HEADWAY PLYMOUTH

England & Wales · Charity number 1150786

Details

Status	Registered
Legal form	Charitable company
Company number	08101252
Registered	2013-02-13
Register	View on the Charity Commission register

Contact

Address	Headway Plymouth Headway House Park Avenue Plymouth PL1 4RJ
Phone	01752550559
Email	enquiries@headwayplymouth.org.uk
Website	www.headwayplymouth.org.uk

Activities

Objects: (1) TO RELIEVE PERSONS WHO ARE RESIDENT IN PLYMOUTH AND ITS SURROUNDING AREA WHO HAVE SUFFERED A BRAIN INJURY, THEIR FAMILIES, CARERS AND OTHER RELATED PROFESSIONALS BY THE PROVISION OF SUCH INFORMATION, SERVICES AND FACILITIES AS ARE REQUIRED FROM TIME TO TIME BY SUCH PERSONS.(2) TO ADVANCE THE EDUCATION OF THE PUBLIC IN ALL ASPECTS RELATING TO BRAIN INJURY AND ITS PREVENTION.

Activities: Day opportunities support services for adults with acquired brain injury and associated neurological disorders.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** People With Disabilities

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Geography

- Cornwall
- Devon
- Plymouth City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£183,738	£142,929	-	-
2023-12-31	£98,280	£109,852	-	-
2022-12-31	£122,000	£113,847	-	-
2021-12-31	£124,159	£135,234	-	-
2020-12-31	£123,139	£118,882	-	-

Trustees

Name	Role	Appointed
ROBERT ANTROBUS	Chair	2014-03-27
Allison Hocking		2024-09-18
Anita Pascoe		2024-09-18
Hilary Dawn Dicks		2023-06-26
Karen Jane Walker		2015-03-30

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HEADWAY PLYMOUTH

England & Wales - Charity number 1150786

Accounts

Annual Report 2024

Headway
PLYMOUTH

Headway Plymouth Charity No : 1150786 ceo@headwayplymouth.org.uk

2024 in review

Our Details

Company Number: 8101252

Charity's Registered Number: 1150786

Charity's Registered Office: Headway Plymouth
Headway House
Devonport
Plymouth
PL1 4RJ

The Charity's Incorporation was finalised with effect from 17 April 2013.

The Charity's governing document is the Articles of Association.

Our Vision

...is for all individuals, their families and carers affected by acquired brain injury to have access to all the support they need to maximise their potential.

Our Mission

...is to enable those with an acquired brain injury and their families and carers to live independent lives.

Chair's Statement

Once again, we've had an exceptionally busy year.

Like many charities, we continue to operate in challenging times. However, I really feel that Headway Plymouth has stepped up to those challenges and thrived.

During this year, I was delighted that we were able to enhance our Trustees, having been joined by Anita and Allice. In the short time they have been with us, they have been really additive, and I would like to take this opportunity of thanking them for their time and dedication.

We also enhanced our service with the additional of Naomi Hulford to lead our Hospital Liaison Project. This is a huge project for the charity, and it is fantastic to see the benefit it has already provided to many ABI sufferers. I have no doubt this service will only go from strength to strength.

As you will see from the photos within this report, we have had further work done on the centre, which has really enabled us to create a welcoming environment.

The diversification of our income continues, and we have had some amazing results from our grant applications and obtained new income streams from corporates. This all goes towards continuing and enhancing our offering to everyone affected by an acquired brain injury in Plymouth and the surrounding area.

I would also like to take this opportunity to personally thank Simon Parford who retired as a Trustee this year, having served in that role for more than 30 years. Simon has devoted his time and energy to supporting those who have suffered a brain injury and the charity really benefited from his guidance and insights – enjoy your well-earned retirement Simon!

My final thanks is to the Team – Craig, Pete, Jo, Amy, Jonathan and Andy plus all the students and volunteers - you are amazing! We couldn't do what we do without you.

Robert Antrobus – Chair

2024 in review

Our Trustees

The Charity's Trustees changed during financial year ending December 2024.

The Charity added strength and depth to the board though the recruitment of two new trustees to oversee our clinical and fundraising strategy.

We welcomed Anita Pascoe and Allice Hocking who bring vast and differing experience in their fields of expertise - but both sharing an obvious dedication to improving lives after brain injury.

In tandem with his well deserved retirement from his professional career, it was with great sadness that we saw Simon Parford formally resign as a Trustee after more than 30 years of devoted service to the Charity.

The board, the team and the clients and families of Headway Plymouth wish to express our most sincere thanks to Simon for his hard work and dedication to the Charity over so many years.

Trustees

Robert Antrobus - Chair
Hilary Dicks - Vice Chair
Karen Walker - Treasurer
Allice Hocking - Trustee
Anita Pascoe - Trustee

Staff

Craig Butler - CEO
Peter Olver - Operations Manager
Jonathan Self - Centre Team
Amy Edwards - Centre Team
Joanne Bentley - Community Team
Andy Cornish - Community Team

2024 in review

Our Accountants Solicitors and Bankers

The Charity's Accountants remained as Dawe Hawken and Dodd, Chartered Certified Accountants of 52 Fore St, Callington, Cornwall, PL17 7AJ.

The Charity's Solicitors remained as Wolferstans of Deptford Chambers, 60-66 North Hill, Plymouth, PL4 8EP.

The Charity banks with NatWest Bank of 12-16 Old Town Street Plymouth PL1 1DG

The Charity is a Real Living Wage Employer and is regulated by the Fundraising Regulator

Spring Highlights

We recruited Naomi Hulford (OT) to lead our new hospital liaison project and began to embed support at the Plym Neuro-rehabilitation ward.

Summer Highlights

We secured our first amazing award from the National Lottery Community Fund to support our activities programme in the centre and in the community.

Autumn Highlights

We completed the refurbishment of the interior and exterior of our centre with the fantastic support of first-year apprentice voulnteers from Babcock.

Winter Highlights

We completed a nine month research project exploring the outcomes of our hospital liaison work in collaboration with the University of Plymouth.

Headway PLYMOUTH

2024

52%

...of relationships end after an ABI

60%

...of prisoners likely to have an ABI

every 90secs

...someone admitted to hospital with an ABI

Projects	Details	Outcome
Management	To diversify our board of trustees to add expert experience in fundrasing and clinical support	• New trustee to support fundraising strategy • New trustee to support clinical governance • More work on strategic planning around all areas.
Partnerships	To reach out and forge new partnerships in our community	• Stronger links with Health and Adult Social Care • Enhanced partnerships in Education • A wealth of new collaborators in the Charity/VCSE sector
Funding	To diversify our funding streams away from exclusive reliance on statutory funding	• New large grant funding income from a number of sources • Corporate partnerships generating income and volunteers • Government funding for an energy efficiency programme

Our Services

The Board remained keen to move the Charity away from a traditional day-centre model and look to ways to raise our profile locally and to cement our reputation for specialist ABI rehabilitation.

There was a renewed focus upon driving new clients into the Charity either with longstanding but unsupported ABI or those who had recently suffered an ABI and who could be supported at the very outset of their brain injury journey.

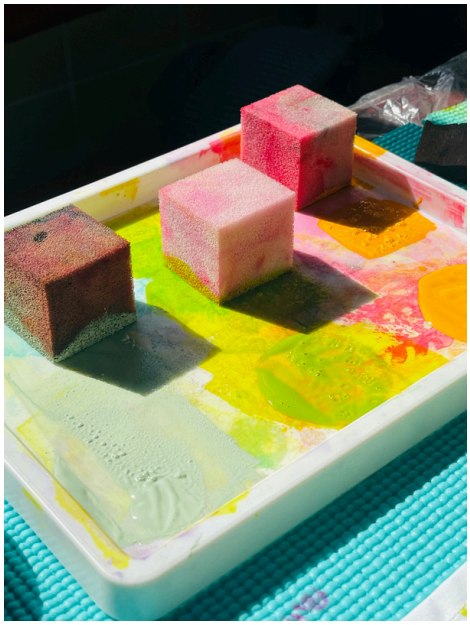
The centre based operations switched the focus away from clients attending for full/multiple days per week - to the use of the centre as a social hub and a base for various client centred re-enablement activities, education and awareness - plus peer group support.

We opened the centre on an additional half day per week to support our various peer support groups.

Our hospital liaison project launched at the Mount Gould Hospital (Plym Neuro-rehabilitation Unit) in April 2024 and at the Derriford Hospital (Erme acute neuro-rehalitation ward) in August 2024. Both units are centres of excellence for ABI rehabilitation in the South West. We embedded our team in both units supporting patients, families and clinical teams during in-patient treatment and then across the discharge process - with follow up by our team once back at home.

In June 2024, we launched as commissioned 1:1 home and community enablement and outreach service that sees our team supporting clients in their homes and in their community. We recruited two new team members into "enabler" roles to support this exciting new initiative for the charity.

At the same time, we introduced ourselves to the huge community of other Charities, Voluntary, Community and Social Enterprise Organisations in and around Plymouth - whose aims and services aligned with ours - for example, in terms of supporting welfare benefits, housing, debt, mental health and domestic violence or justice issues.



Our Funding

We continued our commissioned work with Plymouth City Council - but added a new contract for commissioned outreach/enablement - in addition to our longstanding "block" agreement for Day Opportunities Services. We continued to work in close partnership with Devon and Cornwall County Councils for commissioned day services and community outreach/enablement.

Alternative income generation focused on building new relationships with larger grant making organisations with the support of Allice, our new trustee, with huge experience of funding research and bid writing. Notable successes across 2024 were our first larger scale grants from the National Lottery Community Fund and the People's Postcode Lottery. Regionally, we received further funding from Devon Community Foundation, the Livewell Foundation and the Norman Family Trust.

We secured funding from the government's VCSE Energy Efficiency Scheme that allowed us to carry out extensive energy efficient improvements to our centre (see Our Space)

We collaborated with corporate partners and, in September 2024, entered into a two year sponsorship agreement with Enable Law and Wolferstans Solicitors which has funded our hospital liaison project since generous grant funds from the Claire Milne Trust were exhausted.

We also received new income from challenges and events - with our CEO running the 2024 London Marathon and one of our beneficiary client families hosting a food and music festival at their smallholding in Devon - all to raise funds for the charity.

We completed our Gift Aid registration with HMRC and we remain registered and accredited with The Fundraising Regulator.

Livewell Southwest

NATIONAL LOTTERY AWARDS FOR ALL
COMMUNITY FUND

PLYMOUTH CITY COUNCIL

PEOPLE'S POSTCODE LOTTERY

POSTCODE LOCAL TRUST

Our Team

Craig retained his CEO role - responsible for the strategic development of the Charity, profile and reputation building, new client development, diversification of service delivery and exploring new income streams.

Pete retained his role as Operations Manager to oversee the day to day functions of the Charity. The strength of our financial position meant that, in November 2024, both were able to increase their core contracted hours from 21 to 28 hours per week.

Naomi joined the team (self employed) to lead our hospital liaison project. Naomi offered vast clinical experience as a career long occupational therapist. She had worked with the Plym Community Neuro Rehab Team (CNRT) supporting stroke survivors and families and continued to be a familiar face at Plym as art of her continuing "long-covid" contract. She offered credibility and instilled confidence in our health partners.

We were delighted that, due to the successful rebuilding of trust and confidence in our services with health and social care, we launched our enablement project in July 2024 and recruited Joanne Bentley as the charity's first community enabler. The expansion of the enablement project meant that, in December 2024 we added Andy Cornish to our community enablement team.

We have continued to support Plymouth University (psychology and adult social care) and Peninsula Medical School (first and second year medical students) receiving placement students across the academic year. We are now able to offer a more diverse and fulfilling experience at the Charity - adding significant value to their studies. We are working hard to secure new and regular volunteers.

Finally, we believe in paying our team a fair wage. We remain accredited Living Wage Employers and, in April 2024, our lowest hourly rate was again fixed at 50 pence per hour above the "*real living wage*"

Our Space

We have renovated the inside of the centre, creating a light and bright space with less clutter and all round better disability access. We have a new and smaller dedicated manager's office creating new space for a quiet room in our building for peaceful activities, private conversations and relaxation.

We progressed the development of the outside space - seeing the long awaited removal of our portacabin which, overnight, transformed the appearance of the building, allowed more natural light inside and created a wonderful new view of the wildflower meadow area of Devonport Park.

We created a new brand identity for the charity. A logo that merged our proud Plymouth roots (the image of Smeaton's lighthouse tower) with our focus on brain injury. A bold, exciting and eye catching new colour-way with large new signage around our building, new banners and information materials - and a team "uniform" in striking bold blue, white and pink.

Our centre hub underwent a transformation (matching the new colour scheme) that made us a vibrant and unmissable feature of the Devonport community - eliciting fantastic feedback from local people and businesses. Thank you again to the amazing volunteers from Babcock (and the donations from Crown Paints) for making this happen.

We also commissioned Roy Christie, a local street artist, to create a beautiful mural on our east (park facing) wall. This outstanding piece of artwork encapsulated our place in the park and added images of rare flowers and butterflies - almost exclusively found in our corner of Plymouth.

In the autumn we secured funding under the government's VCSE Energy Efficiency Scheme to radically improve the building's efficiency credentials as we added 32 square metres of solar panels, two solar batteries, LED lighting throughout, heat panels, electric water heaters and split system air conditioning. Our natural gas supply was, in effect, discontinued as we moved to full, self generated, electricity only.

We continued to work with Plymouth City Council's Green Communities Team, Plymouth and South Devon Community Forest and the Green Devonport Partnership to explore the prospect of "co-stewarding" and redeveloping the land adjacent to our centre hub.

Our Partners

The Charity built on the work started in 2023 to reach out to and collaborate with new partners locally and nationally.

Statutory - We have continued to engage with our health and social care funders. Relationships and confidence are, we believe, fully restored. This is seen in the implementation of the hospital liaison project, newly commissioned 1:1 community enablement contracts and our partners' specialist teams looking to us for training in acquired brain injury.

Corporate - We are working with new corporate partners to establish new and mutually beneficial relationships. New incomes streams are being delivered by a number of valued collaborators and companies are proving keen to work with us on their own CSR and ESG policies - offering valuable time and services from volunteers and teams with spare capacity.

Education - We continue to work with Plymouth University, Marjon , Exeter University Business School, City College Plymouth and the Peninsula Medical School to place students and volunteers. Plymouth University also supported our research project - looking at the outcomes of our hospital liaison project.

Charity and VCSE - We are now working with more charities in the Plymouth area to signpost new clients to our services and then working with other clients through supported signposting back to our collaborators We now are working with environmental , mental health, drug and alcohol, homelessness and domestic violence collaboratives and food distribution charities. We have joined the Plymouth and Devon Chamber Charity Sub-Group

We are collaborating with Chronic Pain Coaching CIC and FND FrieNDs to host their monthly Plymouth based peer support groups.

Membership/Affiliates - We are members of a number of partner organisations that ensure our good governance, fair pay, ethical fundraising and shared best practices in the charity sector.

