating. Some of our members went on to additional learning and were awarded a level one certificate.

**Sunderland and North Durham Society for the Blind** – A joint funding bid enabled a course of exercise to be delivered for those with a neurological condition and sight loss/disturbance. Exercise was focused on movement and core strength using a range of equipment to make the session more fun.

**Equans - training provider delivering team building sessions that got everyone motivated and thinking outside the box.**

## **Calvert Trust Kielder – Look ahead in the North**

A residential weekend with other Headway groups and branches from the North East .

Members took part in a range of activities that enabled them to learn new skills, relax in a comfortable environment, make new friends. Members choose their own activities including, boat trips, zip slides, archery, laser clay pigeon shooting, murder mystery night, quiz night, arts and craft room, relaxation therapie, talent show competition,

Student support – Headway Wearside believe in giving something back to the community, and to encourage the next generation of adults to have a greater and understanding and knowledge of acquired brain injury and the impact it can have on individuals and families. Because of this we work closely with schools and colleges in the are to provide work experience placements and student placements . We also attend university business events to give talks and information.

Our students have attended a range of courses including Student GPs, Student Psychologists, Work experience students.

### **Support for members**

- Continued to deliver telephone and face to face support for members as required.
- Provided food vouchers for those in need who could not access local foodbanks.
- Provided everyone access cards for gym/swim exercise sessions.

### **Financial Review**

Headway Wearside secured some additional funding towards the salary of our existing Community Development Worker, Kim Hunter, for 2023/2024, despite austere times and the extreme challenges charities now face in securing grant/government funding.

Kim's aim was to continue to build the membership, increase volunteer opportunities, continue to develop activities and support the Committee in securing additional funding. Kim has again worked tirelessly to achieve this and, as a result, she has secured funding to continue in her role for a further 18 months until 2026. However, more work needs to be done by all those involved with Headway Wearside to keep building up our unrestricted funds through fundraising opportunities to carry on delivering this invaluable service to the head injury community of Sunderland.

### **Funders**

Headway Wearside would like to thank Sunderland CCG for their grant assistance and support during 2023/24, which went towards our general core costs including running costs, community development services, activities and resources. Kim also managed to successfully secure funding via CNTW CABIS to continue the positions of our three workers for 2023/24.

Funding has also been received from a number of sources for specific activities and projects for service users and their families and these are as follows:

- CABIS (funder CNTW)
- CCG – Sunderland Clinical Commissioning group
- ICB
- St James Place
- What Matters To You (Sunderland City Council)



### **Risk Management**

The Directors have examined the major risks, which the company faces in relation to external factors, governance and management, internal operations and business. An Assessing Risk Contingency Planning document has been developed and is included in their Business Plan. They have considered the likelihood and the impact of risks and have reviewed what systems should be in place to control and reduce those risks. The systems are being designed to provide reasonable, but not absolute, assurance against material loss or misstatement of loss.

### **Reserves Policy**

It is the policy of the company to try to build up unrestricted funds, which are free reserves of the company, to a level that equates to approximately 3 months unrestricted expenditure. This will provide sufficient funds to cover management and administration support costs and any emergencies that may arise from time to time.

The Directors/Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the company and which enable them to comply with applicable law. The Directors/Trustees 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.

### **Plans for the Future**

Headway Wearside shall continue to relieve persons who are resident in Wearside who have suffered a brain injury, their families, carers and other related professionals by the provision of information, service and facilities and advance the education of the public in all aspects relating to brain injury and its prevention.

The Directors/Trustees have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

### **Directors'/Trustees' Responsibilities:**

For the year ending 31<sup>st</sup> January 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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/trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

### **Approved by the members and signed on their behalf:**

Name: ...Ian Brown...

...Signature:.....



Name: .....Signature:.....

Date

## **Independent Examiners Report**

Report to the trustees/members of Headway Wearside on Accounts for the year ended 31<sup>st</sup> January 2024.

