

# HEADWAY LINCOLNSHIRE

England & Wales · Charity number 1151708

## Details

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Status	Registered
Legal form	Charitable company
Company number	<a href="#">08107352</a>
Registered	2013-04-22
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	The Len Medlock Centre St. Georges Road Boston Lincolnshire PE21 8YB
Phone	01522508789
Email	<a href="mailto:info@headway-lincolnshire.org.uk">info@headway-lincolnshire.org.uk</a>
Website	<a href="https://sites.google.com/view/headwaylincolnshire/home">https://sites.google.com/view/headwaylincolnshire/home</a>

## Activities

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**Objects:** 1. TO RELIEVE PERSONS WHO ARE RESIDENT IN LINCOLNSHIRE WHO HAVE SUFFERED A BRAIN INJURY, THEIR FAMILIES CARERS AND OTHER RELATED PROFESSIONALS BY THE PROVISION OF SUCH INFORMATION, SERVICE AND FACILITIES. 2. TO ADVANCE THE EDUCATION OF THE PUBLIC IN ALL ASPECTS RELATING TO BRAIN INJURY AND ITS PREVENTION.

**Activities:** Providing information, support and services to those in Lincolnshire who have suffered brain injuries, their families and carers. Campaigning for better services for those who have suffered brain injuries.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Disability
- **Who:** People With Disabilities

## Geography

- Lincolnshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£99,433	£113,230	-	-
2024-06-30	£112,406	£88,571	-	-
2023-06-30	£99,061	£68,502	-	-
2022-06-30	£15,953	£49,487	-	-
2021-06-30	£45,754	£36,152	-	-

## Trustees

Name	Role	Appointed
<b>Victoria Stevenson</b>	Chair	2019-10-17
Christopher Paul Simpson		2021-09-23
Dr Gemma Page		2016-10-20
Jody Colin Luigi Raggo		2022-09-22
John Antony Philip Knight		2017-10-19
Nicola Jane Hunt		2022-09-22
Nicola Louise Strong		2026-04-01
Timothy Richard Drakes		2024-10-26

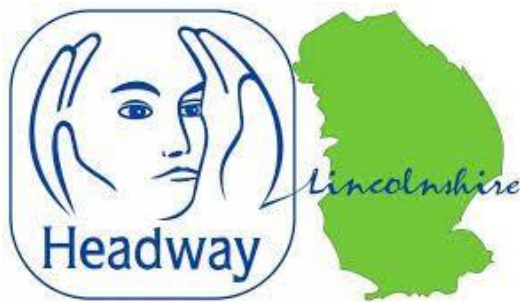
**HEADWAY LINCOLNSHIRE**

England & Wales - Charity number 1151708

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# Accounts

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# Headway Lincolnshire Trustee Report July 1<sup>st</sup> 2024 – June 30<sup>th</sup> 2025

Headway Lincolnshire, dedicated to supporting individuals and families affected by brain injury, has continued its commitment to exemplary service and community impact throughout the last financial year. Within this context, the charity's leadership and operations play a crucial role in ensuring that resources are managed effectively and that the organisation's mission remains at the forefront of all activities.

## Introduction

The purpose of this trustee report is to provide a comprehensive overview of Headway Lincolnshire's activities, financial performance, and governance for the year ending 30<sup>th</sup> June 2025. This report is intended for beneficiaries, stakeholders, regulators, and other interested parties, and aims to uphold the principles of transparency, accountability, and good stewardship.

## About the Charity

Headway Lincolnshire is here to support people and families living with the challenges of brain injury, and we're always working toward our vision of a community where everyone feels included and empowered. Over the past year, we've stuck to some key principles—putting the needs of those we help first, managing resources wisely, and always acting responsibly and ethically. The trustees have stayed committed to their role, making sure every decision and action keeps our mission and vision at the heart of what we do.



## Trustee Responsibilities at Headway Lincolnshire

- **Safeguarding Charity Assets:** Trustees are entrusted with ensuring that Headway Lincolnshire's resources are protected, carefully managed, and used exclusively to advance the charity's mission of supporting people affected by brain injury.
- **Acting with Impartiality:** Trustees must make all decisions in the best interests of every beneficiary, maintaining fairness, transparency, and avoiding any conflicts of interest.
- **Ensuring Legal and Regulatory Compliance:** Trustees are responsible for ensuring Headway Lincolnshire operates in accordance with all relevant laws, regulations, and its governing documents, including the constitution and trust deed.
- **Upholding Ethical Standards:** Trustees are expected to act with honesty, integrity, and openness, demonstrating sound judgement and responsible stewardship at all times on behalf of the charity.

- **Managing Risks:** Trustees regularly assess risks facing Headway Lincolnshire and implement strategies to minimise potential harm, ensuring the long-term sustainability and impact of the charity's work.
- **Strategic Leadership:** Trustees provide direction for Headway Lincolnshire, set organisational priorities, monitor progress against strategic goals, and adapt plans to meet the evolving needs of people living with brain injury in Lincolnshire.

## Trustee Composition and Meetings

During the reporting period, Headway Lincolnshire's Board of Trustees consisted of individuals with diverse backgrounds and expertise relevant to the trust's mission. These include representations from the legal and charitable sector, private and public healthcare and Brain Injury survivors. Regular trustee meetings and 2 business planning meetings were convened to discuss relevant matters, review financial information, and set strategic direction.

Minutes of trustee meetings are documented and archived for review.

## Financial Performance



Headway Lincolnshire's financial performance is a critical indicator of its health and sustainability. Despite the current cost of living challenges, the charity's finances have continued to be stable in the past financial year with similar income and expenses as previous years. We were lucky to secure a 4-year National Lottery Reaching Communities grant worth approximately £242,000 which allowed us to increase our capacity to 2 FTE staff members and we are also

planning to employ an apprentice to support our work within the community. We also secured a £25,000 grant to cover our core costs from the Postcode Places Trust and we were lucky to have our Shine Sustainability Grant extended for another year to cover our counselling and art therapy costs.

The charity continues to have healthy reserves and the trustees continue to seek relevant funding opportunities and take a prudent and fair approach when managing our finances.

Our financial statements are appended to this report and are available upon request.