UNIVERSITY OF PLYMOUTH

DEVON & PLYMOUTH CHAMBER

FareShare South West

Our Clients

In 2024 we did more than ever to invest in our clients (and their families) and improve the care and support we strive to provide.

As we now support our clients across their entire brain injury "journey" from injury or diagnosis to longer term support, we have been able to better understand their needs and flex and adapt our services to support new and changing needs.

We have introduced a range of new client group activities (both in the centre and in the community) using experienced external leaders, which are designed to optimise physical, cognitive, behavioural and emotional rehabilitation.

In 2024 we introduced our ABI education and awareness programme. From July to December 2024 we completed (with the incredible support of Penny Weekes) six , monthly, ABI education sessions for clients, families and our professional partners.

Working with Plymouth Neurophysio, we launched our adaptive movement sessions - adding workshops to support cooking, drama therapy and art and design.

Clients are supported to access their community and are provided a stigma free space in which to interact. A group of individuals who all experience communication difficulties were empowered to be more independent, make friends and access their community.

Listening to our clients, we added new ABI specific peer support groups for men, women and, crucially, families and carers.

We have worked harder around criminality and justice with the issuing of many more Brain Injury Identity Cards to clients.

Clients are now, of course, supported in hospital and across discharge allowing us to continue to assess the needs of clients and respond to cries for help. We can provide an holistic and hybrid approach to care - combining education, peer support, help at home and enablement activities in our centre social hub.

Feedback from clients has been wholly supportive:

"You don't realise how fragile your brain is until something happens. Coming here I've found acceptance, support and understanding from people that care"

Our Activities

Our Impact

We have remained keen to improve how we collect data and evidence our impact and are committed to developing this going forward.

We are now working with clients and families at the very start of their ABI journey. We are supporting, advising, educating and signposting in an effort to reduce readmissions, reduce statutory costs, support relationships and families. We facilitate discussion around return to work or volunteering.

This early intervention serves to significantly reduce or divert the crises that typically affect an ABI survivor - like family breakdown, unemployment, debt, mental health issues, substance abuse , criminality and suicidal ideation.

Clients with historic injuries who are being supported by other groups are now being introduced to us so that we can deliver specialist ABI rehabilitation aimed at rebuilding self awareness, restoring confidence and, ultimately, independent living.

We have obtained quantitive and qualitative data on client numbers and the impact our work has had on all aspects of clients' lives.

We have recently introduced "OneTouch" - our new CRM and service delivery software that will allow us to simply, but accurately, record where our clients come from, how many clients and families we support, how we support them and how well we succeed in improving lives after brain injury.

Our client's needs and goals (and their progress along their rebailitation journey) are now recorded in "My Brain Star" - an new Outcome Star bespoke to ABI rehabilitation and re-enablement..

We worked with Plymouth University to formally research and review our activities - gathering quantitative and qualitative evidence to prove our efficacy in a range of services. That formal research will conclude at the end of 2024 - and published in the spring of 2025.

We have transformed our environment impact through our VCSE energy efficiency project and are moving to a position where we are carbon negative - completely removing reliance on fossil fuels, generating our own electricity and exporting back to the National Grid.

Our 2024 Finances

2024 saw a vast changes in the way we promoted the charity worked in partnership with others, devised and delivered a new range of services,. Most importantly, we were able to shore up the financial stability of the charity, create a platform for future growth and development and, crucially, enable us to support more clients and a families in new, better and more varied ways.

Despite a sizeable reduction in commissioned income in 2023, we were able to diversify our income and fundraising streams though new commissioned income, successful grant bid writing and corporate sponsorship.

Income (from all sources) in 2024 was increased by over 90%. There was increased expenditure in line with budgeted recruitment and development work on the building. However, we were delighted to end the year with a surplus of £40,809.

Our focus remained on seeking out new commissioned income linked to our expanding outreach and enablement work.

We were able to return to existing grant foundations and seek further funding - having demonstrated our ability to carefully manage existing funds in line with budgets and with proven outcomes.

We are delighted to work with fantastic corporate legal sponsors who provide essential funding for our hospital liaison project - together with equipment and volunteers.

We have started to develop more traditional forms of fundraising (events, challenges, individual donation and legacies) but limited time, resources and staffing mean that our fundraising focus in 2025 will continue to be around commissioned, grant and corporate sponsorship income.

Our Future

The centre is now a bright and vivid, energy efficient social hub. A place for our ABI clients to be themselves and offer respite to their carers. It is hive of activities and education. It is a learning base for students.

Growth in clients will lead us to further expand our hours of operation as we move to host more activities, peer support and education groups in our centre.

Our hospital liaison service is thriving and has been immensely well received by patients, families and, of course, overstretched healthcare teams. We will grow and train our team to offer broader coverage at the city's hospitals and support more clients and families eithet face to face, virtually and by telephone after discharge.

It is hoped that the local ICB will, through our research, see the value of commissioning this vital service for the long term.

Our community enablement service will expand - requiring new staff and their proper training.

Our systems will continue to develop so that we can better assess, plan and monitor client progress towards their goals and report better on our outcomes and achievements. Our website will be further developed to offer an engaging and interactive source of information, education, referral and fundraising.

We will continue to develop all our relationships with our local charity, voluntary, community and social enterprise partners so that we can support these other groups, steer new clients and families to our support and generate much need fundraising income to support our ongoing growth.

New projects will include Justice (working with police, prison and probation officers). We also envisage a neuro-toxic ABI service supporting the most challenging of clients in new and diverse ways.

Our environmental focus will continue as we develop our outside space, creating a bio-diverse, mindful, space that will improve carbon sequestration and mitigate against flooding.

We will redevelop our kitchen and dining area to create a disability accessible space ideal for re-enablement activities around nutrition, menu planning, budgeting, food preparation and storage.

We will develop our fundraising strategy around commissioned income, trusts and foundations, corporate partners, individual donors, events and challenges, legacies and in memorium giving.

Finances

CURRENT ASSETS

Total	£117,322

LIABILITIES

Total	£4169

ANALYSIS

	2023	2024
Income		
Statutory	£73,860	£77568
Grants	£12,500	£60595
Fundraising	£11,920	£45557
Total	£98,280	£187,738
Total Expenditure	£109,852	£142,929
Surplus	(£11,572)	£40,809

Financial Summary y/e 2024

£187,738
Income

£142,929
Expenditure

£40,809
Surplus

Registered with FUNDRAISING REGULATOR

Statement and Reserves Policy

The charity's Trustees have complied with their duty to have due regard to the Guidance on Public Benefit published by the Charity Commission in exercising their powers or duties.

The charity's policy on reserves is to allocate a sum equivalent to approximately 4 months operating costs - or approximately £60,000.00 for this purpose.

The Trustees (who are also the directors of Headway Plymouth for the purpose of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Section 419(2) of the Companies Act 2006 relating to small companies.

Food is Fun .org.uk
Stitch & Splodge
JAY'S AIM HELPING YOUNG HEARTS

We'd like to thank all our partners and donors for their generous support

Clare Milne Trust
Transforming Lives in the South West

FareShare
South West

People's Postcode Lottery

Postcode Local Trust

babcock

green communities

National Lottery Awards for All
Community Fund

The Norman Family Trust

tcs

Livewell Southwest

CROWN PAINTS

ENABLELAW

Wolferstans
SOLICITORS

THOMPSONS
SOLICITORS

University of Plymouth

Plymouth City Council

Devon & Plymouth Chamber

Everyone deserves a place to **feel safe**

Headway Plymouth remains committed to improving lives after acquired brain injury. The work we have done in the last twelve months places us in a fantastic position to support more people in new and exciting ways.

Headway
PLYMOUTH
Improving life after brain injury

ceo@headwayplymouth.org.uk

www.headwayplymouth.org.uk

01752 550559

Headway House Park Ave PL1 4RJ

HEADWAY, PLYMOUTH

YEAR ENDED: 31st DECEMBER, 2024

DAWE, HAWKEN & DODD
Chartered Certified Accountants
Callington, Cornwall.

Independent Examiners Report
to the Directors of Headway, Plymouth
on the Accounts for the year ended 31st December, 2024

We report on the accounts for the year ended 31st December, 2024 which are set out on pages 2 to 10.

Respective Responsibilities of the Directors and Independent Examiners

The charity's directors 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.

It is our responsibility to:

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

Basis of Independent Examiners' Statement

Our 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently we do not express an audit opinion on the Accounts.

Independent Examiners' Statement

In connection with our examination, no matters have come to our attention:

1) Which give us reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with s. 130 of the 2011 Act; or
   - to prepare accounts which accord with these accounting records have not been met; or

2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Farr FCCA
Dawe, Hawken & Dodd,
Chartered Certified Accountants,
52 Fore Street,
Callington,
Cornwall.
PL17 7AJ

Dated: 11th August, 2025

HEADWAY, PLYMOUTH

Statement of Financial Activities
for the year ended 31st December, 2024

	Unrestricted Funds	Restricted Income Funds	2024 Total	2023 Total
	£	£	£	£
Incoming Resources (Note 3)				
Incoming Resources from Generated Funds				
Voluntary Income	23196		23196	5392
Activities for Generating Funds	5682		5682	6495
Investment Income	716		716	33
Income Resources from Charitable Activities	93549		93549	73860
Other Incoming Resources	30000	30595	60595	12500
Total Incoming Resources	153143	30595	183738	98280
Resources Expended (Notes 4-6)				
Costs of Generating Funds				
Costs of Generating Voluntary Income	550		550	480
Charitable Activities	126335	13750	140085	100968
Governance Costs	2294		2294	8404
Total Resources Expended	129179	13750	142929	109852
Net Movement in Funds	23964	16845	40809	(11572)
Total Funds Brought Forward	87318	17401	104719	116291
Total Funds Carried Forward	111282	34246	145528	104719

HEADWAY, PLYMOUTH

Balance Sheet as at 31st December, 2024

	Note	Unrestricted Funds £	Restricted Income Funds £	2024 Total	2023 Total £
Fixed Assets					
Tangible Assets	7	8474	23928	32402	26028
Current Assets					
Debtors	8	10076		10076	2450
Cash at Bank and in Hand		96928	10318	107246	80509
Total Current Assets		107004	10318	117322	82959
Creditors: Amounts falling due within one year	9	4196		4196	4268
Net Current Assets		102808	10318	113126	78691
Total Assets less Current Liabilities		111282	34246	145528	104719
Creditors: Amounts falling due after one year	9				-
Net Assets		111282	34246	145528	104719
Funds of the Charity					
Unrestricted Funds				111282	87318
Restricted Income Funds	10			34246	17401
Total Funds				145528	104719

Signed by two Directors on behalf of all the Directors

Robert Antrobus
Karen Walker

HEADWAY, PLYMOUTH
Notes to the Accounts for the year ended 31st December, 2024

Note 1 Basis of Preparation

1.1 Basis of Accounting

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These Accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Accounting Standards;
- and with the Charities Act 1993.
- and with the Companies Act 2006.

1.2 Change in Basis of Accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous Accounts

No changes have been made to Accounts for previous years.

Note 2 Accounting Policies

INCOMING RESOURCES

Recognition of 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.
Incoming Resources with Related Expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and Donations	Grants and donations are only included in the SoFA at the same time as the gift to which they relate.
Tax Reclaims on Donations and Gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual Income and Performance Related Grants	This is only included in the SoFA once the related goods or services have been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.
Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

Note 2 Accounting Policies (continued)

Donated Services and Facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer Help	The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.
Investment Income	This is included in the Accounts when receivable.
Investment Gains and Losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability Recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance Costs	Include costs of the preparation and examination of statutory Accounts, the costs of Trustee Meetings and cost of any legal advice to Trustees on governance or constitutional matters.
Grants with Performance Conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without Performance Conditions	These are only recognised in the Accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, as per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible Fixed Assets for use by Charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Trustees' best estimate of market value.
Stocks and Work in Progress	These are valued at the lower of cost or market value.

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

Note 3 Analysis of Incoming Resources

	2024	2023
	£	£
Voluntary Income	23196	5392
Activities for Generating Funds	5682	6495
Investment Income	716	33
Income Resources from Charitable Activities	93549	73860
Other Incoming Resources – Grants	60595	12500

Note 4 Analysis of Resources Expended

	2024	2023
	£	£
Costs of Generating Voluntary Income	550	480
Charitable Activities	140085	100968
Governance Costs	2294	8404

Note 5 Details of Certain Items of Expenditure

5.1 Directors' Expenses

	2024	2023
	£	£
Number of Directors who were paid expenses and consultancy fees	0	1
Total Amount Paid	-	£1,680

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

5.2 Fees for Examination of the Accounts

	2024	2023
	£	£
Independent Examiners Fees for reporting on the Accounts	1148	1020
Other Fees paid to the Independent Examiner	331	611
Total paid to independent examiner	1479	1631

Note 6 Paid Employees

6.1 Staff Costs

	2024	2023
	£	£
Gross Wages, Salaries and Benefits in Kind	87407	80454
Employer's National Insurance Costs (net of employment allowance)	2308	1811
Employer's Pension Contributions	1713	1396
	91428	83661

6.2 Average number of Employees in the Year

	2024	2023
The parts of the Charity in which the employees work		
Client Care	5	3

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

Note 7 Tangible Fixed Assets

7.1 Cost

	Freehold Land And Buildings	Other Land and Buildings	Energy Efficiency Scheme	Fixtures, Fittings and Equipment	Total
	£	£	£	£	£
Balance brought forward	37803	1163		42826	81792
Additions			8295	1250	9545
Disposals					
Balance carried forward	37803	1163	8295	44076	91337

7.2 Accumulated Depreciation and Impairment Provisions

* Basis	SL	SL	SL	SL	
** Rate	2% of Buildings	15%	25%	25/33$^{1}/_{3}$ %	
Balance brought forward	11930	1162		42672	55764
Charge for Year	527		2074	570	3171
Disposals					
Balance carried forward	12457	1162	2074	43242	58935

7.3 Net Book Value

Brought forward	25873	1	-	154	26028
Carried forward	25346	1	6221	834	32402

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

Note 8 Debtors and Prepayments

Analysis of Debtors	**Amounts falling due within one year**		**Amount falling due after more than one year**	
	2024	**2023**	**2024**	**2023**
	£	**£**	**£**	**£**
Trade Debtors	10076	1840	-	-
Other Taxation & Social Security	-	290	-	-
Other Debtors	-	320	-	-
Prepayments and Accrued Income	-	-	-	-
Total	10076	2450	-	-

Note 9 Creditors and Accruals

Analysis of Creditors	**Amounts falling due within one year**		**Amounts falling due after more than one year**	
	2024	**2023**	**2024**	**2023**
	£	**£**	**£**	**£**
Trade Creditors	1619	403	-	-
Other Creditors	419	1825	-	-
Other Taxation & Social Security	868	-	-	-
Accruals and Deferred Income	1290	2040	-	-
Total	4196	4268	-	-