### **Respective responsibilities of the Trustees and Examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an Independent Examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent Examiner's Statement**

In connection with my examination no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which agree with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name        R J Whitelaw C A

Signed       Robert Whitelaw

Date         4 May 2024

**Headway Wearside**  
(a company limited by guarantee)

		2023-2024			2022-2023
	Note	Unrestricted	Restricted	Total	Total
<b>Incoming Resources</b>					
Incoming resources from generated funds					
Voluntary income		0	0	0	0
Activities for generating funds	4	10,407	86,103	96,510	137,696
Investment income	3	0	0	0	0
Incoming resources from charitable activities		0	0	0	0
<b>Total incoming resources</b>		<b>10,407</b>	<b>86,103</b>	<b>96,510</b>	<b>137,696</b>
<b>Resources Expended</b>					
Cost of generating funds		0	0	0	0
Cost of generating voluntary income		0	0	0	0
Fundraising Trading Costs		0	0	0	0
Investment Management Costs		0	0	0	0
Charitable activities	4	2,591	92,160	94,750	95,169
Governance Costs		0	0	0	0
<b>Total resources expended</b>		<b>2,591</b>	<b>92,160</b>	<b>94,750</b>	<b>95,169</b>
Net incoming/outgoing resources		7,816	(6,055)	1,761	42,527
Total funds brought forward		23,749	74,851	98,600	56,073
<b>Total funds carried forward</b>		<b>31,565</b>	<b>68,796</b>	<b>100,361</b>	<b>98,600</b>

**Statement of Financial Activities 2023-24**  
**Balance sheet as at 31<sup>st</sup> January 2024**

		2023-2024			2022-2023
	Note	Unrestricted	Restricted	Total	Total
<b>Fixed Assets</b>					
Debtors		0	0	0	0
Cash at bank and in hand		31,565	68,796	100,361	98,600
<b>Total Current Assets</b>		<b>31,565</b>	<b>68,796</b>	<b>100,361</b>	<b>98,600</b>
Creditors falling due within one year		0	0	0	0
<b>Net Current Assets</b>		<b>31,565</b>	<b>68,796</b>	<b>100,361</b>	<b>98,600</b>
<b>Funds of the charity</b>					
Unrestricted funds		31,565		31,565	23,749
Restricted income funds			68,796	68,796	74,851
<b>Total Funds</b>		<b>31,565</b>	<b>68,796</b>	<b>100,361</b>	<b>98,600</b>

For the year ending 31 January 2024 the company was entitled to exemption from audit under section 477 of the companies act 2006 relating to small companies.

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 accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

**Approved by the members and signed on their behalf**

Name Ian Brown

Signature



## **Notes to the Financial Statements** **For the year ended 31 January 2024**

### **1 Accounting Policies**

#### **Basis of Preparation**

These Financial Statements have been prepared on the basis of historic cost in accordance with:

- Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 (c.27);
- The Financial Reporting Standard for Small Entities (effective from January 2007) of the Companies Act 2006;
- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- Accounting Standards; and with the Charities Act 2011

The Directors/Trustees have taken advantage of the exemption in financial reporting standard no 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

#### **Incoming Resources**

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

#### **Resources Expended and Liabilities**

Resources expended have been analysed using a natural classification.

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources

Governance costs include the cost of trustee travel expenses and telephone calls and any costs relating to the governance of the charity.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

## 2 Funds

The Charity has 2 funds, an unrestricted general fund and a restricted fund used for purchasing items of a specific nature funded by one funder: hence all movements on each fund are disclosed.

There are no designated funds at this time.

<b>Restricted Funds</b>	<b>Bal. BF</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance</b>
CABIS Staff 23-24	0	60,713	43,313	17,400
Cabis CNTW Foundation Trust	7,367	0	2,874	4,493
ICB 23-24	0	10,000	0	10,000
Police	201	0	201	0
St James Place	0	2,500	0	2,500
NHS ccg2021	2,400	0	2,400	0
CABIS WGP 23-24	0	11,470	7,042	4,428
NHSCCG 2022-2025	32,406	0	12,585	19,821
Arnold Clark	385	0	385	0
Delamere Diary foundation Trust	1,214	0	1,184	30
CABIS STAFF – CNTW foundation Trust	30,879	0	20,756	10,123
What matters to you – Sunderland council	0	1,420	1,420	0
	<b>74,852</b>	<b>86,103</b>	<b>92,160</b>	<b>68,796</b>
Unrestricted fund	<b>23,749</b>	<b>10,407</b>	<b>2,591</b>	<b>31,565</b>

## 3 Investment Income

There is no investment income at this time

<b>4 Income &amp; Expenditure 2023-24</b>			<b>2023-24 Total</b>	<b>2022-23 Total</b>
<b>Income</b>	<b>Unrestricted</b>	<b>Restricted</b>		
DIAG Chance / extended		0	0	500
CABIS Staff 23-24		60,713	60,713	0
ICB 23-24		10,000	10,000	0
St James Place		2,500	2,500	0
Thee Club		0	0	1,946
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West area Jubilee		0	0	1,005
Arnold Clark		0	0	750
Delamere foundation Trust		0	0	1,364
What Matters to you		1,420	1,420	82,540
Donations General	10,407	0	10,407	8,374
<b>Total Income</b>	<b>10,407</b>	<b>86,103</b>	<b>96,510</b>	<b>137,696</b>