## Our Activities and Services

Headway Lincolnshire continues to provide a wide range of services to those affected by acquired brain injury in Lincolnshire, be that individual sufferers, their families and carers, or professionals working in this field. These include:

- **1:1 Counselling for Carers and family members.** A brain injury is a family affair. Fully funded for 6 – 8 sessions. Delivered Remotely.
- **1:1 Counselling for Brain Injury Survivors.** Fully funded for 6 – 8 sessions. Delivered Remotely.
- **Therapeutic sessions for brain injury survivors and Carers that are struggling with their Mental Wellbeing.**

- Publications relating to practical aspects of brain injury. These information guides are often invaluable in helping people affected by brain injury come to understand and deal with their changed circumstances.
- Training courses to improve knowledge and understanding among professionals working in the field of brain injury
- 6 weekly Education groups for brain injury survivors and those caring for them to better understand their brain injury and its effects. (run twice a year in different areas of the County)
- Peer support groups in Lincoln, Boston, Grantham & Spalding for brain injury survivors and their families to meet other families in similar situations. We have also set up a 5<sup>th</sup> support group in Sleaford in the last financial year and are planning to set up 2 more within the next 2 years meaning that every district of Lincolnshire will have access to a brain injury support group by the end of 2027.
- One off assessment either in the home or via Zoom. We continue to look at signposting and referring to services if required.
- Monthly Drop-in Clinics on Ashby Neurological Rehabilitation Ward at Lincoln County Hospital.
- Quarterly Drop-in Clinics, support groups and Assessments at North Sea Camp Prison and 1-1 support within Lincoln prison.
- Referrals to statutory services
- Annual Brain Injury Conference with approximately 200 people in attendance from across the UK.
- Support with applying for a Brain Injury Identity Card
- Fortnightly Carers Support Group (currently taking place via Zoom).
- Weekly Zooms - 'Together from Home'
- Wellbeing Activity Packs – sent out monthly by post
- Keeping in Touch – Weekly contact by telephone or text with our Development Worker to chat.
- Monthly Ten Pin Bowling
- Our Annual Christmas Lunch with around 70 people in attendance.



## Communication with Beneficiaries

Maintaining open and transparent communication with beneficiaries is a key priority for the trustees. Over the past year, regular updates were provided through:

- Annual statements and newsletters
- Meetings and consultations with beneficiaries
- Regular emails.
- Social media posts.

Feedback mechanisms were established to encourage beneficiary input, and all concerns received prompt attention and resolution.

## Our Progress

We are working continuously to deliver our Business Plan and are pleased that we are achieving some of our goals, which include:



- Delivering the 'Making Ourselves Heard' Brain injury Conference on 15th October 2024 with over 270 attendees and planning is currently in progress for the 2025 conference named 'Included not Isolated'. We were pleased to secure grant funding from the BNA Charity to secure free delegate places for our colleagues from the NHS, Adult Social Care and Criminal Justice Sector.
- Securing 4-years National Lottery funding to increase our staff capacity to 2 FTE and an apprentice as well as expanding our services even further.
- Development of services and support within Lincoln prison and North Sea Camp prison.
- Recognition within the wider community - we were very proud to win the Lincolnshire Charitable Business of the Year Award.
- Continuing to work with our freelance grant bid writer to develop larger multi-year bids when required.
- We have introduced a text service enabling people to donate easily and are continuing to look into diversifying our income streams.

Between 2023/24, there were 4182 people admitted into hospital in Lincolnshire with an Acquired Brain Injury, an 5.2% increase from the previous year. This figure does not reflect the wider impact of a Brain injury on the survivors families, carers and friends.

We endeavour to provide support to as many people as possible affected by life changing brain injury in Lincolnshire by generating more referrals and memberships with more people becoming aware of our services and the positive difference we can make to those with brain injuries, their Carers and families in Lincolnshire.

## Acknowledgements

The trustees express their gratitude to all stakeholders, volunteers, sponsors, service providers, and beneficiaries for their continued support and collaboration. Their collective efforts are integral to the charity's ongoing success and positive impact.

## Conclusion

This trustee report summarises the trust's achievements, difficulties faced, and ongoing dedication to its mission. The trustees affirm their commitment to responsible management, transparent governance, and prioritising beneficiaries' well-being. Further details, such as financial statements and policy documents, are available upon request.



Company registration number: 08107352

Charity registration number: 1151708

# Headway Lincolnshire

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 June 2025

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

# Headway Lincolnshire

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## Headway Lincolnshire

### Reference and Administrative Details

<b>Trustees</b>	Laura Davies Jody Raggo John Knight Timothy Drakes Victoria Steveson Nicola Hunt Chris Simpson Gemma Elliott
<b>Charity Registration Number</b>	1151708
<b>Company Registration Number</b>	08107352
<b>Registered Office</b>	The Len Medlock Voluntary Centre St Georges Road Boston Lincolnshire PE21 8YB
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

# Headway Lincolnshire

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 June 2025.

### Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Laura Davies
	Jody Raggo
	John Knight
	Timothy Drakes (appointed 26 October 2024)
	Victoria Steveson
	Nicola Hunt
	Chris Simpson
	Gemma Elliott

### Structure, governance and management

#### *Nature of governing document*

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 15/06/2012. It has no share capital and the liability of each member in the event of winding-up is limited to £5.

#### *Organisational structure*

At the time of preparing this plan, HWL has:

- One full-time employee (Coordinator and Development Officer – “CDO”);
- One part-time employee (Development Worker – “DW”);
- A board of volunteer Trustees that manage the charity (see the attached diagram depicting the management structure of HWL); and
- Enthusiastic volunteers, members and supporters.

### Objectives and activities

#### *Objects and aims*

The strategic objectives of HWL are to:

- Support those who are resident in Lincolnshire who have suffered a brain injury, their families, carers and other related professionals by the provision of information and support;
- To increase awareness and understanding of brain injury and its effects; and
- Facilitate opportunities for a positive and fulfilled life following brain injury to include social interaction and inclusion.

# Headway Lincolnshire

## Trustees' Report

### Vision

HWL aims to provide quality support to those affected by acquired brain injury living in Lincolnshire.

### Mission

To promote awareness and understanding of all aspects of acquired brain injury and its prevention. To provide information, support and services to people with acquired brain injury, their families and carers throughout Lincolnshire.

### *Objectives, strategies and activities*

Headway Lincolnshire continues to provide a wide range of services to those affected by acquired brain injury in Lincolnshire, be that individual sufferers, their families and carers, or professionals working in this field. These include:

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- Training courses to improve knowledge and understanding among professionals working in the field of brain injury.
- 6 weekly Education groups for brain injury survivors and those caring for them to better understand their brain injury and its effects. (run twice a year in different areas of the County).
- Peer support groups in Lincoln, Boston, Grantham & Spalding for brain injury survivors and their families to meet other families in similar situations. We have also set up a 5th support group in Sleaford in the last financial year and are planning to set up 2 more within the next 2 years meaning that every district of Lincolnshire will have access to a brain injury support group by the end of 2027.
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# Headway Lincolnshire

## Trustees' Report

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### Acknowledgements

The trustees express their gratitude to all stakeholders, volunteers, sponsors, service providers, and beneficiaries for their continued support and collaboration. Their collective efforts are integral to the charity's ongoing success and positive impact.

### Conclusion

This trustee report summarises the trust's achievements, difficulties faced, and ongoing dedication to its mission. The trustees affirm their commitment to responsible management, transparent governance, and prioritising beneficiaries' well-being. Further details, such as financial statements and policy documents, are available upon request.

### **Public benefit**

Headway Lincolnshire provides a wide range of services to those affected by acquired brain injury in Lincolnshire, be that individual sufferers, their families and carers, or professionals working in this field.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## **Headway Lincolnshire**

### **Trustees' Report**

#### **Financial review**

Headway Lincolnshire's financial performance is a critical indicator of its health and sustainability. Despite the current cost of living challenges, the charity's finances have continued to be stable in the past financial year with similar income and expenses as previous years. We were lucky to secure a 4-year National Lottery Reaching Communities grant worth approximately £242,000 which allowed us to increase our capacity to 2 FTE staff members and we are also planning to employ an apprentice to support our work within the community. We also secured a £25,000 grant to cover our core costs from the Postcode Places Trust and we were lucky to have our Shine Sustainability Grant extended for another year to cover our counselling and art therapy costs.