Note 10 Endowment and Restricted Income Funds

12.1 Fund held

- *permanent endowment funds (PE);*
- *expendable endowment funds (EE); and*
- *restricted income funds, including special trusts, of the charity (R).*

Fund Name	Type (PE, EE or R)	Purpose and Restrictions
New Building and Fixtures and Fittings Fund	R	To buy premises at Devonport and private Fixtures and Fittings
National Lottery Fund	R	Support our client activities program
Norman Family Fund	R	To employ a part time Hospital Liaison support worker who can work in tandem with our OT Hospital Liaison lead to offer follow up telephone and personal support to patients and families.
VCSE Energy Efficiency Fund	R	Funding a scheme for making our premises more energy efficient

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

Note 11 Movement of Major Funds

Fund Name	Fund Balances Brought forward	Incoming	Outgoing	Fund Balances Carried forward
	£	£	£	£
New Building and Fixtures and Fittings Fund	17401	-	527	16874
National Lottery Fund	-	19800	8649	11151
Norman Family Fund	-	2500	2500	-
VCSE Energy Efficiency Fund	-	8295	2074	6221

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2024

Income	Unrestricted Funds £	Restricted Funds £	Total £
Corporate Sponsorship	22600		22600
Donations	596		596
Fundraising	2543		2543
Client Lunches	3139		3139
Client Services - Social Services	77586		77586
- Private	15963		15963
Grants Received	30000	30595	60595
Interest Received	716		716
	153143	30595	183738
Less :- Expenditure	129179	13750	142929
Surplus for the Year	23964	16845	40809
Balance Brought Forward	87318	17401	104719
Balance Carried Forward	111282	34246	145528

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2024

Expenditure	Unrestricted Funds £	Restricted Funds £	Total £
Client Activities	378	8232	8610
Repairs, Renewals	6209		6209
Food & Kitchen Supplies	1952		1952
Marketing	1659		1659
IT	1519		1519
Motor & Travel Expenses	119		119
Light, Heat & Telephone	3817		3817
Rates & Water	1801		1801
Cleaning & Waste Removal	1042		1042
Staff & Volunteer Costs incl. Uniforms	1924		1924
Fundraising Expenses	550		550
Sundries	852		852
Insurances	1561		1561
Wages incl. Employers N.I.C & Pension	88928	2500	91428
Consultancy Fees	815		815
Hospital Liaison Project	13093		13093
Bookkeeping	1053		1053
Accountancy & Payroll Costs	1479		1479
Bank Charges	275		275
Depreciation of Fixed Assets	153	3018	3171
	129179	13750	142929

HEADWAY, PLYMOUTH

YEAR ENDED: 31st DECEMBER, 2024

DAWE, HAWKEN & DODD
Chartered Certified Accountants
Callington, Cornwall.

Independent Examiners Report
to the Directors of Headway, Plymouth
on the Accounts for the year ended 31st December, 2024

We report on the accounts for the year ended 31st December, 2024 which are set out on pages 2 to 10.

Respective Responsibilities of the Directors and Independent Examiners

The charity's directors 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.

It is our responsibility to:

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

Basis of Independent Examiners' Statement

Our 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently we do not express an audit opinion on the Accounts.

Independent Examiners' Statement

In connection with our examination, no matters have come to our attention:

1) Which give us reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with s. 130 of the 2011 Act; or
   - to prepare accounts which accord with these accounting records have not been met; or

2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Farr FCCA
Dawe, Hawken & Dodd,
Chartered Certified Accountants,
52 Fore Street,
Callington,
Cornwall.
PL17 7AJ

Dated: 11th August, 2025

HEADWAY, PLYMOUTH

Statement of Financial Activities
for the year ended 31st December, 2024

	Unrestricted Funds	Restricted Income Funds	2024 Total	2023 Total
	£	£	£	£
Incoming Resources (Note 3)				
Incoming Resources from Generated Funds				
Voluntary Income	23196		23196	5392
Activities for Generating Funds	5682		5682	6495
Investment Income	716		716	33
Income Resources from Charitable Activities	93549		93549	73860
Other Incoming Resources	30000	30595	60595	12500
Total Incoming Resources	153143	30595	183738	98280
Resources Expended (Notes 4-6)				
Costs of Generating Funds				
Costs of Generating Voluntary Income	550		550	480
Charitable Activities	126335	13750	140085	100968
Governance Costs	2294		2294	8404
Total Resources Expended	129179	13750	142929	109852
Net Movement in Funds	23964	16845	40809	(11572)
Total Funds Brought Forward	87318	17401	104719	116291
Total Funds Carried Forward	111282	34246	145528	104719

HEADWAY, PLYMOUTH

Balance Sheet as at 31st December, 2024

	Note	Unrestricted Funds £	Restricted Income Funds £	2024 Total	2023 Total £
Fixed Assets					
Tangible Assets	7	8474	23928	32402	26028
Current Assets					
Debtors	8	10076		10076	2450
Cash at Bank and in Hand		96928	10318	107246	80509
Total Current Assets		107004	10318	117322	82959
Creditors: Amounts falling due within one year	9	4196		4196	4268
Net Current Assets		102808	10318	113126	78691
Total Assets less Current Liabilities		111282	34246	145528	104719
Creditors: Amounts falling due after one year	9				-
Net Assets		111282	34246	145528	104719
Funds of the Charity					
Unrestricted Funds				111282	87318
Restricted Income Funds	10			34246	17401
Total Funds				145528	104719

Signed by two Directors on behalf of all the Directors

Robert Antrobus
Karen Walker

HEADWAY, PLYMOUTH
Notes to the Accounts for the year ended 31st December, 2024

Note 1 Basis of Preparation

1.1 Basis of Accounting

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These Accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Accounting Standards;
- and with the Charities Act 1993.
- and with the Companies Act 2006.

1.2 Change in Basis of Accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous Accounts

No changes have been made to Accounts for previous years.

Note 2 Accounting Policies

INCOMING RESOURCES

Recognition of 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.
Incoming Resources with Related Expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and Donations	Grants and donations are only included in the SoFA at the same time as the gift to which they relate.
Tax Reclaims on Donations and Gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual Income and Performance Related Grants	This is only included in the SoFA once the related goods or services have been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.
Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

Note 2 Accounting Policies (continued)

Donated Services and Facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer Help	The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.
Investment Income	This is included in the Accounts when receivable.
Investment Gains and Losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability Recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance Costs	Include costs of the preparation and examination of statutory Accounts, the costs of Trustee Meetings and cost of any legal advice to Trustees on governance or constitutional matters.
Grants with Performance Conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without Performance Conditions	These are only recognised in the Accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, as per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible Fixed Assets for use by Charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Trustees' best estimate of market value.
Stocks and Work in Progress	These are valued at the lower of cost or market value.

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

Note 3 Analysis of Incoming Resources

	2024	2023
	£	£
Voluntary Income	23196	5392
Activities for Generating Funds	5682	6495
Investment Income	716	33
Income Resources from Charitable Activities	93549	73860
Other Incoming Resources – Grants	60595	12500

Note 4 Analysis of Resources Expended

	2024	2023
	£	£
Costs of Generating Voluntary Income	550	480
Charitable Activities	140085	100968
Governance Costs	2294	8404

Note 5 Details of Certain Items of Expenditure

5.1 Directors' Expenses

	2024	2023
	£	£
Number of Directors who were paid expenses and consultancy fees	0	1
Total Amount Paid	-	£1,680

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

5.2 Fees for Examination of the Accounts

	2024	2023
	£	£
Independent Examiners Fees for reporting on the Accounts	1148	1020
Other Fees paid to the Independent Examiner	331	611
Total paid to independent examiner	1479	1631

Note 6 Paid Employees

6.1 Staff Costs

	2024	2023
	£	£
Gross Wages, Salaries and Benefits in Kind	87407	80454
Employer's National Insurance Costs (net of employment allowance)	2308	1811
Employer's Pension Contributions	1713	1396
	91428	83661

6.2 Average number of Employees in the Year

	2024	2023
The parts of the Charity in which the employees work		
Client Care	5	3

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

Note 7 Tangible Fixed Assets

7.1 Cost

	Freehold Land And Buildings	Other Land and Buildings	Energy Efficiency Scheme	Fixtures, Fittings and Equipment	Total
	£	£	£	£	£
Balance brought forward	37803	1163		42826	81792
Additions			8295	1250	9545
Disposals					
Balance carried forward	37803	1163	8295	44076	91337

7.2 Accumulated Depreciation and Impairment Provisions

* Basis	SL	SL	SL	SL	
** Rate	2% of Buildings	15%	25%	25/33$^{1}/_{3}$ %	
Balance brought forward	11930	1162		42672	55764
Charge for Year	527		2074	570	3171
Disposals					
Balance carried forward	12457	1162	2074	43242	58935

7.3 Net Book Value

Brought forward	25873	1	-	154	26028
Carried forward	25346	1	6221	834	32402

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

Note 8 Debtors and Prepayments

Analysis of Debtors	**Amounts falling due within one year**		**Amount falling due after more than one year**	
	2024	**2023**	**2024**	**2023**
	£	**£**	**£**	**£**
Trade Debtors	10076	1840	-	-
Other Taxation & Social Security	-	290	-	-
Other Debtors	-	320	-	-
Prepayments and Accrued Income	-	-	-	-
Total	10076	2450	-	-

Note 9 Creditors and Accruals

Analysis of Creditors	**Amounts falling due within one year**		**Amounts falling due after more than one year**	
	2024	**2023**	**2024**	**2023**
	£	**£**	**£**	**£**
Trade Creditors	1619	403	-	-
Other Creditors	419	1825	-	-
Other Taxation & Social Security	868	-	-	-
Accruals and Deferred Income	1290	2040	-	-
Total	4196	4268	-	-

Note 10 Endowment and Restricted Income Funds

12.1 Fund held

- *permanent endowment funds (PE);*
- *expendable endowment funds (EE); and*
- *restricted income funds, including special trusts, of the charity (R).*

Fund Name	Type (PE, EE or R)	Purpose and Restrictions
New Building and Fixtures and Fittings Fund	R	To buy premises at Devonport and private Fixtures and Fittings
National Lottery Fund	R	Support our client activities program
Norman Family Fund	R	To employ a part time Hospital Liaison support worker who can work in tandem with our OT Hospital Liaison lead to offer follow up telephone and personal support to patients and families.
VCSE Energy Efficiency Fund	R	Funding a scheme for making our premises more energy efficient

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2024
(continued)

Note 11 Movement of Major Funds

Fund Name	Fund Balances Brought forward	Incoming	Outgoing	Fund Balances Carried forward
	£	£	£	£
New Building and Fixtures and Fittings Fund	17401	-	527	16874
National Lottery Fund	-	19800	8649	11151
Norman Family Fund	-	2500	2500	-
VCSE Energy Efficiency Fund	-	8295	2074	6221

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2024

Income	Unrestricted Funds £	Restricted Funds £	Total £
Corporate Sponsorship	22600		22600
Donations	596		596
Fundraising	2543		2543
Client Lunches	3139		3139
Client Services - Social Services	77586		77586
- Private	15963		15963
Grants Received	30000	30595	60595
Interest Received	716		716
	153143	30595	183738
Less :- Expenditure	129179	13750	142929
Surplus for the Year	23964	16845	40809
Balance Brought Forward	87318	17401	104719
Balance Carried Forward	111282	34246	145528

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2024

Expenditure	Unrestricted Funds £	Restricted Funds £	Total £
Client Activities	378	8232	8610
Repairs, Renewals	6209		6209
Food & Kitchen Supplies	1952		1952
Marketing	1659		1659
IT	1519		1519
Motor & Travel Expenses	119		119
Light, Heat & Telephone	3817		3817
Rates & Water	1801		1801
Cleaning & Waste Removal	1042		1042
Staff & Volunteer Costs incl. Uniforms	1924		1924
Fundraising Expenses	550		550
Sundries	852		852
Insurances	1561		1561
Wages incl. Employers N.I.C & Pension	88928	2500	91428
Consultancy Fees	815		815
Hospital Liaison Project	13093		13093
Bookkeeping	1053		1053
Accountancy & Payroll Costs	1479		1479
Bank Charges	275		275
Depreciation of Fixed Assets	153	3018	3171
	129179	13750	142929

HEADWAY PLYMOUTH

England & Wales - Charity number 1150786

Accounts

Headway
PLYMOUTH
Improving life after brain injury

Annual Report 2023

Headway
PLYMOUTH

Headway Plymouth Charity No : 1150786 ceo@headwayplymouth.org.uk

2023 in review

Our Details

Company Number: 8101252

Charity's Registered Number: 1150786

Charity's Registered Office: Headway Plymouth
Headway House
Devonport
Plymouth
PL1 4RJ

The Charity's Incorporation was finalised with effect from 17 April 2013.

The Charity's governing document is the Articles of Association.

Our Mission

Headway Plymouth's mission is to enable those with an acquired brain injury (and their families and carers) in Plymouth and surrounding areas to live independent lives.

Chair's Statement

I was delighted to take up the role of Chair during the year.

As can be seen from this report, an awful lot has happened during the year – some good and some more challenging.

We continue to operate in a difficult environment, however the changes we have made to the Charity have given us a fantastic foundation upon which to build.

Notwithstanding some challenges, we have been able to preserve our service to those who need it most. Indeed, we have looked to build on these.

During the year we commenced on a refurbishment project for the centre – which was very much needed. As can be seen from the photos, the outcome is a really bright and welcoming centre. Craig and the team, as well as the army of volunteers, have done an amazing job.

We also embarked on our most exciting project yet – the creation of a hospital liaison project. This is to support those who have suffered an ABI during and following their discharge from hospital – a gap in provision we have all seen. Whilst it is early days, I am really pleased with the progress to date.

We have worked hard during this year to diversify our income. Whilst we are extremely grateful to our partners in health and social care, being reliant on them for all of our income makes us vulnerable. We therefore identified that we need to build our financial resilience and we have worked hard on this over the past 12 months, with good results being achieved.

I look forward to the years ahead with more optimism than I can ever remember for the Charity. We have fantastic people working with us, taking the Charity forwards. These really are exciting times.

Robert Antrobus - Chair

2023 in review

Our Trustees

The Charity's Trustees changed during financial year ending December 2023.
Craig Butler resigned as a trustee/director was interviewed for and appointed as Chief Executive Officer of the Charity

Robert Antrobus became the Chair of the board of Trustees

Hilary Dicks joined the board of Trustees and became Vice Chair of the board of Trustees

Karen walker remained as Treasurer

Simon Parford remained as a Trustee

Trustees

Robert Antrobus - Chair
Hilary Dicks - Vice Chair
Karen Walker - Treasurer
Simon Parford - Trustee

Craig

Staff

Craig Butler - CEO
Peter Olver - Operations Manager
Jonathan Self - Support Team
Amy Edwards - Support Team

Peter

2023 in review

Our Accountants Solicitors and Bankers

The Charity's Accountants remained as Dawe Hawken and Dodd, Chartered Certified Accountants of Callington, Cornwall.