**Headway Wearside**  
(a company limited by guarantee)

<b>Expenditure</b>	<b>unrestricted</b>	<b>restricted</b>	<b>2023-24</b>	<b>2022-23</b>
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CABIS Staff 23-24		43,313	43,313	0
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<b>Donations General</b>	<b>2,591</b>		<b>2,591</b>	<b>4,226</b>
<b>Total Expenditure</b>	<b>2,591</b>	<b>92,160</b>	<b>94,751</b>	<b>95,169</b>
<b>Income Less Expenditure</b>	<b>7,816</b>	<b>-6,057</b>	<b>1,761</b>	<b>42,527</b>
<b>Balance Brought Forward</b>	<b>23,749</b>	<b>74,851</b>	<b>98,600</b>	<b>56,073</b>
<b>Balance Carried forward</b>	<b>31,565</b>	<b>68,796</b>	<b>100,361</b>	<b>98,600</b>

## 5 Debtors

There are no debtors

## 6 Creditors: due within 1 year

Independent Examination fee of £0.00

**Approved by the members and signed on their behalf:**

Name ..... Ian Brown ..... Signature ...  .....

Name ..... Signature .....

**Headway Wearside**

(a company limited by guarantee)

**Company Registration no 07504702**

**Charity Registration no 1140910**

**Financial Statements**

**For the period ended**

**31 January 2024**

Headway Wearside  
Washington Millennium Centre  
The Oval  
Washington  
NE37 2QD

## **Legal and Administrative Information**

**Name:** Headway Wearside

**Company No:** 07504702

**Charity No:** 1140910

**Directors/Trustees:**

Paul M Brown – Chair Person

Ian Brown – Treasurer

Andrew Patterson – Secretary [Regional Manager at JSP]

Anthony Lambelle – Brain Injury Survivor

James Dowell – Brain Injury Survivor

Derek Nicholson – Brain Injury survivor

Gloria Finnigan – Carer

Ann Egan – Carer

**Registered Address:** **Washington Millennium Centre**  
The Oval  
Concord  
Washington  
Tyne and Wear  
NE37 2QB

**Bankers:** Lloyds TSB  
Grey Street Branch  
PO Box 1000  
BX1 1XT

**Structure:** Headway Wearside is a Company limited by guarantee registered on 25<sup>th</sup> January 2011 and a registered Charity from 29<sup>th</sup> March 2011.

**Independent Examiner:** R J Whitelaw CA  
12 West Meadows Road  
Sunderland  
SR6 7TX

## **Contents**

1.	Director's/Trustees Report	Pages 4-7
2.	Independent Examiner's Report	Page 7
3.	Statement of Financial Activities	Page 8
4.	Balance Sheet	Page 8
5.	Notes to the Accounts	Pages 9-11

## Director's/Trustees Report

### **Objectives and Activities**

Headway Wearside is established to promote understanding of all aspects of Acquired Brain Injury (ABI) and to provide information, support and services to survivors of brain injury, their families and carers.

As an organisation Headway Wearside strives:

- To increase awareness of brain injury and its consequences
- To initiate activities and campaigns which will reduce the incidence of brain injury
- To provide information and support for people with acquired brain injuries, their relatives and carers and concerned professional people
- To promote improved approaches to brain injury screening, acute care, assessment, rehabilitation and social re-integration
- To assist people with acquired brain injuries to return to community living, including access to appropriate accommodation, social outlets, and productive activity

### **Achievements and performance**

Headway Wearside is run by Volunteer Trustees, this enables the board to be service user led. We hold bi monthly management meetings to ensure legal and charitable responsibilities are met. We are affiliated to Headway UK and sign up to their policies , procedures and practice. working together to ensure equal opportunities and fairness, reviewing the project and financial management.

The service has continued to be delivered via our Family Support Officers and Business Manager across three sites including Monkwearmouth Hopspital, Walkergate Park Hospital and Washington Millennium Centre.

As a Team we deliver services in Sunderland and surrounding areas with the family support Team also covering areas such as South Tyneside, Gateshead, Newcastle, Durham and further afield if required from referrals from specialist neuro rehab centres and partners .