The charity continues to have healthy reserves and the trustees continue to seek relevant funding opportunities and take a prudent and fair approach when managing our finances.

Our financial statements are appended to this report and are available upon request.

#### ***Policy on reserves***

Trustees are committed to having at least 6 months running costs in reserves.

## Headway Lincolnshire

### Trustees' Report

#### Statement of Responsibilities

The trustees (who are also the directors of Headway Lincolnshire for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 11/10/2025 and signed on its behalf by:



Jody Raggo  
Trustee

## Headway Lincolnshire

### Independent Examiner's Report to the trustees of Headway Lincolnshire ('the Company')

#### Independent examiner's report to the trustees of Headway Lincolnshire ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 June 2025.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



John O'Brien MSc, FAIA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 01/10/2025

## Headway Lincolnshire

### Statement of Financial Activities for the Year Ended 30 June 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	29,472	-	29,472	20,301
Charitable activities	3	34,612	34,797	69,409	80,616
Other trading activities	5	-	-	-	10,971
Investment income	6	552	-	552	518
Total income		<u>64,636</u>	<u>34,797</u>	<u>99,433</u>	<u>112,406</u>
<b>Expenditure on:</b>					
Charitable activities	7	<u>(49,708)</u>	<u>(63,522)</u>	<u>(113,230)</u>	<u>(88,571)</u>
Total expenditure		<u>(49,708)</u>	<u>(63,522)</u>	<u>(113,230)</u>	<u>(88,571)</u>
Net income/(expenditure)		14,928	(28,725)	(13,797)	23,835
Transfers between funds		<u>(6,159)</u>	<u>6,159</u>	<u>-</u>	<u>-</u>
Net movement in funds		8,769	(22,566)	(13,797)	23,835
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>84,857</u>	<u>37,007</u>	<u>121,864</u>	<u>98,029</u>
Total funds carried forward	14	<u><u>93,626</u></u>	<u><u>14,441</u></u>	<u><u>108,067</u></u>	<u><u>121,864</u></u>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for the period is shown in note 14.

## Headway Lincolnshire

### Statement of Financial Activities for the Year Ended 30 June 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	20,301	-	20,301
Charitable activities	3	23,499	57,117	80,616
Other trading activities	5	10,801	170	10,971
Investment income	6	518	-	518
Total income		<u>55,119</u>	<u>57,287</u>	<u>112,406</u>
<b>Expenditure on:</b>				
Charitable activities	7	<u>(56,014)</u>	<u>(32,557)</u>	<u>(88,571)</u>
Total expenditure		<u>(56,014)</u>	<u>(32,557)</u>	<u>(88,571)</u>
Net (expenditure)/income		(895)	24,730	23,835
Transfers between funds		<u>(5,092)</u>	<u>5,092</u>	-
Net movement in funds		(5,987)	29,822	23,835
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>90,844</u>	<u>7,185</u>	<u>98,029</u>
Total funds carried forward	14	<u><u>84,857</u></u>	<u><u>37,007</u></u>	<u><u>121,864</u></u>

The notes on pages 11 to 22 form an integral part of these financial statements.

## Headway Lincolnshire

(Registration number: 08107352)

Balance Sheet as at 30 June 2025

	Note	2025 £	2024 £
<b>Fixed assets</b>			
Tangible assets	10	544	640
<b>Current assets</b>			
Debtors	11	4,459	1,613
Cash at bank and in hand	12	<u>106,120</u>	<u>121,441</u>
		110,579	123,054
<b>Creditors: Amounts falling due within one year</b>	13	<u>(3,056)</u>	<u>(1,830)</u>
<b>Net current assets</b>		<u>107,523</u>	<u>121,224</u>
<b>Net assets</b>		<u>108,067</u>	<u>121,864</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	14	14,441	37,007
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>93,626</u>	<u>84,857</u>
<b>Total funds</b>	14	<u>108,067</u>	<u>121,864</u>

For the financial year ending 30 June 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 8 to 22 were approved by the trustees, and authorised for issue on 11/10/2025 and signed on their behalf by:



Jody Raggo  
Trustee

The notes on pages 11 to 22 form an integral part of these financial statements.

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 1 Accounting policies

##### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### Basis of preparation

Headway Lincolnshire meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

##### Exemption from preparing a cash flow statement

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

##### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### *Donations and legacies*

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

##### *Grants receivable*

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### *Investment income*

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures & fittings	25% straight line
Computer equipment	15% reducing balance

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## **Headway Lincolnshire**

### **Notes to the Financial Statements for the Year Ended 30 June 2025**

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Donations and legacies;			
Donations from individuals	2,171	2,171	20,301
Grants, including capital grants;			
Grants from other charities	27,301	27,301	-
	29,472	29,472	20,301
	29,472	29,472	20,301

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Membership	1,836	-	1,836	1,353
Grant & Donations	-	34,797	34,797	57,117
Sales & fees	22,541	-	22,541	20,214
Sundry receipts	1,765	-	1,765	1,932
Sponsorship	8,470	-	8,470	-
	34,612	34,797	69,409	80,616
	34,612	34,797	69,409	80,616

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Postcode Places Trust	25,000	-	25,000
Boston Xmas Fair	-	704	704
Horncastle Farmers	1,250	-	1,250
Lincolnshire Coop	1,051	-	1,051
National Lottery Fund	-	26,850	26,850
Lincolnshire Community Foundation	-	500	500
General Donations	2,171	6,743	8,914
	<u>29,472</u>	<u>34,797</u>	<u>64,269</u>

#### 5 Income from other trading activities

	Total 2025 £	Total 2024 £
Local fundraising and street collection income	-	10,971
	<u>-</u>	<u>10,971</u>

#### 6 Investment income

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Interest receivable and similar income; Interest receivable on bank deposits	552	552	518
	<u>552</u>	<u>552</u>	<u>518</u>

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 7 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Activities & events	9,800	19,127	28,927	24,668
Advertising	603	1,355	1,958	839
Depreciation	96	-	96	113
Equipment, repairs & renewals	40	160	200	134
Fundraising cost	1,356	-	1,356	1,050
Hospitality & refreshments	70	137	207	184
Travel expenses	4,084	773	4,857	1,693
Insurance	725	-	725	203
Card transaction fee	37	-	37	-
Legal & professional	2,155	-	2,155	2,526
Room hire	-	1,650	1,650	683
Staff supervision	150	100	250	350
General office cost	287	139	426	1,577
Publications & subscriptions	86	-	86	483
Counselling costs	-	10,575	10,575	9,023
Rent & services	4,638	1,500	6,138	5,781
Sundry payments	420	-	420	522
Telephone & postage	131	126	257	346
Volunteer expenses	423	339	762	16
Volunteer training	462	660	1,122	368
Wages, NI & pensions	23,792	26,519	50,311	38,012
IT cost	240	362	602	-
Trustee expense	113	-	113	-
	<u>49,708</u>	<u>63,522</u>	<u>113,230</u>	<u>88,571</u>

#### 8 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2025 £	2024 £
Depreciation of fixed assets	<u>96</u>	<u>113</u>

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 9 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
<b>Staff costs during the year were:</b>		
Wages and salaries	49,309	34,776
Social security costs	-	2,593
Pension costs	1,002	643
	50,311	38,012

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2025 No	2024 No
Average number of employees	2	2

1 (2024 - 1) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £1,002 (2024 - £643).