The Charity's Solicitors remained as Wolferstans of Deptford Chambers, 60-66 North Hill, Plymouth, PL4 8EP.

The Charity banks with NatWest Bank of 12-16 Old Town Street Plymouth PL1 1DG

The Charity is a Real Living Wage Employer and is reulated by the Fuindraising Regulator

Spring Highlights

We continued the renovation of the interior of the centre, decluttering and repainting to create a clean and fresh environment for our clients and team

Summer Highlights

We secured our amazing grant from The Claire Milne Trust to fund the recruitment of an OT to lead our hospital liaison project

Autumn Highlights

We recruited Craig to lead the Charity as CEO and also promoted Pete to become our Operations Manager. We developed our three year business plan in partnership with the trustees and team

Winter Highlights

We were able to remove the eyesore that was our rotting portacabin and the transformation of the exterior of the Charity began in earnest

Headway PLYMOUTH

2023

50%

...of relationships end after an ABI

60%

...of prisoners likely to have an ABI

every 90secs

...someone admitted to hospital with an ABI

Projects	Details	Outcome
Management	To restructure the leadership of the Charity to position it to change, grow and diversify	• New Leadership Team in place • Delivering comprehensive change in ethos and services
Partnerships	To reach out and forge new partnerships in our community	• Stronger links with Health and Adult Social Care • Enhanced partnerships in Education • A wealth of new collaborators in the Charity/VCSE sector
Funding	To diversify our funding streams away from exclusive reliance on statutory funding	• New grant funding income from a number of sources • Corporate partnerships creating sponsored income • Fundraising challenges and events taking place

Our Services

For the early part of the year, the Charity continued to concentrate its efforts on the provision of day opportunity services to people funded by Plymouth City Council (Adult Social Care).

There remained concern that the Charity was not maximising the opportunities that existed for diversification and growth through greater collaboration with statutory and other services - set against the background of a significant cut in statutory funding in early 2023.

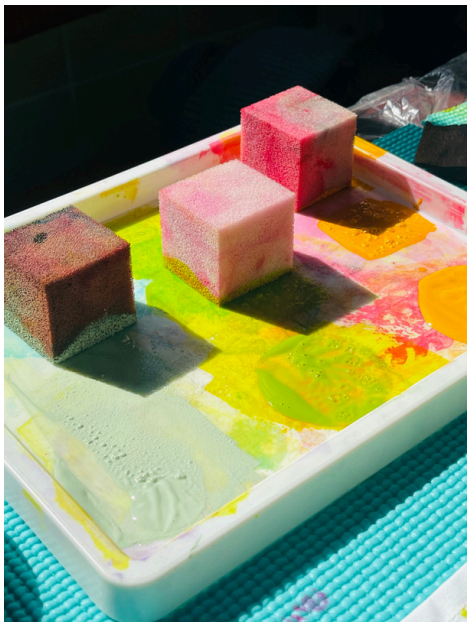
The Board were keen to move the Charity away from a traditional day-centre model and look to ways to raise our profile locally and to cement our reputation for specialist ABI rehabilitation.

There was a renewed focus upon driving new clients into the Charity either with longstanding but unsupported ABI or those who had recently suffered an ABI and who could be supported at the very outset of their brain injury journey.

Discussions were reopened with Health and Adult Social Care with a view to the creation of a Hospital Liaison Project that would see a Headway Plymouth appointed Occupational Therapist working closely as part of the team at Derriford and Mount Gould Hospitals (both centres of excellence for ABI rehab in the South West).

More recently, we have introduced a commissioned 1:1 home and community enablement and outreach service that sees our team supporting clients in their homes and in their community.

At the same time, we introduced ourselves to the huge community of other Charities, Voluntary, Community and Social Enterprise Organisations in and around Plymouth - whose aims and services aligned with ours - for example, in terms of supporting welfare benefits, housing, debt, mental health and domestic violence or justice issues.



Our Funding

The Charity has, for many years, remained heavily reliant upon statutory funding - principally from Plymouth City Council - but also from Devon County Council and Cornwall County Council.

The board previously recognised the risks of this "*eggs in one basket*" approach and were keen to diversify the Charity's income streams - particularly given:

- The cut in income from PCC early in 2023
- The nature of the existing PCC contract (now to be renewed in April 2025)
- The financial position of many Local Authorities and ICBs around the country

The Charity sought to establish new (but traditional) income streams - initially through corporate sponsorship, grant funding and fundraising challenges - with a later focus on general fundraising activities, events, legacy giving and regular donations.

2023 saw early successes with grant funding (Claire Milne) and also collaboration with local legal businesses. We are delighted to say that this has moved forward apace in 2024 with new corporate funding, successful grant bids and some excellent fundraising efforts.

This new approach to income generation will continue and develop as our experience (and evidence base) grows.

We are now registered and accredited with The Fundraising Regulator.

Livewell Southwest

NATIONAL LOTTERY AWARDS FOR ALL

COMMUNITY FUND

PLYMOUTH CITY COUNCIL

PEOPLE'S POSTCODE LOTTERY

POSTCODE LOCAL TRUST

Our Team

In July the board concluded that the ongoing full-time employment of the existing manager was not sustainable. A strategy review was undertaken and it was resolved to reduced the operational hours of the service from 4 days to 3 days per week. The manager was given notice and the decision was made to create a Chief Executive Officer role (21 hours) as well as a new Operations Manager role (21 hours).

Employees were invited to agreed to reduction in their contractual hours to 21 hours per week. Out of their continued loyalty to the charity, they agreed to do so.

Following a comprehensive recruitment process, Craig moved from the board to an employed role - responsible for the strategic development of the Charity, profile and reputation building, new client development, diversification of service delivery and exploring new income streams.

Peter was promoted to Operations Manager to oversee the day to day functions of the Charity.

Jonathan was retained as an experienced support worker - a long standing familiar face for the clients, set against the background of change.

Amy was recruited as another support worker. She is an energetic and bright personality, loved by the clients and a great candidate for development.

Naomi joined the team as our grant funded OT, leading the hospital liaison project.

We have continued to support Plymouth University and Marjon receiving placement students across the academic year and are now able to offer a more diverse and fulfilling experience at the Charity - adding significant value to their studies. We are working hard to secure new and regular volunteers.

We began a search to expand and diversify the board of Trustees. There has been marked success in this area in 2023 and there will be more to report in 2024.

Finally, we believe in paying our team a fair wage. We are now accredited Living Wage Employers and our lowest hourly rate is 50 pence per hour above the "*real living wage*"

Our Space

We have renovated the inside of the centre, creating a light and bright space with less clutter and all round better disability access. We have a new and smaller dedicated manager's office creating new space for a quiet room in our building for peaceful activities, private conversations and relaxation.

We progressed the development of the outside space - seeing the long awaited removal of our portacabin which, overnight, transformed the appearance of the building, allowed more natural light inside and created a wonderful new view of the wildflower meadow area of Devonport Park.

We have established relationships with local horticultural charities and groups (as well as large local corporates, for example, the DWP and Babcock) who have provided volunteers to manage our garden space and assist with interior and exterior renovations.

Our building suffered from being an inconspicuous "battleship grey" with poor signage and no presence or profile within Devonport or the wider city - despite being in a location that benefits from vast numbers of vehicles passing every day - as well as significant pedestrian footfall. Plans were put in place to repaint the building in a vibrant colour with plentiful new, larger and brighter signage.

We are also working with Plymouth City Council's Green Communities Team and the Green Devonport Partnership to explore the prospect of "co-stewarding" additional land to the side of our building - with a view to large scale redevelopment to create a relaxing outside space for the team and clients to sit, carry out gardening activities and some gentle exercise (but also create an eco-garden that can be shared with the local school and wider community)

Our Partners

It was recognised that the Charity had, historically, operated in a "bubble." There was poor engagement with any services outside of the four walls of the building and it was going to be crucial for the Charity to reach out, rebuild trust, restore confidence and engage with a new group of potential partners and collaborators, including:

Statutory - We have worked tirelessly to engage with our health and social care funders. Relationships and confidence are, we believe, fully restored. This is seen in the implementation of the hospital liaison project, newly commissioned 1:1 community enablement contracts and our partners' specialist teams looking to us for training in acquired brain injury.

Corporate - We are working with new corporate partners to establish new and mutually beneficial relationships. New incomes streams are being delivered by a number of valued collaborators and companies are proving keen to work with us on their own CSR and ESG policies - offering valuable time and services from volunteers and teams with spare capacity

Education - We continue to work with Plymouth University, Marjon , Exeter University Business School, City College Plymouth and the Peninsula Medical School to place students and volunteers. Plymouth University also support our research project - looking at the outcomes of our hospital liaison project.

Charity and VCSE - We are now working with a number of other charities in the area to signpost new clients to our services and then supplementing our clients through supported signposting back to them. We are working with environmental and mental health collaboratives and food distribution charities.

Membership/Affiliates - We are members of a number of partner organisations that ensure our good governance, fair pay, ethical fundraising and shared best practices in the charity sector.

Our Clients

We know that, tragically, many of our clients experience isolation and loneliness with clients reporting that they stay in bed and don't go out in between visits or centre support. Headway Plymouth assists clients to make friends, build community and not feel so alone.

Clients are supported to access their community and are provided a stigma free space in which to interact. A group of individuals who all experience communication difficulties were empowered to be more independent, make friends and access their community

Many clients who have been newly injured learn to manage their fatigue so that they understand how to manage their time and energy levels. We use seated exercise and support clients to access the gym and remember their exercises so that physical recovery opportunities are optimised.

We build a support system around the individual person so that they can focus on what matters to them and what supports them in their identity. We help families understand the changes in role and personality.

We work with clients to manage the everyday. To overcome memory difficulties by using a range of assistive technologies. We support clients to express and process their thoughts and emotions using food, music, storytelling, art, craft and conversation. Now we want to focus more on physical wellbeing and gentle activity.

We work with an individual on their strengths and identify through adjustments and practice to make progress. We agree a set of personalised outcomes which are reviewed and updated quarterly.

We have introduced a range of new client group activities (both in the centre and in the community) using experienced external leaders, which are designed to optimise physical, cognitive, behavioural and emotional rehabilitation.

Our Activities

Our Impact

We have been keen to improve how we collect data and evidence our impact and are committed to developing this going forward. We intend to do this by introducing new CRM and service delivery software that will allow us to simply, but accurately, record where our clients come from, how many clients and families we support, how we support them and how well we succeed in improving lives after brain injury.

We are working with Plymouth University to formally research and review our activities - gathering quantitative and qualitative evidence to prove our efficacy in a range of services. That formal research will conclude at the end of 2024 - to be published in the spring of 2025.

We have succeeded in raising awareness of the presence of the Charity in Plymouth and the surrounding area - meeting with new partners and explaining what we can do and how we can support their ABI clients.

Clients with historic injuries who are being supported by other groups are now being introduced to us so that we can deliver specialist ABI rehabilitation aimed at rebuilding self awareness, restoring confidence and, ultimately, independent living.

We are now working with clients and families at the very start of their ABI journey. We are supporting, advising, educating and signposting in an effort to reduce readmissions, reduce statutory costs, support relationships and families. We facilitate discussion around return to work or volunteering.

This early intervention serves to significantly reduce or divert the crises that typically affect an ABI survivor - like family breakdown, unemployment, debt, mental health issues, substance abuse , criminality and suicidal ideation.

Our 2023 Finances

2023 was a strange and difficult year for Headway Plymouth. The self analysis and introspection of the pre and post covid era continued.

Hard decisions had to be made if the Charity was to, firstly, survive, then change, then grow and flourish.

In 2023, we struggled financially for a number of reasons - leading to a year end deficit. This was largely due to:

- An almost one third drop in commissioned statutory income early in the year;
- Restructuring costs.
- The early costs of carrying out essential maintenance and repairs at Headway House.

In response to this, we worked hard to develop our three year business plan.

At the end of 2023, we looked at our performance in the year and set out a challenging but realistic budget that would set the tone and framework for our transformation in 2024.

Our new leadership team immediately developed their own financial management and budgeting skills - working with new new financial management software and a skilled external bookkeeper to take charge of and be constantly vigilant as to our financial position.

We developed the use of a risk register so that we could review (on a RAG report basis) the risks and challenges we faced and then take steps to mitigate against those risks. This would move us into a place where our partnerships, contracts and financial position were shored up - creating a secure platform from which we could change and grow.

Our Future

What is profoundly reassuring is that the changes made in the middle of 2023 have proved to be highly effective in the "ground up" re-imagination of the Charity and the successes seen in 2024.

Our client base is growing week on week with new referrals from Health, Adult Social Care, collaborating charities and private referrers (case managers and the legal sector).

The centre is now a bright and vivid social hub. A place for our ABI clients to be themselves and offer respite to their carers. It is hive of activities and education. It is a learning base for students.

Growth in clients will lead us to imminently reopen on a fourth day as we move to create peer groups for young ABI survivors, a women's' and veterans' group as well as groups for families and carers to share their experiences and learn.

Our hospital liaison service is thriving and has been immensely well received by patients, families and, of course, overstretched healthcare teams. It is hoped that the local ICB will, through our research, see the value of commissioning this service for the long term.

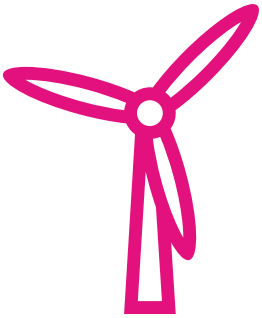
Our community enablement service will expand - requiring new staff and their proper training.

New projects will include Justice (working with police, prison and probation officers). We also envisage a neuro-toxic ABI service supporting the most challenging of clients in new and diverse ways.

Our environmental focus will continue as we develop our outside space, creating a bio-diverse, mindful, space that will improve carbon sequestration and mitigate against flooding.

With new funding from the VCSE Energy Efficiency Scheme, we will install new solar and other energy efficient equipment to move towards carbon neutrality and reduce fuel costs

We will continue to develop all our relationships that support other groups, drive clients and families to us and generate much need funds to support our ongoing growth.



Finances

CURRENT ASSETS

Total	£82,959

LIABILITIES

Total	£4,268

ANALYSIS

	2022	2023
Income		
Statutory	£108,528	£73,860
Grants	£0	£12,500
Expenditure		
Salaries	£70,832	£80,454

Financial Summary y/e 2023

£98,280	£109,852	£11,572
Income	Expenditure	Deficit

Registered with FUNDRAISING REGULATOR

Statement and Reserves Policy

The charity's Trustees have complied with their duty to have due regard to the Guidance on Public Benefit published by the Charity Commission in exercising their powers or duties.

The charity's policy on reserves is to allocate a sum equivalent to approximately 3 months operating costs - or approximately £50,000.00 for this purpose.