We work closely with other Headway Groups and Branches across the North East and attend regular regional meetings with shared interests and outcomes.

The service has two main work strand, family support and community with each stream having several work steams such as education, wellbeing and exercise, social integration ,

Family support [CABIS staff] – Family support to include Carer Support and Benefits Advice

These dedicated non clinical roles are delivered within the Community Acquired Brain Injury Service, which is an NHS Neuro rehabilitation service.

Over this period there has been There have been 93 new referrals, made up of 49 from Sunderland, 24 from Gateshead and 25 from South Tyneside

Support has included regular face to face sessions offering emotional support and psychological and brain injury education as well as practical support to access welfare rights, social services support and other services to improve the wellbeing of carers and their loved ones.



We offered 87 home visits, 117 telephone appointments, 17 office appointments. Appointments are tailored to the service user needs.

### Walkergate Park Update

During this year I have worked with 77 families offering emotional support and practical information on a range of issues including: how to support someone with a brain injury; rights and entitlements; benefits and finances; support in the community; hospital discharge, planning for the future. The level of support needed is tailored to the individual family and can range from short term advice to weekly support.

In order to extend the reach of the post staff have also delivered information and wellbeing sessions which have been attended by families who have not requested one to one support. Staff have also worked with families to develop an information pack which will be given out to all families at their first family meeting, once it is finalised.

### Community Activity and Support Services

The timetable of activities were put on hold for a few months whilst we moved to new premises in May 2024, Support services continued throughout this time.

We held 234 hours of activity time which was accessed 509 times in addition to this we have supported individuals via face to face meetings, drop in emergency and crises support

We have started to work with new organisations and several partners so enable us to offer a greater range of activities and support. Including

**Mickeys Place** - The lunch Club at the community Café in Washington. A two course set meal is cooked and served by volunteers. Meals are back to basics good wholesome meals made with food donated by the community and local supermarkets

**WEA - Workers Education Association** members signed up to free courses.

**Art and Crafts-** A range of craft sessions that are suitable for anyone to join in. including light up bottles, Christmas cards gifts and sweet treats, Working with Polymar clay and taking part in the city of Sunderland Light up the Park event by making lanterns

**At One-** provides exercises will include moveability and Strengthening exercise , Examples of exercises will include: Seated resistance band work, Seated and gentle circuit, Low weight training, exercise to music

### **Sunderland Foundation of Light**

Skills sessions with a six week cooking course at the Beacon of light, learning the basics and kitchen safety and healthy eating. Some of our members went on to additional learning and were awarded a level one certificate.

**Sunderland and North Durham Society for the Blind** – A joint funding bid enabled a course of exercise to be delivered for those with a neurological condition and sight loss/disturbance. Exercise was focused on movement and core strength using a range of equipment to make the session more fun.

**Equans - training provider delivering team building sessions that got everyone motivated and thinking outside the box.**

## **Calvert Trust Kielder – Look ahead in the North**

A residential weekend with other Headway groups and branches from the North East .

Members took part in a range of activities that enabled them to learn new skills, relax in a comfortable environment, make new friends. Members choose their own activities including, boat trips, zip slides, archery, laser clay pigeon shooting, murder mystery night, quiz night, arts and craft room, relaxation therapie, talent show competition,

Student support – Headway Wearside believe in giving something back to the community, and to encourage the next generation of adults to have a greater and understanding and knowledge of acquired brain injury and the impact it can have on individuals and families. Because of this we work closely with schools and colleges in the are to provide work experience placements and student placements . We also attend university business events to give talks and information.

Our students have attended a range of courses including Student GPs, Student Psychologists, Work experience students.

### **Support for members**

- Continued to deliver telephone and face to face support for members as required.
- Provided food vouchers for those in need who could not access local foodbanks.
- Provided everyone access cards for gym/swim exercise sessions.

### **Financial Review**

Headway Wearside secured some additional funding towards the salary of our existing Community Development Worker, Kim Hunter, for 2023/2024, despite austere times and the extreme challenges charities now face in securing grant/government funding.

Kim's aim was to continue to build the membership, increase volunteer opportunities, continue to develop activities and support the Committee in securing additional funding. Kim has again worked tirelessly to achieve this and, as a result, she has secured funding to continue in her role for a further 18 months until 2026. However, more work needs to be done by all those involved with Headway Wearside to keep building up our unrestricted funds through fundraising opportunities to carry on delivering this invaluable service to the head injury community of Sunderland.