No employee received emoluments of more than £60,000 during the year.

#### 10 Tangible fixed assets

	Fixtures & fittings £	Computer equipment £	Total £
<b>Cost</b>			
At 1 July 2024	1,025	1,414	2,439
At 30 June 2025	1,025	1,414	2,439
<b>Depreciation</b>			
At 1 July 2024	1,025	774	1,799
Charge for the year	-	96	96
At 30 June 2025	1,025	870	1,895
<b>Net book value</b>			
At 30 June 2025	-	544	544
At 30 June 2024	-	640	640

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 11 Debtors

	2025 £	2024 £
Trade debtors	3,845	1,086
Prepayments	614	203
Other debtors	-	324
	<u>4,459</u>	<u>1,613</u>

#### 12 Cash and cash equivalents

	2025 £	2024 £
Cash at bank	<u>106,120</u>	<u>121,441</u>

#### 13 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	1,528	-
Other creditors	<u>1,528</u>	<u>1,830</u>
	<u>3,056</u>	<u>1,830</u>

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 14 Funds

	Balance at 1 July 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 June 2025 £
<b>Unrestricted funds</b>					
<i>General</i>					
General Fund	84,857	64,636	(49,708)	(6,159)	93,626
<b>Restricted funds</b>					
Boston Big Local Grant	55	704	(744)	(15)	-
Counselling	-	958	(10,575)	9,617	-
Conference 2024	16,255	-	(12,457)	(3,798)	-
Operational and Activity cost	1,400	-	(992)	-	408
Staff and Volunteer Costs	5,582	-	(224)	-	5,358
Art Therapy	4,952	2,067	(5,107)	-	1,912
Music Therapy	1,120	-	(1,620)	-	(500)
Boston SSG	4,073	-	(100)	-	3,973
Grantham SSG	33	-	(388)	355	-
Lincoln SSG	1,044	-	(614)	-	430
Spalding SSG	993	-	-	-	993
Armed Forces Project	1,500	-	(1,187)	-	313
National Lottery Grant	-	26,360	(18,977)	-	7,383
Activities Costs	-	500	(1,350)	-	(850)
Core Staff and Volunteer Costs	-	3,718	(9,127)	-	(5,409)
Sleaford SSG	-	490	(60)	-	430
<b>Total restricted funds</b>	<u>37,007</u>	<u>34,797</u>	<u>(63,522)</u>	<u>6,159</u>	<u>14,441</u>
<b>Total funds</b>	<u><u>121,864</u></u>	<u><u>99,433</u></u>	<u><u>(113,230)</u></u>	<u><u>-</u></u>	<u><u>108,067</u></u>

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

	Balance at 1 July 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 June 2024 £
<b>Unrestricted funds</b>					
<i>General</i>					
General Fund	51,972	55,119	(56,014)	33,780	84,857
<i>Designated</i>					
Co-ordination and development officer	36,372	-	-	(36,372)	-
St. James Place	2,500	-	-	(2,500)	-
	<u>38,872</u>	<u>-</u>	<u>-</u>	<u>(38,872)</u>	<u>-</u>
<b>Total unrestricted funds</b>	<u>90,844</u>	<u>55,119</u>	<u>(56,014)</u>	<u>(5,092)</u>	<u>84,857</u>
<b>Restricted</b>					
Boston Big Local Grant	-	1,500	(1,445)	-	55
Counselling	-	7,760	(9,022)	1,262	-
Conference 2024	-	18,000	(1,745)	-	16,255
Operational and Activity cost	-	1,692	(292)	-	1,400
Staff and Volunteer Costs	-	7,376	(1,794)	-	5,582
Art Therapy	-	7,520	(2,568)	-	4,952
Music Therapy	-	2,560	(1,440)	-	1,120
Boston SSG	3,527	1,394	(848)	-	4,073
Grantham SSG	489	-	(456)	-	33
Lincoln SSG	1,129	-	(85)	-	1,044
Spalding SSG	1,040	-	(47)	-	993
Armed Forces Project	1,000	500	-	-	1,500
Ball 2024	-	1,920	(3,866)	1,946	-
Conference 2023	-	7,065	(8,949)	1,884	-
	<u>7,185</u>	<u>57,287</u>	<u>(32,557)</u>	<u>5,092</u>	<u>37,007</u>
<b>Total restricted funds</b>	<u>7,185</u>	<u>57,287</u>	<u>(32,557)</u>	<u>5,092</u>	<u>37,007</u>
<b>Total funds</b>	<u>98,029</u>	<u>112,406</u>	<u>(88,571)</u>	<u>-</u>	<u>121,864</u>

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

The specific purposes for which the funds are to be applied are as follows:

Counselling - this is to provide free counselling sessions for brain injury survivors and their families. The sessions enable them to develop coping mechanisms following their ABI. This is funded through grants.

Conference 24 - this is for our annual brain injury conference we put on for professionals to learn about the subject of brain injury and hear from brain injury survivors themselves. This is again funded through sponsorship, ticket sales and the occasional grant (BNA for the 2024 one).

Armed Forces Community Covenant Grant – core costs to support ex-armed forces personnel who have suffered a brain injury. This included the setting up of a social support group.

Boston Big Local – towards our office rental and Boston Social Support Group costs.

Lincolnshire Coop Boston – to support the Boston Social Support Group costs.

Lincolnshire Coop Lincoln – to support the Lincoln Social Support Group costs.

Lincolnshire Coop Spalding – to support the Spalding Social Support Group costs.

Lincolnshire Coop Grantham – to support the Grantham Social Support Group costs.

Activities Cost Fund - to support various activities for our brain injury survivors and members.

National Lottery fund - to support our core costs and an expansion of our services across all districts of Lincolnshire.

Core Staff and Volunteer Costs - Facilitation of Counselling, Activity Packs, Therapies - to support our core staffing costs for the organisation of counselling sessions, sending out activity packs to BI Survivors and our therapeutic sessions.

Sleaford SSG - to support the Sleaford Social Support group.

Operational and Activity Costs - Packs, Zoom & Leaflets - to support the production of activity packs, printing of leaflets and for Zoom subscription.

Staff and Volunteer Costs - Volunteer Expenses - to pay for expenses for volunteers that support our activities.

The deficits in Music therapy, Activities Costs and Core staff and Volunteer costs will be covered by funding which will come in the next financial year.

The transfer from the Operational and Activity Costs - Packs, Zoom & Leaflets fund to the General fund reflects the release of any restrictions on the use of these funds.

The transfer from the General fund to the Grantham SSG and the Counselling fund is to cover the deficit on this activity.

The transfer from the Conference 2024 fund to the General fund relates to activities which have ceased, and the release of any restrictions on the use of these funds.