The Trustees (who are also the directors of Headway Plymouth for the purpose of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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

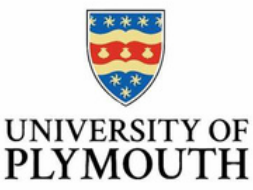
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles ni the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Section 419(2) of the Companies Act 2006 relating to small companies.

Headway PLYMOUTH Improving lives after brain injury

We'd like to thank all our partners and donors for their generous support

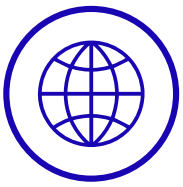


Everyone deserves a place to **feel safe**

Headway Plymouth remains committed to improving lives after acquired brain injury. The work we have done in the last twelve months places us in a fantastic position to support more people in new and exciting ways.

Headway
PLYMOUTH
Improving life after brain injury

ceo@headwayplymouth.org.uk


www.headwayplymouth.org.uk

01752 550559

Headway House Park Ave PL1 4RJ

HEADWAY, PLYMOUTH

YEAR ENDED: 31st DECEMBER, 2023

DAWE, HAWKEN & DODD
Chartered Certified Accountants
Callington, Cornwall.

Independent Examiners Report
to the Directors of Headway, Plymouth
on the Accounts for the year ended 31st December, 2023

We report on the accounts for the year ended 31st December, 2023 which are set out on pages 4 to 12.

Respective Responsibilities of the Directors and Independent Examiners

The charity's directors 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.

It is our responsibility to:

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

Basis of Independent Examiners' Statement

Our 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently we do not express an audit opinion on the Accounts.

Independent Examiners' Statement

In connection with our examination, no matters have come to our attention:

1) Which give us reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with s. 130 of the 2011 Act; or
   - to prepare accounts which accord with these accounting records have not been met; or

2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Farr FCCA
Dawe, Hawken & Dodd,
Chartered Certified Accountants,
52 Fore Street,
Callington,
Cornwall.
PL17 7AJ

Dated: 26th June, 2024

HEADWAY, PLYMOUTH

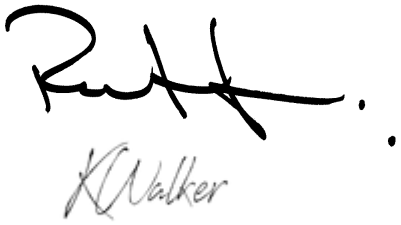
Statement of Financial Activities
for the year ended 31st December, 2023

	Unrestricted Funds	Restricted Income Funds	2023 Total	2022 Total
	£	£	£	£
Incoming Resources (Note 3)				
Incoming Resources from Generated Funds				
Voluntary Income	5392	-	5392	6305
Activities for Generating Funds	6495	-	6495	5995
Investment Income	33	-	33	-
Income Resources from Charitable Activities	73860	-	73860	108528
Other Incoming Resources	12500	-	12500	1503
Total Incoming Resources	98280	-	98280	122331
Resources Expended (Notes 4-6)				
Costs of Generating Funds				
Costs of Generating Voluntary Income	480	-	480	-
Charitable Activities	100441	527	100968	102126
Governance Costs	8404	-	8404	11721
Total Resources Expended	109325	527	109852	113847
Net Movement in Funds	(11045)	(527)	(11572)	8484
Total Funds Brought Forward	98363	17928	116291	107807
Total Funds Carried Forward	87318	17401	104719	116291

HEADWAY, PLYMOUTH

Balance Sheet as at 31st December, 2023

	Note	Unrestricted Funds	Restricted Income Funds	2023 Total	2022 Total
		£	£		£
Fixed Assets					
Tangible Assets	7	8627	17401	26028	26710
Current Assets					
Debtors	8	2450	-	2450	1077
Cash at Bank and in Hand		80509	-	80509	91152
Total Current Assets		82959	-	82959	92229
Creditors: Amounts falling due within one year	9	4268	-	4268	2648
Net Current Assets		78691	-	78691	89581
Total Assets less Current Liabilities		87318	17401	104719	89581
Creditors: Amounts falling due after one year	9	-	-	-	-
Net Assets		87318	17401	104719	116291
Funds of the Charity					
Unrestricted Funds				87318	98363
Restricted Income Funds	10			17401	17928
Total Funds				104719	116291

Signed by two Directors on behalf of all the Directors	Signature	Print Name	Date of Approval
		Robert Antrobus	21 August 2024
		Karen Walker	21 August 2024

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2023

Note 1 Basis of Preparation

1.1. Basis of Accounting

These Accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Accounting Standards;
- and with the Charities Act 1993.
- and with the Companies Act 2006.

1.2 Change in Basis of Accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous Accounts

No changes have been made to Accounts for previous years.

Note 2 Accounting Policies

INCOMING RESOURCES

Recognition of 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.
Incoming Resources with Related Expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and Donations	Grants and donations are only included in the SoFA at the same time as the gift to which they relate.
Tax Reclaims on Donations and Gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual Income and Performance Related Grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in Kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2023

(continued)

Note 2 Accounting Policies (continued)

Donated Services and Facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer Help	The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.
Investment Income	This is included in the Accounts when receivable.
Investment Gains and Losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability Recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance Costs	Include costs of the preparation and examination of statutory Accounts, the costs of Trustee Meetings and cost of any legal advice to Trustees on governance or constitutional matters.
Grants with Performance Conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without Performance Conditions	These are only recognised in the Accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, as per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible Fixed Assets for use by Charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Trustees' best estimate of market value.
Stocks and Work in Progress	These are valued at the lower of cost or market value.

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2023

(continued)

Note 3 Analysis of Incoming Resources

	2023	2022
	£	£
Voluntary Income	5392	6305
Activities for Generating Funds	6495	5995
Investment Income	33	-
Income Resources from Charitable Activities	73860	108528
Other Incoming Resources – Grants	12500	1503

Note 4 Analysis of Resources Expended

	2023	2022
	£	£
Costs of Generating Voluntary Income	480	-
Charitable Activities	100968	102126
Governance Costs	8404	11721

Note 5 Details of Certain Items of Expenditure

5.1 Directors' Expenses

	2023	2022
	£	£
Number of Directors who were paid expenses and consultancy fees	1	NONE
Total Amount Paid	£1,680	NONE

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2023

(continued)

5.2 Fees for Examination of the Accounts

	2023	2022
	£	£
Independent Examiners Fees for reporting on the Accounts	1020	990
Other Fees paid to the Independent Examiner	611	446
Total paid to independent examiner	1631	1436

Note 6 Paid Employees

6.1 Staff Costs

	2023	2022
	£	£
Gross Wages, Salaries and Benefits in Kind	80454	70832
Employer's National Insurance Costs (net of employment allowance)	1811	908
Employer's Pension Contributions	1396	1424
	83661	73164

6.2 Average number of Employees in the Year

	2023	2022
The parts of the Charity in which the employees work		
Client Care	3	3

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2023

(continued)

Note 7 Tangible Fixed Assets

7.1 Cost

	Freehold Land And Buildings	Other Land and Buildings	Fixtures, Fittings and Equipment	Total
	£	£	£	£
Balance brought forward	37803	3663	42826	84292
Additions	-	-	-	-
Disposals	-	2500	-	2500
Balance carried forward	37803	1163	42826	81792

7.2 Accumulated Depreciation and Impairment Provisions

* Basis	SL	SL	SL	
** Rate	2% of Buildings	15%	25/33$^{1}/_{3}$ %	
Balance brought forward	11403	3662	42517	57582
Charge for Year	527	-	155	682
Disposals	-	2500	-	2500
Balance carried forward	11930	1162	42672	55764

7.3 Net Book Value

Brought forward	26400	1	309	26710
Carried forward	25873	1	154	26028

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2023

(continued)

Note 8 Debtors and Prepayments

Analysis of Debtors	Amounts falling due within one year		Amount falling due after more than one year	
	2023	2022	2023	2022
	£	£	£	£
Trade Debtors	1840	1077	-	-
Other Taxation & Social Security	290	-	-	-
Other Debtors	320	-	-	-
Prepayments and Accrued Income	-	-	-	-
Total	2450	1077	-	-

Note 9 Creditors and Accruals

Analysis of Creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	2023	2022	2022	2021
	£	£	£	£
Trade Creditors	403	-	-	-
Other Creditors	1825	590	-	-
Other Taxation & Social Security	-	908	-	-
Accruals and Deferred Income	2040	1150	-	-
Total	4268	2648	-	-

Note 10 Endowment and Restricted Income Funds

12.1 Fund held

- *permanent endowment funds (PE);*
- *expendable endowment funds (EE); and*
- *restricted income funds, including special trusts, of the charity (R).*

Fund Name	Type (PE, EE or R	Purpose and Restrictions
New Building and Fixtures and Fittings Fund	R	To buy premises at Devonport and private Fixtures and Fittings

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2023

(continued)

Note 11 Movement of Major Funds

Fund Name	Fund Balances Brought forward	Outgoing Resources	Fund Balances Carried forward
	£	£	£
New Building and Fixtures and Fittings Fund	17928	(527)	17401

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2023

Income	Unrestricted Funds £	Restricted Funds £	Total £
Donations Received	5392	-	5392
Meals, Social Events & Fund Raising	6495	-	6495
Client Services - Social Services	63578	-	63578
- Private	10282	-	10282
Grants Received	12500	-	12500
Interest Received	33	-	33
	98280	-	98280
Less :- Expenditure	109325	527	109852
Surplus/(Deficit) for the Year	(11045)	(527)	(11572)
Balance Brought Forward	98363	17928	116291
Balance Carried Forward	87318	17401	104719

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2023

Expenditure	Unrestricted Funds £	Restricted Funds £	Total £
Repairs, Renewals	193	-	193
Canteen, Food & Consumables	1822	-	1822
Postage, Software & Stationery	1619	-	1619
Motor & Travel Expenses	886	-	886
Light, Heat & Telephone	3503	-	3503
Rates & Water	2048	-	2048
Cleaning & Waste Removal	747	-	747
Volunteer Costs & Fundraising Expenses	480	-	480
Sundries	683	-	683
Insurances	1246	-	1246
Wages incl. Employers N.I.C & Pension	83661	-	83661
Consultancy Fees	6773	-	6773
Accountancy	1631	-	1631
Bank Charges	228	-	228
Depreciation of Fixed Assets	155	527	682
Removal of Portacabin	3650	-	3650
	109325	527	109852

Independent Examiners Report to the Directors of Headway, Plymouth on the Accounts for the year ended 31st December, 2023

We report on the accounts for the year ended 31st December, 2023 which are set out on pages 4 to 12.

Respective Responsibilities of the Directors and Independent Examiners

The charity's directors 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.

It is our responsibility to:

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

Basis of Independent Examiners' Statement

Our 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently we do not express an audit opinion on the Accounts.

Independent Examiners' Statement

In connection with our examination, no matters have come to our attention:

1) Which give us reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with s. 130 of the 2011 Act; or
   - to prepare accounts which accord with these accounting records have not been met; or

2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Farr FCCA
Dawe, Hawken & Dodd,
Chartered Certified Accountants,
52 Fore Street,
Callington,
Cornwall.
PL17 7AJ

Dated: 26th June, 2024

HEADWAY PLYMOUTH

England & Wales - Charity number 1150786

Accounts

HEADWAY, PLYMOUTH

YEAR ENDED: 31st DECEMBER, 2022

DAWE, HAWKEN & DODD
Chartered Certified Accountants
Callington, Cornwall.

Headway Plymouth

Directors' Annual Report
(For the financial year ended 31 December 2022)

Company Number:	8101252
Charity's Registered Number:	1150786
Charity's Registered Office:	Headway Plymouth Headway House Devonport Plymouth PL1 4RJ

GENERAL

The charity's governing document is The Articles of Association.

The charity's Directors for the financial year ending December 2022 have been Mr R Antrobus, Mr S Parford, Mrs K Walker and Mr C Butler.

The charity's Accountants remain as Dawe Hawken and Dodd, Chartered Certified Accountants of Callington, Cornwall. The charity's Solicitors remain as Wolferstans of Deptford Chambers, 60-66 North Hill, Plymouth, PL4 8EP.

The charity's objects are to support persons who are resident in Plymouth and its surrounding area who have suffered a brain injury, their families, carers and other related professionals, by the provision of such information, services and facilities as are required from time to time by such persons and to advance the education of the public in all aspects relating to brain injury and its prevention.

The charity's Incorporation was finalised with effect from 17 April 2013.

Our affiliation to Headway UK has provided Headway Plymouth with the high level of support from Ali Bazley, Network Support Manager, who covers the South West, also ensuring Headway Plymouth is working in accordance to The Governance Standards and Quality Assurance Standards.

ACTIVITIES/CLIENTS

The charity has continued to concentrate its efforts on the provision of services to people funded by Plymouth City Council ("PCC") through Plymouth Adult Social Care – as well as Devon and Cornwall County Councils. This funding has been supplemented by gifts and monies raised through fund raising activities.

The Charity continues with its Day Opportunities, "centre based", operation - with some additional community "outreach" or "enablement". The number of clients has declined post Covid-19. This has been due to various factors including the departure of the previous manager, a fear of returning to a community-based setting and changes to client means-tested contributions to their funding.

FUNDING

Funding from Plymouth Social Services remains by way of block contract rather than spot funding. The contract was entered into in April 2017, though operated from 1 November 2016. The contact has been further extended on a number of occasions and this extension continues at the present time – with review in March 2024.
A successful tender could lead to a further five-year fixed term ("flexible") block contract – which could be extended for a further three years (eight years in total).

Further meetings have taken place with the council's commissioners to discuss the charity's historic service offering and performance as well as its readiness to embark upon and succeed in the new tendering process.

The Charity has continued to work closely with Creative Case Solutions to review all aspects of the Charity's activities including management, governance, funding, staffing, administration and record keeping and service delivery. Independent consultancy/governance costs have also remained high.

The charity continues to hold funds in reserve (and owns the freehold of the property which it occupies), but the directors consider that the continuing shortfall must still be addressed (particularly when holding in reserve three months normal expenses has been and remains the existing reserves policy).

STAFFING

A support worker was made redundant following the conclusion of the government's "furlough" scheme and the previous centre manager left the Charity after entering into a settlement agreement. There was an exceptional cost to the Charity (observed in the y/e 2021 accounts) in funding this. We therefore moved into 2022 with a significant reduction in our cash reserves.

A new Business Manager was employed by the Charity on 7 February 2022 after spending some time in transition with the previous manager (by way of sub-contracted appointment via CCS).

An additional Support Worker was employed in 2022 (but has subsequently left the Charity in the early part of the financial year ending 2023).

PREMISES

Much of the early part of 2022 was spent modernising and refurbishing the Charity's aging freehold property. Again, further exceptional expenditure was made on vital refurbishment and repairs (circa £14k).

CONCLUSIONS

As with many charities Headway Plymouth is facing financial challenges at the moment and is working hard with PCC to ensure a Headway service in the city moving forward. Increases in the "cost of living" have served to increase the running costs of the Charity in almost every area of its operation.