### **Funders**

Headway Wearside would like to thank Sunderland CCG for their grant assistance and support during 2023/24, which went towards our general core costs including running costs, community development services, activities and resources. Kim also managed to successfully secure funding via CNTW CABIS to continue the positions of our three workers for 2023/24.

Funding has also been received from a number of sources for specific activities and projects for service users and their families and these are as follows:

- CABIS (funder CNTW)
- CCG – Sunderland Clinical Commissioning group
- ICB
- St James Place
- What Matters To You (Sunderland City Council)

### **Risk Management**

The Directors have examined the major risks, which the company faces in relation to external factors, governance and management, internal operations and business. An Assessing Risk Contingency Planning document has been developed and is included in their Business Plan. They have considered the likelihood and the impact of risks and have reviewed what systems should be in place to control and reduce those risks. The systems are being designed to provide reasonable, but not absolute, assurance against material loss or misstatement of loss.

### **Reserves Policy**

It is the policy of the company to try to build up unrestricted funds, which are free reserves of the company, to a level that equates to approximately 3 months unrestricted expenditure. This will provide sufficient funds to cover management and administration support costs and any emergencies that may arise from time to time.

The Directors/Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the company and which enable them to comply with applicable law. The Directors/Trustees 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.

### **Plans for the Future**

Headway Wearside shall continue to relieve persons who are resident in Wearside who have suffered a brain injury, their families, carers and other related professionals by the provision of information, service and facilities and advance the education of the public in all aspects relating to brain injury and its prevention.

The Directors/Trustees have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

### **Directors'/Trustees' Responsibilities:**

For the year ending 31<sup>st</sup> January 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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/trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

### **Approved by the members and signed on their behalf:**

Name: ...Ian Brown...

...Signature:.....



Name: .....Signature:.....

Date

## **Independent Examiners Report**

Report to the trustees/members of Headway Wearside on Accounts for the year ended 31<sup>st</sup> January 2024.

### **Respective responsibilities of the Trustees and Examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an Independent Examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent Examiner's Statement**

In connection with my examination no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which agree with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name        R J Whitelaw C A

Signed       Robert Whitelaw

Date         4 May 2024

**Headway Wearside**  
(a company limited by guarantee)

		2023-2024			2022-2023
	Note	Unrestricted	Restricted	Total	Total
<b>Incoming Resources</b>					
Incoming resources from generated funds					
Voluntary income		0	0	0	0
Activities for generating funds	4	10,407	86,103	96,510	137,696
Investment income	3	0	0	0	0
Incoming resources from charitable activities		0	0	0	0
<b>Total incoming resources</b>		<b>10,407</b>	<b>86,103</b>	<b>96,510</b>	<b>137,696</b>
<b>Resources Expended</b>					
Cost of generating funds		0	0	0	0
Cost of generating voluntary income		0	0	0	0
Fundraising Trading Costs		0	0	0	0
Investment Management Costs		0	0	0	0
Charitable activities	4	2,591	92,160	94,750	95,169
Governance Costs		0	0	0	0
<b>Total resources expended</b>		<b>2,591</b>	<b>92,160</b>	<b>94,750</b>	<b>95,169</b>
Net incoming/outgoing resources		7,816	(6,055)	1,761	42,527
Total funds brought forward		23,749	74,851	98,600	56,073
<b>Total funds carried forward</b>		<b>31,565</b>	<b>68,796</b>	<b>100,361</b>	<b>98,600</b>

**Statement of Financial Activities 2023-24**  
**Balance sheet as at 31<sup>st</sup> January 2024**

		2023-2024			2022-2023
	Note	Unrestricted	Restricted	Total	Total
<b>Fixed Assets</b>					
Debtors		0	0	0	0
Cash at bank and in hand		31,565	68,796	100,361	98,600
<b>Total Current Assets</b>		<b>31,565</b>	<b>68,796</b>	<b>100,361</b>	<b>98,600</b>
Creditors falling due within one year		0	0	0	0
<b>Net Current Assets</b>		<b>31,565</b>	<b>68,796</b>	<b>100,361</b>	<b>98,600</b>
<b>Funds of the charity</b>					
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**Approved by the members and signed on their behalf**

Name Ian Brown

Signature



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**Headway Wearside**  
(a company limited by guarantee)

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**Approved by the members and signed on their behalf:**

Name ..... Ian Brown ..... Signature ...  .....

Name ..... Signature .....