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2025

#### 15 Analysis of net assets between funds

	Unrestricted		2025
	General £	Restricted £	Total funds £
Tangible fixed assets	544	-	544
Current assets	96,138	14,441	110,579
Current liabilities	<u>(3,056)</u>	<u>-</u>	<u>(3,056)</u>
Total net assets	<u>93,626</u>	<u>14,441</u>	<u>108,067</u>

	Unrestricted		2024
	General £	Restricted £	Total funds £
Tangible fixed assets	640	-	640
Current assets	86,047	37,007	123,054
Current liabilities	<u>(1,830)</u>	<u>-</u>	<u>(1,830)</u>
Total net assets	<u>84,857</u>	<u>37,007</u>	<u>121,864</u>

#### 16 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2025 £	2024 £
Independent examination	1,090	1,050
	<u>1,090</u>	<u>1,050</u>

#### 17 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 18 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 19 Related party transactions

There were no related party transactions in the year.

**Annual accounts 30/06/2025  
report to the management committee**

Headway Lincolnshire  
The Len Medlock Voluntary Centre  
St Georges Road  
Boston  
Lincolnshire  
PE21 8YB

Please reply to Ryan

25/09/2025

Dear Board Members,

We are pleased to supply final copies of your accounts for the period ending as above. Please either print a copy, sign and date in black ink, and return to us by post or, email a signed pdf back to your Accountant. You should already have received our invoice for the work. Once we have confirmed receipt of your payment, we will then sign and return the final accounts to you.

On completion of the work we have the following recommendations to make regarding the financial management of your organisation:

- The laptops are being depreciated on a reducing balance, this is ok to do however we usually say that laptops should be depreciated on a straight line basis as laptops become obsolete in about 3-4 years so they should be fully depreciated in that time.

If you need further advice or explanations, please do not hesitate to contact us.

Finally, we would be most grateful if you could complete the enclosed monitoring and feedback form and return it to us, or complete the form electronically [by clicking here](#)

Yours faithfully,



John O'Brien MSc FCIE FAIA

**Community Accounting Plus**  
Units 1 and 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Tel: 0115 947 0839  
Fax: 0115 958 8779  
General email: [caplus@caplus.org.uk](mailto:caplus@caplus.org.uk)  
Payroll email: [payroll@caplus.org.uk](mailto:payroll@caplus.org.uk)  
[www.caplus.org.uk](http://www.caplus.org.uk)

# Community Accounting Plus

## Monitoring & Feedback Form

It would greatly assist Community Accounting Plus both to monitor and improve its services if you would kindly complete this form and returning it by email to [support@caplus.org.uk](mailto:support@caplus.org.uk)

Date	
Your name	
Your organisation name	
Name of CA Plus staff member you've been working with	

**Please circle below which CA Plus services you have used**

Accounts	Bookkeeping	Payroll	QuickBooks support	Advice & training
----------	-------------	---------	--------------------	-------------------

**How would you rate the quality of work undertaken by us?**

	Excellent	Good	Neutral	Poor	N/a
Completing work in a timely manner					
Responding to emails, calls & questions					
Quality of explanations or advice given					
Quality & accuracy of work completed					

**What one thing could we do to improve our services for you?**

--

**How likely are you to recommend us to a friend or colleague? Please circle below**

0	1	2	3	4	5	6	7	8	9	10
Not at all likely					Extremely likely					

**Any other comments**

--

**Thank you**

**HEADWAY LINCOLNSHIRE**

England & Wales - Charity number 1151708

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# Accounts

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Company registration number: 08107352

Charity registration number: 1151708

# Headway Lincolnshire

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 June 2024

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

# Headway Lincolnshire

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## Headway Lincolnshire

### Reference and Administrative Details

<b>Trustees</b>	Laura Davies Jody Raggo John Knight Timothy Drakes Victoria Steveson Nicola Hunt Chris Simpson Gemma Elliott
<b>Charity Registration Number</b>	1151708
<b>Company Registration Number</b>	08107352
<b>Registered Office</b>	The Len Medlock Voluntary Centre St Georges Road Boston Lincolnshire PE21 8YB
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

# Headway Lincolnshire

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 June 2024.

### Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Laura Davies
	Jody Raggo
	John Knight
	Timothy Drakes (appointed 26 October 2024)
	Victoria Steveson
	Nicola Hunt
	Chris Simpson
	Gemma Elliott

### Structure, governance and management

#### *Nature of governing document*

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 15/06/2012. It has no share capital and the liability of each member in the event of winding-up is limited to £5.

#### *Organisational structure*

At the time of preparing this plan, HWL has:

- One full-time employee (Coordinator and Development Officer – “CDO”);
- One part-time employee (Development Worker – “DW”);
- A board of volunteer Trustees that manage the charity (see the attached diagram depicting the management structure of HWL); and
- Enthusiastic volunteers, members and supporters.

### Objectives and activities

#### *Objects and aims*

The strategic objectives of HWL are to:

- Support those who are resident in Lincolnshire who have suffered a brain injury, their families, carers and other related professionals by the provision of information and support;
- To increase awareness and understanding of brain injury and its effects; and
- Facilitate opportunities for a positive and fulfilled life following brain injury to include social interaction and inclusion.

## Headway Lincolnshire

### Trustees' Report

#### Service Delivery Model

At present HWL provides the following services to those affected by acquired brain injury in Lincolnshire, be that individual sufferers, their families and carers or professionals working in this field:

- Initial referral to the CDO by individual sufferers, their families and carers or professionals via telephone, e-mail and social media.
- Provision of information/advice including self-help materials, a national nurse-led helpline, local telephone contact for the CDO and HWL website.
- Signposting to additional services where appropriate, e.g. Rehab Consultants, Neuropsychology, Voice Ability, Carers First, OTs, Connect2Support Lincolnshire, etc.
- Home and hospital visits, as requested, made by the ISW to provide support.
- Online educational group sessions for individual sufferers, their families and carers, by implementation and delivery of a 6 week program supported by relevant brain injury professionals.
- Face to face and Zoom based meetings - effective hybrid approach used since the pandemic.
- Therapy sessions in Music, Art and Counselling formats.
- Volunteer-led social activities e.g. monthly social meetings, bowling, trips on the Newark Crusader, coach outings, social gatherings, Christmas lunch.
- Yearly Conference.
- Engagement with Prison Services.

#### Vision

HWL aims to provide quality support to those affected by acquired brain injury living in Lincolnshire.

#### Mission

To promote awareness and understanding of all aspects of acquired brain injury and its prevention. To provide information, support and services to people with acquired brain injury, their families and carers throughout Lincolnshire.

#### ***Public benefit***

Headway Lincolnshire provides a wide range of services to those affected by acquired brain injury in Lincolnshire, be that individual sufferers, their families and carers, or professionals working in this field.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Financial review**

Headway Lincolnshire has had another stable year financially. We have been able to secure a long term grant to continue our therapies and counselling sessions for the next 3 years. We also were able to successfully fundraise with numerous events including a successful charity ball and brain injury conference. This has been another successful year for Headway Lincolnshire with no financial difficulties and has got us in good stead for longer term growth and sustainability. We wish to thank all our volunteers, fundraisers, members and supporters in helping us make a difference to lives of brain injury survivors and their families and carers.

#### ***Policy on reserves***

Trustees are committed to having at least 6 months running costs in reserves.