Creative Case Solutions will continue to engage with the charity, monitoring operations, consulting on strategic changes that will be necessary to take the charity forward. Investigation of and investment from all alternative funding sources not presently being utilised is a key strategic goal moving forward.

The directors also recognise that, working in partnership with PCC, the Plymouth Neurology team and other community support groups, there remains tremendous potential for development and growth of the service, particularly given the perceived support that is being offered by PCC, the local population concentration, Plym Neuro's breadth of coverage across the region and the range of other community or charitable groups that might wish to cross refer their clients into the service.

STATEMENT

The charity's Trustees have complied with their duty to have due regard to the Guidance on Public Benefit published by the Charity Commission in exercising their powers or duties.

The charity's policy on reserves is to ensure that a sum equivalent to approximately 3 months expenses or approximately £28,500 is held for this purpose. As at 31 December 2022 unrestricted reserves stood at £98,363.

Dated this 13/9/23

..... (Director)
CRAIG BUTLER

..... (Director)
KAREN WALKER

Independent Examiners Report to the Directors of Headway, Plymouth on the Accounts for the year ended 31st December, 2022

We report on the accounts for the year ended 31st December, 2022 which are set out on pages 4 to 12.

Respective Responsibilities of the Directors and Independent Examiners

The charity's directors 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.

It is our responsibility to:

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

Basis of Independent Examiners' Statement

Our 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently we do not express an audit opinion on the Accounts.

Independent Examiners' Statement

In connection with our examination, no matters have come to our attention:

1) Which give us reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with s. 130 of the 2011 Act; or
   - to prepare accounts which accord with these accounting records have not been met; or

2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Farr FCCA
Dawe, Hawken & Dodd,
Chartered Certified Accountants,
52 Fore Street,
Callington,
Cornwall.
PL17 7AJ

Dated: 11th September, 2023

HEADWAY, PLYMOUTH

Statement of Financial Activities
for the year ended 31st December, 2022

	Unrestricted Funds	Restricted Income Funds	2022 Total	2021 Total
	£	£	£	£
Incoming Resources (Note 3)				
Incoming Resources from Generated Funds				
Voluntary Income	6305	-	6305	500
Activities for Generating Funds	5995	-	5995	2055
Investment Income	-	-	-	-
Income Resources from Charitable Activities	108528	-	108528	117018
Other Incoming Resources	1503	-	1503	4586
Total Incoming Resources	122331	-	122331	124159
Resources Expended (Notes 4-6)				
Costs of Generating Funds				
Costs of Generating Voluntary Income	-	-	-	-
Charitable Activities	101599	527	102126	116311
Governance Costs	11721	-	11721	18923
Total Resources Expended	113320	527	113847	135234
Net Movement in Funds	9011	(527)	8484	(11075)
Total Funds Brought Forward	89352	18455	107807	118882
Total Funds Carried Forward	98363	17928	116291	107807

HEADWAY, PLYMOUTH

Balance Sheet as at 31st December, 2022

	Note	Unrestricted Funds	Restricted Income Funds	2022 Total	2021 Total
		£	£		£
Fixed Assets					
Tangible Assets	7	8782	17928	26710	27392
Current Assets					
Debtors	8	1077	-	1077	5949
Cash at Bank and in Hand		91152	-	91152	104303
Total Current Assets		92229		92229	110252
Creditors: Amounts falling due within one year	9	2648	-	2648	29837
Net Current Assets		89581	-	89581	80415
Total Assets less Current Liabilities		98363	17928	116291	107807
Creditors: Amounts falling due after one year	9	-	-	-	-
Net Assets		98363	17928	116291	107807
Funds of the Charity					
Unrestricted Funds				98363	89352
Restricted Income Funds	10			17928	18455
Total Funds				116291	107807

Signed by two Directors on behalf of all the Directors | Signature | Print Name | Date of Approval

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2022

Note 1 Basis of Preparation

1.1. Basis of Accounting

These Accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Accounting Standards;
- and with the Charities Act 1993.
- and with the Companies Act 2006.

1.2 Change in Basis of Accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous Accounts

No changes have been made to Accounts for previous years.

Note 2 Accounting Policies

INCOMING RESOURCES

Recognition of 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.
Incoming Resources with Related Expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and Donations	Grants and donations are only included in the SoFA at the same time as the gift to which they relate.
Tax Reclaims on Donations and Gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual Income and Performance Related Grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in Kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2022

(continued)

Note 2 Accounting Policies (continued)

Donated Services and Facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer Help	The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.
Investment Income	This is included in the Accounts when receivable.
Investment Gains and Losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability Recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance Costs	Include costs of the preparation and examination of statutory Accounts, the costs of Trustee Meetings and cost of any legal advice to Trustees on governance or constitutional matters.
Grants with Performance Conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without Performance Conditions	These are only recognised in the Accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, as per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible Fixed Assets for use by Charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Trustees' best estimate of market value.
Stocks and Work in Progress	These are valued at the lower of cost or market value.

Notes to the Accounts for the year ended 31st December, 2022

(continued)

Note 3 Analysis of Incoming Resources

	2022	2021
	£	£
Voluntary Income	6305	500
Activities for Generating Funds	5995	2055
Investment Income	-	-
Payments		
Income Resources from Charitable Activities	108528	117018
Other Incoming Resources – Covid Grants & CJRS	1503	4586

Note 4 Analysis of Resources Expended

	2022	2021
	£	£
Costs of Generating Voluntary Income		-
Charitable Activities	102126	116311
Governance Costs	11721	18923

Note 5 Details of Certain Items of Expenditure

5.1 Directors' Expenses

	2022	2021
	£	£
Number of Directors who were paid expenses	NONE	NONE
Total Amount Paid	NONE	NONE

Notes to the Accounts for the year ended 31st December, 2022

(continued)

5.2 Fees for Examination of the Accounts

	2022	2021
	£	£
Independent Examiners Fees for reporting on the Accounts	990	900
Other Fees paid to the Independent Examiner	446	350
Total paid to independent examiner	1436	1250

Note 6 Paid Employees

6.1 Staff Costs

	2022	2021
	£	£
Gross Wages, Salaries and Benefits in Kind	70832	74994
Employer's National Insurance Costs (net of employment allowance)	908	2004
Employer's Pension Contributions	1424	1583
Redundancy Costs	-	23278
	73164	101859

6.2 Average number of full-time equivalent Employees in the Year

	2022	2021
The parts of the Charity in which the employees work		
Client Care	3	4

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2022

(continued)

Note 7 Tangible Fixed Assets

7.1 Cost

	Freehold Land And Buildings	Other Land and Buildings	Motor Vehicles	Fixtures, Fittings and Equipment	Total
	£	£	£	£	£
Balance brought forward	37803	3663	-	47826	89292
Additions					
Disposals				5000	5000
Balance carried forward	37803	3663	-	42826	84292

7.2 Accumulated Depreciation and Impairment Provisions

* Basis	SL	SL	SL	SL	
** Rate	2% of Buildings	15%	26.7%	25/33 1/3 %	
Balance brought forward	10876	3662	-	47362	61900
Charge for Year	527	-	-	155	682
Disposals	-	-	-	5000	5000
Balance carried forward	11403	3662	-	42517	57582

7.3 Net Book Value

Brought forward	26927	1	-	464	27392
Carried forward	26400	1	-	309	26710

Notes to the Accounts for the year ended 31st December, 2022

(continued)

Note 8 Debtors and Prepayments

Analysis of Debtors	Amounts falling due within one year		Amount falling due after more than one year	
	2022	2021	2022	2021
	£	£	£	£
Trade Debtors	1077	4735	-	-
Corporation Tax	-	-	-	-
Other Debtors	-	-	-	-
Prepayments and Accrued Income	-	1214	-	-
Total	1077	5949	-	-

Note 9 Creditors and Accruals

Analysis of Creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	2022	2021	2022	2021
	£	£	£	£
Trade Creditors	-	7515	-	-
Other Creditors	590	20282	-	-
Other Taxation & Social Security	908	1140	-	-
Accruals and Deferred Income	1150	900	-	-
Total	2648	29837	-	-

Note 10 Endowment and Restricted Income Funds

12.1 Fund held

- *permanent endowment funds (PE);*
- *expendable endowment funds (EE); and*
- *restricted income funds, including special trusts, of the charity (R).*

Fund Name	Type (PE, EE or R	Purpose and Restrictions
New Building and Fixtures and Fittings Fund	R	To buy premises at Devonport and private Fixtures and Fittings

Notes to the Accounts for the year ended 31st December, 2022

(continued)

Note 11 Movement of Major Funds

Fund Name	Fund Balances Brought forward	Outgoing Resources	Fund Balances Carried forward
	£	£	£
New Building and Fixtures and Fittings Fund	18455	(527)	17928

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2022

Income	Unrestricted Funds £	Restricted Funds £	Total £
Donations Received	6305		6305
Meals, Social Events & Fund Raising	5995		5995
Client Services - Social Services	95775		95775
- Private	12753		12753
Grants relating to COVID	1503		1503
	122331		122331
Less :- Expenditure	113320	527	113847
Surplus/(Deficit) for the Year	9011	(527)	8484
Balance Brought Forward	89352	18455	107807
Balance Carried Forward	98363	17928	116291

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2022

Expenditure	Unrestricted Funds £	Restricted Funds £	Total £
Repairs, Renewals	14275		14275
Canteen, Food & Consumables	1594		1594
Postage, Software & Stationery	2273		2273
Motor & Travel Expenses	1387		1387
Light, Heat & Telephone	4422		4422
Rates & Water	1234		1234
Cleaning & Waste Removal	1592		1592
Volunteer Costs & Fundraising Expenses	241		241
Sundries	155		155
Insurances	655		655
Wages incl. Employers N.I.C & NEST	73164		73164
Training	425		425
Consultancy Fees	10034		10034
Accountancy	1687		1687
Equipment Costing less than £500 per item	862		862
Bank Charges	169		169
Depreciation of Fixed Assets	155	527	682
(Profit) on disposal of assets	(1004)		(1004)
	113320	527	113847

HEADWAY PLYMOUTH

England & Wales - Charity number 1150786

Accounts

HEADWAY, PLYMOUTH

YEAR ENDED: 31st DECEMBER, 2021

DAWE, HAWKEN & DODD
Chartered Certified Accountants
Callington, Cornwall.

Headway Plymouth

Directors' Annual Report September 2022

Company Number:	8101252
Charity's Registered Number:	1150786
Charity's Registered Office:	Headway Plymouth Headway House Devonport Plymouth PL1 4RJ

GENERAL

The charity's governing document is The Articles of Association.

The charity's Directors for the financial year ending December 2022 have been Mr R Antrobus (secretary), Mrs K Walker (treasurer), Mr C Butler (chairman) and Mr S Parford.

The charity's Accountants remain as Dawe Hawken and Dodd, Chartered Certified Accountants of Callington, Cornwall. The charity's Solicitors remain as Wolferstans of Deptford Chambers, 60-66 North Hill, Plymouth, PL4 8EP.

The charity's objects are to relieve persons who are resident in Plymouth and its surrounding area who have suffered a brain injury, their families, carers and other related professionals, by the provision of such information, services and facilities as are required from time to time by such persons and to advance the education of the public in all aspects relating to brain injury and its prevention.

The charity's Incorporation was finalised with effect from 17 April 2013.

Our affiliation to Headway UK has provided Headway Plymouth with the high level of support from Ali Bazley, Network Support Manager, who covers the South West, also ensuring Headway Plymouth is working in accordance with The Governance Standards and Quality Assurance Standards.

ACTIVITIES AND STAFFING

The charity has continued to concentrate its efforts on the provision of services to people funded by Plymouth Social Services. This funding has been supplemented by gifts and monies raised through fund raising activities.

The operation of the Charity during the financial year ended December 2021 continued to be affected by the Covid-19 pandemic, government restrictions on outdoor mobility and the charity's ability to receive clients at the Centre.

During this time, the service was resilient and flexible in its approach. A collaborative community based operation was organised and the centre was able to support many of the clients remotely.

The charity remained unable to justify or fund the ongoing employment of Benjamin Self whose employment was terminated by way of redundancy on 31 July 2021. The board of trustees also concluded that it was in the best interests of the charity to review and overhaul the management team and structure generally. A compromise agreement was reached with Amanda Self whose employment was terminated on 31 December 2021.

Sarah Conway was recruited as the new centre manager and her employment commenced on 7 February 2022. Peter Olver (Assistant manager) and Jonathan Self (Support Worker) remain employed by the charity

FUNDING

Funding from Plymouth Social Services is remains by way of block contract rather than spot funding. The contract was entered into in April 2017, though operated from 1 November 2016. The contact has been further extended on a number of occasions and this extension continues at the present time – with review in March 2023.

A successful tender could lead to a further five-year fixed term ("flexible") block contract – which could be extended for a further three years (eight years in total).

Further meetings have taken place with the council's commissioners to discuss the charity's historic service offering and performance as well as its readiness to embark upon and succeed in the new tendering process. PCC continues to highlight areas for change in approach, policy and procedure which would facilitate a successful tender. The Charity has worked closely with Creative Case Solutions to review all aspects of the Charity's activities including management, governance, funding, staffing, administration and record keeping and service delivery.

Funding from PCC remained at pre-Covid-19 levels and the charity was also able to secure Infection Control Grants from PCC to support all relevant Covid-19 risk assessment and safety measures. Additional recent grant funding has been secured – but reserves have been depleted through both redundancy costs.

The charity continues to hold funds in a current account and in reserves (and owns the freehold of the property which it occupies), but the directors consider that the continuing shortfall must still be addressed (particularly when holding in reserve three months normal expenses has been and remains the existing reserves policy).

CONCLUSIONS

As with many charities Headway Plymouth is facing financial challenges at the moment and is working hard with PCC to ensure a Headway service in the city moving forward.

Creative Case Solutions have and will continue to engage with the charity, monitoring operations, consulting on strategic changes and carrying out staff supervision that will be necessary to take the charity forward.

The directors recognise that, working in partnership with PCC, the Plymouth Neurology team and other community support groups, there remains tremendous potential for development and growth of the service, particularly given the perceived support that is being offered by PCC, the local population concentration, Plym Neuro's breadth of coverage across the region and the range of other community or charitable groups that might wish to cross refer their clients into the service.

STATEMENT

The charity's Trustees have complied with their duty to have due regard to the Guidance on Public Benefit published by the Charity Commission in exercising their powers or duties.

The charity's policy on reserves is to allocate a sum equivalent to approximately 3 months expenses or approximately £35,000.00 for this purpose.

Dated this 6 September 2022

K Walker

.....

K WALKER (DIRECTOR)

C Butler

.....

C BUTLER (DIRECTOR)

Independent Examiners Report to the Directors of Headway, Plymouth on the Accounts for the year ended 31st December, 2021

We report on the accounts for the year ended 31st December, 2021 which are set out on pages 4 to 12.