## Headway Lincolnshire

### Trustees' Report

#### Statement of Responsibilities

The trustees (who are also the directors of Headway Lincolnshire for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on .....<sup>18/2/2025</sup> and signed on its behalf by:



.....  
Jody Raggo  
Trustee

## Headway Lincolnshire

### Independent Examiner's Report to the trustees of Headway Lincolnshire ('the Company')

#### Independent examiner's report to the trustees of Headway Lincolnshire ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 June 2024.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

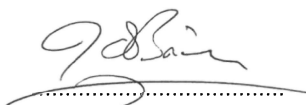
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



John O'Brien MSc, FAIA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 19/02/2025

## Headway Lincolnshire

### Statement of Financial Activities for the Year Ended 30 June 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	20,301	-	20,301	15,433
Charitable activities	3	23,499	57,117	80,616	83,470
Other trading activities	5	10,801	170	10,971	-
Investment income	6	518	-	518	158
Total income		<u>55,119</u>	<u>57,287</u>	<u>112,406</u>	<u>99,061</u>
<b>Expenditure on:</b>					
Charitable activities	7	<u>(56,014)</u>	<u>(32,557)</u>	<u>(88,571)</u>	<u>(68,502)</u>
Total expenditure		<u>(56,014)</u>	<u>(32,557)</u>	<u>(88,571)</u>	<u>(68,502)</u>
Net (expenditure)/income		(895)	24,730	23,835	30,559
Transfers between funds		<u>(5,092)</u>	<u>5,092</u>	<u>-</u>	<u>-</u>
Net movement in funds		(5,987)	29,822	23,835	30,559
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>90,844</u>	<u>7,185</u>	<u>98,029</u>	<u>67,470</u>
Total funds carried forward	14	<u><u>84,857</u></u>	<u><u>37,007</u></u>	<u><u>121,864</u></u>	<u><u>98,029</u></u>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for the period is shown in note 14.

## Headway Lincolnshire

### Statement of Financial Activities for the Year Ended 30 June 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	15,433	-	15,433
Charitable activities	3	29,038	54,432	83,470
Investment income	6	158	-	158
Total income		<u>44,629</u>	<u>54,432</u>	<u>99,061</u>
<b>Expenditure on:</b>				
Charitable activities	7	<u>(48,383)</u>	<u>(20,119)</u>	<u>(68,502)</u>
Total expenditure		<u>(48,383)</u>	<u>(20,119)</u>	<u>(68,502)</u>
Net (expenditure)/income		<u>(3,754)</u>	<u>34,313</u>	<u>30,559</u>
Net movement in funds		(3,754)	34,313	30,559
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>47,027</u>	<u>20,443</u>	<u>67,470</u>
Total funds carried forward	14	<u><u>43,273</u></u>	<u><u>54,756</u></u>	<u><u>98,029</u></u>

The notes on pages 9 to 20 form an integral part of these financial statements.

## Headway Lincolnshire

(Registration number: 08107352)  
Balance Sheet as at 30 June 2024

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	10	640	753
<b>Current assets</b>			
Debtors	11	1,613	1,770
Cash at bank and in hand	12	<u>121,441</u>	<u>105,142</u>
		123,054	106,912
<b>Creditors: Amounts falling due within one year</b>	13	<u>(1,830)</u>	<u>(9,636)</u>
<b>Net current assets</b>		<u>121,224</u>	<u>97,276</u>
<b>Net assets</b>		<u>121,864</u>	<u>98,029</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	14	37,007	7,185
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>84,857</u>	<u>90,844</u>
<b>Total funds</b>	14	<u>121,864</u>	<u>98,029</u>

For the financial year ending 30 June 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 6 to 20 were approved by the trustees, and authorised for issue on 18/2/2025 and signed on their behalf by:



Jody Raggo  
Trustee

The notes on pages 9 to 20 form an integral part of these financial statements.

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

#### 1 Accounting policies

##### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### Basis of preparation

Headway Lincolnshire meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

##### Exemption from preparing a cash flow statement

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

##### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### *Donations and legacies*

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

#### *Deferred income*

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### *Investment income*

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures & fittings	25% straight line
Computer equipment	15% reducing balance

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Donations and legacies;			
Donations from individuals	20,301	20,301	15,433
	20,301	20,301	15,433

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Membership	1,353	-	1,353	-
Grant & Donations	-	57,117	57,117	54,432
Sales & fees	20,214	-	20,214	-
Fundraising activities	-	-	-	29,038
Sundry receipts	1,932	-	1,932	-
	23,499	57,117	80,616	83,470

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

#### 4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Horncastle Health & Wellbeing	-	1,008	1,008
Boston Big Local	-	1,500	1,500
Waynflete Foundation	-	2,000	2,000
Lincolnshire Coop	-	589	589
Armed Forces Community Covenant	-	500	500
BNA Charitable Trust	-	10,000	10,000
Shine Sustainability	-	24,907	24,907
Sundry Donations	20,301	7,563	27,864
Sundry Sponsorship	-	9,050	9,050
	<u>20,301</u>	<u>57,117</u>	<u>77,418</u>

#### 5 Income from other trading activities

	Unrestricted funds General £	Restricted funds £	Total funds £	Total 2023 £
Local fundraising and street collection income	<u>10,801</u>	<u>170</u>	<u>10,971</u>	-
	<u>10,801</u>	<u>170</u>	<u>10,971</u>	-

#### 6 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>518</u>	<u>518</u>	<u>158</u>

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

#### 7 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Activities & events	5,165	19,503	24,668	20,780
Advertising	837	2	839	807
Depreciation	113	-	113	97
Equipment, repairs & renewals	134	-	134	-
Fundraising cost	1,012	38	1,050	-
Hospitality & refreshments	128	56	184	5,127
Travel expenses	1,666	27	1,693	1,413
Insurance	203	-	203	-
Legal & professional	2,526	-	2,526	4,282
Room hire	203	480	683	-
Staff supervision	350	-	350	-
General office cost	1,388	189	1,577	-
Publications & subscriptions	483	-	483	-
Counselling costs	-	9,023	9,023	-
Rent & services	4,336	1,445	5,781	-
Sundry payments	522	-	522	1,546
Telephone & postage	346	-	346	2,093
Volunteer expenses	16	-	16	-
Volunteer training	368	-	368	-
Wages, NI & pensions	36,218	1,794	38,012	32,357
	<u>56,014</u>	<u>32,557</u>	<u>88,571</u>	<u>68,502</u>

#### 8 Net incoming/outgoing resources

Net incoming resources for the year include:

	2024 £	2023 £
Depreciation of fixed assets	<u>113</u>	<u>97</u>

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

#### 9 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
<b>Staff costs during the year were:</b>		
Wages and salaries	34,776	31,833
Social security costs	2,593	-
Pension costs	643	524
	38,012	32,357

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2024 No	2023 No
Average number of employees	2	2

1 (2023 - 1) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £643 (2023 - £524).

No employee received emoluments of more than £60,000 during the year.

#### 10 Tangible fixed assets

	Fixtures & fittings £	Computer equipment £	Total £
<b>Cost</b>			
At 1 July 2023	1,025	1,414	2,439
At 30 June 2024	1,025	1,414	2,439
<b>Depreciation</b>			
At 1 July 2023	1,025	661	1,686
Charge for the year	-	113	113
At 30 June 2024	1,025	774	1,799
<b>Net book value</b>			
At 30 June 2024	-	640	640
At 30 June 2023	-	753	753

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

#### 11 Debtors

	2024 £	2023 £
Trade debtors	1,086	-
Prepayments	203	1,270
Other debtors	324	500
	<u>1,613</u>	<u>1,770</u>

#### 12 Cash and cash equivalents

	2024 £	2023 £
Cash at bank	<u>121,441</u>	<u>105,142</u>

#### 13 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	-	90
Other taxation and social security	-	365
Other creditors	1,830	2,616
Deferred income	-	6,565
	<u>1,830</u>	<u>9,636</u>

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

#### 14 Funds

	Balance at 1 July 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 June 2024 £
<b>Unrestricted funds</b>					
<i>General</i>					
General Fund	51,972	55,119	(56,014)	33,780	84,857
<i>Designated</i>					
Co-ordination and development officer	36,372	-	-	(36,372)	-
St. James Place	2,500	-	-	(2,500)	-
	<u>38,872</u>	<u>-</u>	<u>-</u>	<u>(38,872)</u>	<u>-</u>
<b>Total unrestricted funds</b>	<u>90,844</u>	<u>55,119</u>	<u>(56,014)</u>	<u>(5,092)</u>	<u>84,857</u>
<b>Restricted funds</b>					
Boston Big Local Grant	-	1,500	(1,445)	-	55
Counselling	-	7,760	(9,022)	1,262	-
Ball 2024	-	1,920	(3,866)	1,946	-
Conference 2023	-	7,065	(8,949)	1,884	-
Conference 2024	-	18,000	(1,745)	-	16,255
Operational and Activity cost	-	1,692	(292)	-	1,400
Staff and Volunteer Costs	-	7,376	(1,794)	-	5,582
Art Therapy	-	7,520	(2,568)	-	4,952
Music Therapy	-	2,560	(1,440)	-	1,120
Boston SSG	3,527	1,394	(848)	-	4,073
Grantham SSG	489	-	(456)	-	33
Lincoln SSG	1,129	-	(85)	-	1,044
Spalding SSG	1,040	-	(47)	-	993
Armed Forces Project	1,000	500	-	-	1,500
<b>Total restricted funds</b>	<u>7,185</u>	<u>57,287</u>	<u>(32,557)</u>	<u>5,092</u>	<u>37,007</u>
<b>Total funds</b>	<u>98,029</u>	<u>112,406</u>	<u>(88,571)</u>	<u>-</u>	<u>121,864</u>

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

	Balance at 1 July 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 June 2023 £ (As restated)
<b>Unrestricted funds</b>					
<i>General</i>					
General Fund	27,220	42,129	(12,258)	(5,119)	51,972
<i>Designated</i>					
Co-ordination and development officer St. James Place	19,807	-	-	16,565	36,372
	-	2,500	-	-	2,500
	<u>19,807</u>	<u>2,500</u>	<u>-</u>	<u>16,565</u>	<u>38,872</u>
<b>Total unrestricted funds</b>	<u>47,027</u>	<u>44,629</u>	<u>(12,258)</u>	<u>11,446</u>	<u>90,844</u>
<b>Restricted</b>					
Boston SSG	1,651	2,969	(1,093)	-	3,527
Grantham SSG	-	489	-	-	489
Lincoln SSG	437	933	(241)	-	1,129
Spalding SSG	-	1,040	-	-	1,040
Armed Forces Project	-	10,001	(9,001)	-	1,000
Waynflete	-	1,500	(1,500)	-	-
Horncastle Health and Wellbeing Fund	-	1,000	(1,000)	-	-
Shine- Suicide Prevention Fund	-	20,000	(20,000)	-	-
C2C2C	-	10,000	(6,433)	(3,567)	-
Michael Cornish Charitable Trust	-	1,000	(1,000)	-	-
Lincolnshire Co-operative	10,789	-	(10,789)	-	-
Big Lottery	3,712	-	(3,712)	-	-
Woodhall Spa Bath Trust	-	5,500	(1,041)	(4,459)	-
Laughter Therapy	3,854	-	(434)	(3,420)	-
<b>Total restricted funds</b>	<u>20,443</u>	<u>54,432</u>	<u>(56,244)</u>	<u>(11,446)</u>	<u>7,185</u>
<b>Total funds</b>	<u>67,470</u>	<u>99,061</u>	<u>(68,502)</u>	<u>-</u>	<u>98,029</u>

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

The specific purposes for which the funds are to be applied are as follows:

Counselling - this is to provide free counselling sessions for brain injury survivors and their families. The sessions enable them to develop coping mechanisms following their ABI. This is funded through grants.

Ball 2024 - this is for the charity fundraising ball we put on during Action for Brain Injury week in May 2024. This was funded through business sponsorship and ticket sales.

Conference 2023/24 - this is for our annual brain injury conference we put on for professionals to learn about the subject of brain injury and hear from brain injury survivors themselves. This is again funded through sponsorship, ticket sales and the occasional grant (BNA for the 2024 one).

Armed Forces Community Covenant Grant – core costs to support ex-armed forces personnel who have suffered a brain injury. This included the setting up of a social support group.

Boston Big Local – towards our office rental and Boston Social Support Group costs.

Boston Golf Club – towards the Boston Social Support group costs.

Boston Town Area Committee (BTAC) – towards the Boston Social Support Group running costs.

Horncastle Health and Wellbeing Fund – towards the 2024 Xmas Lunch.

Lincolnshire Coop Boston – to support the Boston Social Support Group costs.

Lincolnshire Coop Lincoln – to support the Lincoln Social Support Group costs.

Lincolnshire Coop Spalding – to support the Spalding Social Support Group costs.

Lincolnshire Coop Grantham – to support the Grantham Social Support Group costs.

Waynflete Foundation – towards counselling sessions for brain injury survivors and their families.

.The 2024 transfer from the General fund to the Counselling, Ball 2024 and the Conference 2023 funds is to cover the deficit on these activities.

The 2023 transfers from the Laughter Therapy, Woodhall Spa Bath Trust and C2C2C funds to the General fund reflects the release of any restrictions on the use of these funds.

## Headway Lincolnshire

### Notes to the Financial Statements for the Year Ended 30 June 2024

#### 15 Analysis of net assets between funds

	Unrestricted		2024
	General £	Restricted £	Total funds £
Tangible fixed assets	640	-	640
Current assets	86,047	37,007	123,054
Current liabilities	(1,830)	-	(1,830)
Total net assets	84,857	37,007	121,864
	Unrestricted		2023
	General £	Restricted £	Total funds £
Tangible fixed assets	753	-	753
Current assets	99,637	7,275	106,912
Current liabilities	(9,546)	(90)	(9,636)
Total net assets	90,844	7,185	98,029

#### 16 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2024 £	2023 £
Independent examination	1,260	4,282
	1,260	4,282

#### 17 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 18 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 19 Related party transactions

There were no related party transactions in the year.