Respective Responsibilities of the Directors and Independent Examiners

The charity's directors 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.

It is our responsibility to:

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

Basis of Independent Examiners' Statement

Our 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently we do not express an audit opinion on the Accounts.

Independent Examiners' Statement

In connection with our examination, no matters have come to our attention:

1) Which give us reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with s. 130 of the 2011 Act; or
   - to prepare accounts which accord with these accounting records have not been met; or

2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Farr FCCA
Dawe, Hawken & Dodd,
Chartered Certified Accountants,
52 Fore Street,
Callington,
Cornwall.
PL17 7AJ

Dated: 11th July, 2022

HEADWAY, PLYMOUTH

Statement of Financial Activities
for the year ended 31st December, 2021

	Unrestricted Funds	Restricted Income Funds	2021 Total	2020 Total
	£	£	£	£
Incoming Resources (Note 3)				
Incoming Resources from Generated Funds				
Voluntary Income	500	-	500	4016
Activities for Generating Funds	2055	-	2055	896
Investment Income	-	-	-	-
Income Resources from Charitable Activities	117018	-	117018	100750
Other Incoming Resources	4586	-	4586	17477
Total Incoming Resources	124159	-	124159	123139
Resources Expended (Notes 4-6)				
Costs of Generating Funds				
Costs of Generating Voluntary Income	-	-	-	-
Charitable Activities	115784	527	116311	101646
Governance Costs	18923	-	18923	2463
Total Resources Expended	134707	527	135234	104109
Net Movement in Funds	(10548)	(527)	(11075)	19030
Total Funds Brought Forward	99900	18982	118882	99852
Total Funds Carried Forward	89352	18455	107807	118882

HEADWAY, PLYMOUTH

Balance Sheet as at 31st December, 2021

	Note	Unrestricted Funds	Restricted Income Funds	2021 Total	2020 Total
		£	£		£
Fixed Assets					
Tangible Assets	7	8937	18455	27392	27459
Current Assets					
Debtors	8	5949	-	5949	2626
Cash at Bank and in Hand		104303	-	104303	91725
Total Current Assets		110252	-	110252	94351
Creditors: Amounts falling due within one year	9	29837	-	29837	2928
Net Current Assets		80415	-	80415	91423
Total Assets less Current Liabilities		89352	18455	107807	91423
Creditors: Amounts falling due after one year	9	-	-	-	-
Net Assets		89352	18455	107807	118882
Funds of the Charity					
Unrestricted Funds				89352	99900
Restricted Income Funds	10			18455	18982
Total Funds				107807	118882

Signed by two Directors on behalf of all the Directors	Signature	Print Name	Date of Approval
	K Walker	KAREN WALKER	06/09/2022
	C Butler	CRAIG BUTLER	5/9/22

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2021

Note 1 Basis of Preparation

1.1. Basis of Accounting

These Accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Accounting Standards;
- and with the Charities Act 1993.
- and with the Companies Act 2006.

1.2 Change in Basis of Accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous Accounts

No changes have been made to Accounts for previous years.

Note 2 Accounting Policies

INCOMING RESOURCES

Recognition of 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.
Incoming Resources with Related Expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and Donations	Grants and donations are only included in the SoFA at the same time as the gift to which they relate.
Tax Reclaims on Donations and Gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual Income and Performance Related Grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in Kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2021

(continued)

Note 2 Accounting Policies (continued)

Donated Services and Facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer Help	The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.
Investment Income	This is included in the Accounts when receivable.
Investment Gains and Losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability Recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance Costs	Include costs of the preparation and examination of statutory Accounts, the costs of Trustee Meetings and cost of any legal advice to Trustees on governance or constitutional matters.
Grants with Performance Conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without Performance Conditions	These are only recognised in the Accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, as per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible Fixed Assets for use by Charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Trustees' best estimate of market value.
Stocks and Work in Progress	These are valued at the lower of cost or market value.

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2021

(continued)

Note 3 Analysis of Incoming Resources

	2021	2020
	£	£
Voluntary Income	500	4016
Activities for Generating Funds	2055	896
Investment Income	-	-
Payments		
Income Resources from Charitable Activities	117018	100750
Other Incoming Resources – Covid Grants & CJRS	4586	17477

Note 4 Analysis of Resources Expended

	2021	2020
	£	£
Costs of Generating Voluntary Income	-	-
Charitable Activities	116310	101646
Governance Costs	18923	2463

Note 5 Details of Certain Items of Expenditure

5.1 Directors' Expenses

	2021	2020
	£	£
Number of Directors who were paid expenses	NONE	NONE
Total Amount Paid	NONE	NONE

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2021

(continued)

5.2 Fees for Examination of the Accounts

	2021	2020
	£	£
Independent Examiners Fees for reporting on the Accounts	900	904
Other Fees paid to the Independent Examiner	350	-
Total paid to independent examiner	1250	904

Note 6 Paid Employees

6.1 Staff Costs

	2021	2020
	£	£
Gross Wages, Salaries and Benefits in Kind	74994	77190
Employer's National Insurance Costs (net of employment allowance)	2004	1824
Employer's Pension Contributions	1583	1570
Redundancy Costs	23278	-
	101859	80584

6.2 Average number of full-time equivalent Employees in the Year

	2021	2020
The parts of the Charity in which the employees work		
Client Care	4	4

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2021

(continued)

Note 7 Tangible Fixed Assets

7.1 Cost

	Freehold Land And Buildings	Other Land and Buildings	Motor Vehicles	Fixtures, Fittings and Equipment	Total
	£	£	£	£	£
Balance brought forward	37803	3663	10995	47131	99592
Additions				695	695
Disposals			10995		10995
Balance carried forward	37803	3663	-	47826	89292

7.2 Accumulated Depreciation and Impairment Provisions

* Basis	SL	SL	SL	SL	
** Rate	2% of Buildings	15%	26.7%	25/33$^1/_3$ %	
Balance brought forward	10349	3662	10994	47128	72133
Charge for Year	527			234	761
Disposals			10994		10994
Balance carried forward	10876	3662	-	47362	61900

7.3 Net Book Value

Brought forward	27454	1	1	3	27459
Carried forward	26927	1	-	464	27392

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2021

(continued)

Note 8 Debtors and Prepayments

Analysis of Debtors

	Amounts falling due within one year		Amount falling due after more than one year	
	2021	2020	2021	2020
	£	£	£	£
Trade Debtors	4735	2306	-	-
Corporation Tax	-	-	-	-
Other Debtors	-	-	-	-
Prepayments and Accrued Income	1214	320	-	-
Total	5949	2626	-	-

Note 9 Creditors and Accruals

Analysis of Creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	2021	2020	2021	2020
	£	£	£	£
Trade Creditors	7515	1523	-	-
Other Creditors	20282	305	-	-
Other Taxation & Social Security	1140	-	-	-
Accruals and Deferred Income	900	1100	-	-
Total	29837	2928	-	-

Note 10 Endowment and Restricted Income Funds

12.1 Fund held

- *permanent endowment funds (PE);*
- *expendable endowment funds (EE); and*
- *restricted income funds, including special trusts, of the charity (R).*

Fund Name	Type (PE, EE or R	Purpose and Restrictions
New Building and Fixtures and Fittings Fund	R	To buy premises at Devonport and private Fixtures and Fittings

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2021

(continued)

Note 11 Movement of Major Funds

Fund Name	Fund Balances Brought forward	Outgoing Resources	Fund Balances Carried forward
	£	£	£
New Building and Fixtures and Fittings Fund	18982	527	18455

HEADWAY PLYMOUTH

England & Wales - Charity number 1150786

Accounts

Headway Plymouth

Directors' Annual Report March 2021

Company Number:	8101252
Charity's Registered Number:	1150786
Charity's Registered Office:	Headway Plymouth Headway House Devonport Plymouth PL1 4RJ

GENERAL

The charity's governing document is The Articles of Association.

The charity's Directors for the financial year ending December 2020 have been Mrs R Hurdle, Mr R Antrobus, Mr B Potter, Mr S Parford, Dr N Abelson-Mitchell, Mrs K Walker and Mr C Butler.

At an AGM in January 2021 Mrs R Hurdle, Mr B Potter resigned from the board. Dr N Abelson-Mitchell was removed from the board due to her non-attendance (without explanation) at any board meetings.

The charity's Accountants remain as Dawe Hawken and Dodd, Chartered Certified Accountants of Callington, Cornwall. The charity's Solicitors remain as Wolferstans of Deptford Chambers, 60-66 North Hill, Plymouth, PL4 8EP.

The charity's objects are to relieve persons who are resident in Plymouth and its surrounding area who have suffered a brain injury, their families, carers and other related professionals, by the provision of such information, services and facilities as are required from time to time by such persons and to advance the education of the public in all aspects relating to brain injury and its prevention.

The charity's Incorporation was finalised with effect from 17 April 2013.

Our affiliation to Headway UK has provided Headway Plymouth with the high level of support from Ali Bazley, Network Support Manager, who covers the South West, also ensuring Headway Plymouth is working in accordance to The Governance Standards and Quality Assurance Standards.

ACTIVITIES AND STAFFING

The charity has continued to concentrate its efforts on the provision of services to people funded by Plymouth City Council ("PCC") through Plymouth Social Services. This funding has been supplemented by gifts and monies raised through fund raising activities.

However, the operation of the Charity during a large part of the financial year ended December 2020 has been significantly affected by the Covid-19 pandemic, government restrictions on outdoor mobility and the charity's ability to receive clients at the Centre.

During this time, the service was resilient and flexible in its approach. A collaborative community based operation was organised and the centre was able to support many of the clients remotely.

FUNDING

Funding from Plymouth Social Services is remains by way of block contract rather than spot funding. The contract was entered into in April 2017, though operated from 1 November 2016. The contact has been further extended on a number of occasions and this extension continues at the present time – with review in March 2022.

A successful tender could lead to a further five-year fixed term ("flexible") block contract – which could be extended for a further three years (eight years in total).

Further meetings have taken place with the council's commissioners to discuss the charity's historic service offering and performance as well as its readiness to embark upon and succeed in the new tendering process. PCC continues to highlight areas for change in approach, policy and procedure which would facilitate a successful tender. The Charity has worked closely with Creative Case Solutions to review all aspects of the Charity's activities including management, governance, funding, staffing, administration and record keeping and service delivery.

Due to the effects of Covid-19, client contributions were place "on hold" by PCC. Additionally, funding from PCC remained at pre-Covid-19 levels and the charity was also able to secure Infection Control Grants from PCC to support all relevant Covid-19 risk assessment and safety measures.

The charity was able to take advantage of the government's "furlough" scheme in relation to the role of Benjamin Self.

The charity continues to hold funds in a current account and in reserves (and owns the freehold of the property which it occupies), but the directors consider that the continuing shortfall must still be addressed (particularly when holding in reserve three months normal expenses has been and remains the existing reserves policy).

CONCLUSIONS

As with many charities Headway Plymouth is facing financial challenges at the moment and is working hard with PCC to ensure a Headway service in the city moving forward.

Creative Case Solutions will continue to engage with the charity, monitoring operations, overseeing PCC returns and consulting on strategic changes that will be necessary to take the charity forward.

The directors recognise that, working in partnership with PCC, the Plymouth Neurology team and other community support groups, there remains tremendous potential for development and growth of the service, particularly given the perceived support that is being offered by PCC, the local population concentration, Plym Neuro's breadth of coverage across the region and the range of other community or charitable groups that might wish to cross refer their clients into the service.

STATEMENT

The charity's Trustees have complied with their duty to have due regard to the Guidance on Public Benefit published by the Charity Commission in exercising their powers or duties.

The charity's policy on reserves is to allocate a sum equivalent to approximately 3 months expenses or approximately £35,000.00 for this purpose.

Dated this 27 September 2021

…… ……

R ANTROBUS (DIRECTOR) **C BUTLER (DIRECTOR)**

HEADWAY, PLYMOUTH

YEAR ENDED: 31st DECEMBER, 2020

DAWE, HAWKEN & DODD
Chartered Certified Accountants
Callington, Cornwall.

Independent Examiners Report
to the Directors of Headway, Plymouth
on the Accounts for the year ended 31st December, 2020

We report on the accounts for the year ended 31st December, 2020 which are set out on pages 4 to 12.

Respective Responsibilities of the Directors and Independent Examiners

The charity's directors 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.

It is our responsibility to:

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

Basis of Independent Examiners' Statement

Our 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently we do not express an audit opinion on the Accounts.

Independent Examiners' Statement

In connection with our examination, no matters have come to our attention:

1) Which give us reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with s. 130 of the 2011 Act; or
   - to prepare accounts which accord with these accounting records have not been met; or

2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dawe, Hawken & Dodd,
Chartered Certified Accountants,
52 Fore Street,
Callington,
Cornwall.
PL17 7AJ

Dated: 2nd June, 2021

HEADWAY, PLYMOUTH

Statement of Financial Activities
for the year ended 31st December, 2020

	Unrestricted Funds	Restricted Income Funds	2020 Total	2019 Total
	£	£	£	£
Incoming Resources (Note 3)				
Incoming Resources from Generated Funds				
Voluntary Income	4016	-	4016	1272
Activities for Generating Fund	896	-	896	3239
Investment Income	-	-	-	375
Income Resources from Charitable Activities	100750	-	100750	99475
Other Incoming Resources	17477	-	17477	-
Total Incoming Resources	123139	-	123139	104361
Resources Expended (Notes 4-6)				
Costs of Generating Funds				
Costs of Generating Voluntary Income	-	-	-	-
Charitable Activities	101119	527	101646	118561
Governance Costs	2463	-	2463	15493
Total Resources Expended	103582	527	104109	134054
Net Movement in Funds	19557	(527)	19030	(29693)
Total Funds Brought Forward	80343	19509	99852	129545
Total Funds Carried Forward	99900	18982	118882	99852

HEADWAY, PLYMOUTH

Balance Sheet as at 31st December, 2020

	Note	Unrestricted Funds	Restricted Income Funds	2020 Total	2019 Total
		£	£		£
Fixed Assets					
Tangible Assets	7	8477	18982	27459	28256
Current Assets					
Debtors	8	2626	-	2626	8962
Cash at Bank and in Hand		91725	-	91725	80307
Total Current Assets		94351	-	94351	89269
Creditors: Amounts falling due within one year	9	2928	-	2928	17673
Net Current Assets		2928	-	2928	71596
Total Assets less Current Liabilities		91423	-	91423	99852
Creditors: Amounts falling due after one year	9	-	-	-	-
Net Assets		99900	18982	118882	99852
Funds of the Charity					
Unrestricted Funds				99900	80343
Restricted Income Funds	10			18982	19509
Total Funds				118882	99852

Signed by two Directors on behalf of all the Directors	Signature	Print Name	Date of Approval
		ROBERT ANTROBUS	27/9/21
		CRAIG BUTLER	27/9/21

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2020

Note 1 Basis of Preparation

1.1. Basis of Accounting

These Accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Accounting Standards;
- and with the Charities Act 1993.
- and with the Companies Act 2006.

1.2 Change in Basis of Accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous Accounts

No changes have been made to Accounts for previous years.

Note 2 Accounting Policies

INCOMING RESOURCES

Recognition of 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.
Incoming Resources with Related Expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and Donations	Grants and donations are only included in the SoFA at the same time as the gift to which they relate.
Tax Reclaims on Donations and Gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual Income and Performance Related Grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in Kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Note 2 Accounting Policies (continued)

Donated Services and Facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer Help	The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.
Investment Income	This is included in the Accounts when receivable.
Investment Gains and Losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability Recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance Costs	Include costs of the preparation and examination of statutory Accounts, the costs of Trustee Meetings and cost of any legal advice to Trustees on governance or constitutional matters.
Grants with Performance Conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without Performance Conditions	These are only recognised in the Accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, as per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible Fixed Assets for use by Charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Trustees' best estimate of market value.
Stocks and Work in Progress	These are valued at the lower of cost or market value.

Note 3 Analysis of Incoming Resources

	2020	2019
	£	£
Voluntary Income	4016	1272
Activities for Generating Funds	896	3239
Investment Income	-	375
payments		
Income Resources from Charitable Activities	100750	99475
Other Incoming Resources – Covid Grants & CJRS	17477	-

Note 4 Analysis of Resources Expended

	2020	2019
	£	£
Costs of Generating Voluntary Income	-	-
Charitable Activities	101646	118561
Governance Costs	2463	15493

Note 5 Details of Certain Items of Expenditure

5.1 Directors' Expenses

	2020	2019
	£	£
Number of Directors who were paid expenses	NONE	NONE
Total Amount Paid	NONE	NONE

5.2 Fees for Examination of the Accounts

	2020	2019
	£	£
Independent Examiners Fees for reporting on the Accounts	904	998
Other Fees paid to the Independent Examiner	-	295
Total paid to independent examiner	904	1293

Note 6 Paid Employees

6.1 Staff Costs

	2020	2019
	£	£
Gross Wages, Salaries and Benefits in Kind	77190	83524
Employer's National Insurance Costs (net of employment allowance)	1824	3799
Employer's Pension Contributions	1570	1704
	80584	89027

6.2 Average number of full-time equivalent Employees in the Year

	2020	2019
The parts of the Charity in which the employees work		
Client Care	4	4

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2020

(continued)

Note 7 Tangible Fixed Assets

7.1 Cost

	Freehold Land And Buildings	Other Land and Buildings	Motor Vehicles	Fixtures, Fittings and Equipment	Total
	£	£	£	£	£
Balance brought forward	37803	3663	10995	47131	99592
Additions					
Disposals					
Balance carried forward	37803	3663	10995	47131	99592

7.2 Accumulated Depreciation and Impairment Provisions

* Basis	SL	SL	SL	SL	
** Rate	2% of Buildings	15%	26.7%	$25/33^{1}/_{3}$ %	
Balance brought forward	9822	3662	10994	46858	71336
Charge for Year	527			270	797
Disposals					
Balance carried forward	10349	3662	10994	47128	72133

7.3 Net Book Value

Brought forward	27981	1	1	273	28256
Carried forward	27454	1	1	3	27459

Note 8 Debtors and Prepayments

Analysis of Debtors	Amounts falling due within one year		Amount falling due after more than one year	
	2020	2019	2020	2019
	£	£	£	£
Trade Debtors	2306	8647	-	-
Corporation Tax	-	-	-	-
Other Debtors	-	-	-	-
Prepayments and Accrued Income	320	315	-	-
Total	2626	8962	-	-

Note 9 Creditors and Accruals

Analysis of Creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	2020	2019	2020	2019
	£	£	£	£
Trade Creditors	1523	13960	-	-
Other Creditors	305	307	-	-
Other Taxation & Social Security	-	1410	-	-
Accruals and Deferred Income	1100	1996	-	-
Total	2928	17673	-	-

Note 10 Endowment and Restricted Income Funds

12.1 Fund held

- *permanent endowment funds (PE);*
- *expendable endowment funds (EE); and*
- *restricted income funds, including special trusts, of the charity (R).*

Fund Name	Type (PE, EE or R	Purpose and Restrictions
New Building and Fixtures and Fittings Fund	R	To buy premises at Devonport and private Fixtures and Fittings

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2020

(continued)

Note 11 Movement of Major Funds

Fund Name	Fund Balances Brought forward	Outgoing Resources	Fund Balances Carried forward
	£	£	£
New Building and Fixtures and Fittings Fund	19509	527	18982

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2020
(for management purposes)

Income	Unrestricted Funds £	Restricted Funds £	Total £
Donations Received	4016		4016
Meals, Social Events, Fund Raising & Sale of Goods	896		896
Client Services - Social Services	83719		83719
- Private	17031		17031
Grants relating to COVID incl Furlough	17477		17477
	123139		123139
Less :- Expenditure	103582	527	104109
Surplus/(Deficit) for the Year	19557	(527)	19030
Balance Brought Forward	80343	19509	99852
Balance Carried Forward	99900	18982	118882

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2020
(for management purposes)

Expenditure	Unrestricted Funds £	Restricted Funds £	Total £
Repairs, Renewals	173		173
Canteen, Food & Consumables	2148		2148
Postage & Stationery	694		694
Motor & Travel Expenses	2071		2071
Light, Heat & Telephone	4422		4422
Rates & Water	1642		1642
Cleaning	323		323
Volunteer Costs	3105		3105
Sundries	750		750
Insurances	1630		1630
Wages incl. Employers N.I.C & NEST	80584		80584
Training & DBS	340		340
Consultancy Fees	1559		1559
Accountancy	904		904
Equipment Costing less than £500 per item	757		757
Additional Costs relating to Covid	2210		2210
Depreciation of Fixed Assets	270	527	797
	103582	527	104109

HEADWAY, PLYMOUTH

YEAR ENDED: 31st DECEMBER, 2020

DAWE, HAWKEN & DODD
Chartered Certified Accountants
Callington, Cornwall.

Independent Examiners Report
to the Directors of Headway, Plymouth
on the Accounts for the year ended 31st December, 2020

We report on the accounts for the year ended 31st December, 2020 which are set out on pages 4 to 12.

Respective Responsibilities of the Directors and Independent Examiners

The charity's directors 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.

It is our responsibility to:

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

Basis of Independent Examiners' Statement

Our 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently we do not express an audit opinion on the Accounts.

Independent Examiners' Statement

In connection with our examination, no matters have come to our attention:

1) Which give us reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with s. 130 of the 2011 Act; or
   - to prepare accounts which accord with these accounting records have not been met; or

2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dawe, Hawken & Dodd,
Chartered Certified Accountants,
52 Fore Street,
Callington,
Cornwall.
PL17 7AJ

Dated: 2nd June, 2021

HEADWAY, PLYMOUTH

Statement of Financial Activities
for the year ended 31st December, 2020

	Unrestricted Funds	Restricted Income Funds	2020 Total	2019 Total
	£	£	£	£
Incoming Resources (Note 3)				
Incoming Resources from Generated Funds				
Voluntary Income	4016	-	4016	1272
Activities for Generating Fund	896	-	896	3239
Investment Income	-	-	-	375
Income Resources from Charitable Activities	100750	-	100750	99475
Other Incoming Resources	17477	-	17477	-
Total Incoming Resources	123139	-	123139	104361
Resources Expended (Notes 4-6)				
Costs of Generating Funds				
Costs of Generating Voluntary Income	-	-	-	-
Charitable Activities	101119	527	101646	118561
Governance Costs	2463	-	2463	15493
Total Resources Expended	103582	527	104109	134054
Net Movement in Funds	19557	(527)	19030	(29693)
Total Funds Brought Forward	80343	19509	99852	129545
Total Funds Carried Forward	99900	18982	118882	99852

HEADWAY, PLYMOUTH

Balance Sheet as at 31st December, 2020

	Note	Unrestricted Funds	Restricted Income Funds	2020 Total	2019 Total
		£	£		£
Fixed Assets					
Tangible Assets	7	8477	18982	27459	28256
Current Assets					
Debtors	8	2626	-	2626	8962
Cash at Bank and in Hand		91725	-	91725	80307
Total Current Assets		94351	-	94351	89269
Creditors: Amounts falling due within one year	9	2928	-	2928	17673
Net Current Assets		2928	-	2928	71596
Total Assets less Current Liabilities		91423	-	91423	99852
Creditors: Amounts falling due after one year	9	-	-	-	-
Net Assets		99900	18982	118882	99852
Funds of the Charity					
Unrestricted Funds				99900	80343
Restricted Income Funds	10			18982	19509
Total Funds				118882	99852

Signed by two Directors on behalf of all the Directors	Signature	Print Name	Date of Approval
		ROBERT ANTROBUS	27/9/21
		CRAIG BUTLER	27/9/21

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2020

Note 1 Basis of Preparation

1.1. Basis of Accounting

These Accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Accounting Standards;
- and with the Charities Act 1993.
- and with the Companies Act 2006.

1.2 Change in Basis of Accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous Accounts

No changes have been made to Accounts for previous years.

Note 2 Accounting Policies

INCOMING RESOURCES

Recognition of 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.
Incoming Resources with Related Expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and Donations	Grants and donations are only included in the SoFA at the same time as the gift to which they relate.
Tax Reclaims on Donations and Gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual Income and Performance Related Grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in Kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Note 2 Accounting Policies (continued)

Donated Services and Facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer Help	The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.
Investment Income	This is included in the Accounts when receivable.
Investment Gains and Losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability Recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance Costs	Include costs of the preparation and examination of statutory Accounts, the costs of Trustee Meetings and cost of any legal advice to Trustees on governance or constitutional matters.
Grants with Performance Conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without Performance Conditions	These are only recognised in the Accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, as per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible Fixed Assets for use by Charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Trustees' best estimate of market value.
Stocks and Work in Progress	These are valued at the lower of cost or market value.

Note 3 Analysis of Incoming Resources

	2020	2019
	£	£
Voluntary Income	4016	1272
Activities for Generating Funds	896	3239
Investment Income	-	375
payments		
Income Resources from Charitable Activities	100750	99475
Other Incoming Resources – Covid Grants & CJRS	17477	-

Note 4 Analysis of Resources Expended

	2020	2019
	£	£
Costs of Generating Voluntary Income	-	-
Charitable Activities	101646	118561
Governance Costs	2463	15493

Note 5 Details of Certain Items of Expenditure

5.1 Directors' Expenses

	2020	2019
	£	£
Number of Directors who were paid expenses	NONE	NONE
Total Amount Paid	NONE	NONE

5.2 Fees for Examination of the Accounts

	2020	2019
	£	£
Independent Examiners Fees for reporting on the Accounts	904	998
Other Fees paid to the Independent Examiner	-	295
Total paid to independent examiner	904	1293

Note 6 Paid Employees

6.1 Staff Costs

	2020	2019
	£	£
Gross Wages, Salaries and Benefits in Kind	77190	83524
Employer's National Insurance Costs (net of employment allowance)	1824	3799
Employer's Pension Contributions	1570	1704
	80584	89027

6.2 Average number of full-time equivalent Employees in the Year

	2020	2019
The parts of the Charity in which the employees work		
Client Care	4	4

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2020

(continued)

Note 7 Tangible Fixed Assets

7.1 Cost

	Freehold Land And Buildings	Other Land and Buildings	Motor Vehicles	Fixtures, Fittings and Equipment	Total
	£	£	£	£	£
Balance brought forward	37803	3663	10995	47131	99592
Additions					
Disposals					
Balance carried forward	37803	3663	10995	47131	99592

7.2 Accumulated Depreciation and Impairment Provisions

* Basis	SL	SL	SL	SL	
** Rate	2% of Buildings	15%	26.7%	$25/33^{1}/_{3}$ %	
Balance brought forward	9822	3662	10994	46858	71336
Charge for Year	527			270	797
Disposals					
Balance carried forward	10349	3662	10994	47128	72133

7.3 Net Book Value

Brought forward	27981	1	1	273	28256
Carried forward	27454	1	1	3	27459

Note 8 Debtors and Prepayments

Analysis of Debtors	Amounts falling due within one year		Amount falling due after more than one year	
	2020	2019	2020	2019
	£	£	£	£
Trade Debtors	2306	8647	-	-
Corporation Tax	-	-	-	-
Other Debtors	-	-	-	-
Prepayments and Accrued Income	320	315	-	-
Total	2626	8962	-	-

Note 9 Creditors and Accruals

Analysis of Creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	2020	2019	2020	2019
	£	£	£	£
Trade Creditors	1523	13960	-	-
Other Creditors	305	307	-	-
Other Taxation & Social Security	-	1410	-	-
Accruals and Deferred Income	1100	1996	-	-
Total	2928	17673	-	-

Note 10 Endowment and Restricted Income Funds

12.1 Fund held

- *permanent endowment funds (PE);*
- *expendable endowment funds (EE); and*
- *restricted income funds, including special trusts, of the charity (R).*

Fund Name	Type (PE, EE or R	Purpose and Restrictions
New Building and Fixtures and Fittings Fund	R	To buy premises at Devonport and private Fixtures and Fittings

HEADWAY, PLYMOUTH

Notes to the Accounts for the year ended 31st December, 2020

(continued)

Note 11 Movement of Major Funds

Fund Name	Fund Balances Brought forward	Outgoing Resources	Fund Balances Carried forward
	£	£	£
New Building and Fixtures and Fittings Fund	19509	527	18982

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2020
(for management purposes)

Income	Unrestricted Funds £	Restricted Funds £	Total £
Donations Received	4016		4016
Meals, Social Events, Fund Raising & Sale of Goods	896		896
Client Services - Social Services	83719		83719
- Private	17031		17031
Grants relating to COVID incl Furlough	17477		17477
	123139		123139
Less :- Expenditure	103582	527	104109
Surplus/(Deficit) for the Year	19557	(527)	19030
Balance Brought Forward	80343	19509	99852
Balance Carried Forward	99900	18982	118882

HEADWAY , PLYMOUTH

Income and Expenditure Account
For the year ended 31st December, 2020
(for management purposes)

Expenditure	Unrestricted Funds £	Restricted Funds £	Total £
Repairs, Renewals	173		173
Canteen, Food & Consumables	2148		2148
Postage & Stationery	694		694
Motor & Travel Expenses	2071		2071
Light, Heat & Telephone	4422		4422
Rates & Water	1642		1642
Cleaning	323		323
Volunteer Costs	3105		3105
Sundries	750		750
Insurances	1630		1630
Wages incl. Employers N.I.C & NEST	80584		80584
Training & DBS	340		340
Consultancy Fees	1559		1559
Accountancy	904		904
Equipment Costing less than £500 per item	757		757
Additional Costs relating to Covid	2210		2210
Depreciation of Fixed Assets	270	527	797
	103582	527	104109