**HEADWAY LINCOLNSHIRE**

England & Wales - Charity number 1151708

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# Accounts

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**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 30 June 2023**  
**for**  
**Headway Lincolnshire**

Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

**Headway Lincolnshire**

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**for the Year Ended 30 June 2023**

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**Report of the Trustees**  
**for the Year Ended 30 June 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**About Us**

Headway Lincolnshire is a local registered charity that aims to provide information and understanding for people with brain injury and their families and carers, increase public awareness and knowledge of head injury, campaign for better health and social care for the head injured and their carers and participate in activities that will reduce the incidence of head injury.

Since 1987 we have been helping people to live as independently as possible in their communities helping them achieve their full potential.

Brain injury can affect anyone, at any time and Headway Lincolnshire, an autonomous charity, supports individuals and their families through these life-changing events.

Wherever you live in Lincolnshire, we can support you either at one of our social support groups, in the community or at home.

We work closely with our health and social care colleagues and other agencies to ensure services are as seamless as possible.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

We aim to provide quality support to those affected by acquired brain injury living in Lincolnshire.

Our mission is to promote awareness and understanding of all aspects of acquired brain injury and its prevention. To provide information, support and services to people with brain injury, their families and carers and relevant professionals.

The Charity's strategic objectives are as follows:

1. To support those who are resident in Lincolnshire who have suffered a brain injury, their families, carers and other related professionals by the provision of information and support;
2. To increase awareness of understanding of brain injury and its effects; and
3. To facilitate opportunities for a positive and fulfilled life following a brain injury, to include social interaction and inclusion.

**Report of the Trustees**  
**for the Year Ended 30 June 2023**

**OBJECTIVES AND ACTIVITIES**

**Significant activities**

1. Providing the services of a Co-ordinator and Development Officer to assist in giving relevant information to those with brain injuries, their families and carers throughout the county.
2. Providing social and educational activities and meetings for those with brain injuries, their families and carers across the county.
3. Raising the profile of the effects of head injury in the local media and at venues countywide.
4. Providing education on the effects of brain injury to family and other carers.
5. Liaising with the hospital rehabilitation teams and social care professionals to try to promote joint working in the care of brain injured patients on hospital discharge.
6. Campaigning and lobbying of local NHS trusts, CCG's, local authorities and agencies for the provision of better services for those in Lincolnshire with head injuries.
7. Monitoring the number of people supported by the service and how effective that support has been.
8. Assessing outcomes of education courses.
9. Assessing feedback on social and other activities.
10. Assessing effectiveness of campaigning activities.
11. Reviewing all activities for effectiveness and deciding for the future what services to provide to ensure maximum positive impact on those we support, and to ensure the Charity fulfils its objectives.
12. Creating a business plan to ensure the long term sustainability of the Charity and the services it provides.
13. Ensuring appropriate policies and procedures are in place to maintain the safety of staff, volunteers and those supported.
14. Raising funds by applying for grants and other income streams to ensure that services can be sustained, consolidated, expanded and improved.

**Public benefit**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit.

**Report of the Trustees**  
**for the Year Ended 30 June 2023**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

After two tumultuous years for Headway Lincolnshire on the back of significant challenges caused by the Covid pandemic and the recent Cost of Living challenges, we look back with an overall sense of pride for what we have achieved in the last year. We have seen our fundraising start to recover and have continued to provide services and support to brain injury survivors and their families and have been able to offer even more activities and events.

At present, Headway Lincolnshire provides a wide range of services, including the following, to those affected by acquired brain injury in Lincolnshire, be that individual sufferers, their families and carers, or professionals working in this field. These include:

- 1:1 Counselling for Carers and family members. A brain injury is a family affair. Fully funded for 6 - 8 sessions. Delivered Remotely.
- 1:1 Counselling for Brain Injury Survivors. Fully funded for 6 - 8 sessions. Delivered Remotely. Veterans and Serving Personnel Support Group - via Zoom and face to face activities.
- Group sessions of Art Therapy, Music Therapy and Laughter Therapy for brain injury survivors and Carers that are struggling with their Mental Wellbeing.
- Publications relating to practical aspects of brain injury. These information guides are often invaluable in helping people affected by brain injury come to understand and deal with their changed circumstances.
- Training courses to improve knowledge and understanding among professionals working in the field of brain injury.
- 6 weekly Education groups for brain injury survivors and those caring for them to better understand their brain injury and its effects. (run twice a year in different areas of the County)
- Peer support groups in Lincoln, Boston, Grantham & Spalding for brain injury survivors and their families to meet other families in similar situations.
- One off assessment either in the home or via Skype/Zoom. We will look at signposting and referring to services if required.
- Monthly Drop-in Clinics on Ashby Neurological Rehabilitation Ward at Lincoln County Hospital.
- Quarterly Drop-in Clinics and Assessments at North Sea Camp Prison.
- Referrals to statutory services.
- Annual Brain Injury Conference with approximately 200 people in attendance from across the UK.
- Support with applying for a Brain Injury Identity Card.
- Fortnightly Carers Support Group (currently taking place via Zoom).
- Weekly Zooms - 'Together from Home' every Thursday morning e.g. Pilates, Laughter Yoga etc.
- Wellbeing Activity Packs - sent out monthly by post.
- Keeping in Touch - Weekly contact by telephone or text with our Development Worker to chat.
- Monthly Ten Pin Bowling.

Our Annual Christmas Lunch came back in 2022 with around 70 people in attendance. We can only carry on providing the support we do with the help of our members and the local community. As well as individual support, we also have corporate membership, a way for organisations to show their support to the charity. Many of our Trustees are from local firms that also provide ad hoc support when required. We can only thank you all.

We hope to generate more referrals and grow our membership as more people become aware of the services we provide and the positive difference we can make to those with brain injuries, their carers and families in Lincolnshire. We continue to engage with a wide range of statutory services, and voluntary partners in order to sustain our work and to explore opportunities of meeting unmet need amongst those affected by acquired brain injury. We are working continuously to deliver our Business Plan and are pleased that we are achieving some of our goals, which include:

- Moving to bigger office premises to meet the need of the charity within the same building - The Len Medlock Voluntary Centre.

**Report of the Trustees  
for the Year Ended 30 June 2023**

- Delivering the 'Making The Invisible, Visible' Brain injury Conference on 18th October 2022 and planning is currently in progress for the 2023 conference named 'An Uphill Climb'.
- We have identified and working with a Professional Bid Writer to help with multi-year and larger bids to help with our long term sustainability and resilience.
- We are working on a Headway Charity Ball to coincide with Action for Brain Injury Week 2024.
- Recognition within the wider community - we were very proud to have been finalists in the Lincolnshire Charitable Business of the Year Award for the second year running back.

Each year, its estimated that over 1 million people attend hospital A&E in the UK following Brain Injury. Many more head injuries go unreported and are not assessed by medical professionals. In the year between 2019 and 2020 there were 4,262 people admitted into hospital in Lincolnshire with an Acquired Brain Injury. We endeavour to provide support to as many people as possible, affected by life changing brain injury in Lincolnshire.

**Fundraising activities**

Although affiliated to the national charity, Headway Lincolnshire is a separate and independent registered charity, and not funded by Headway UK. Headway Lincolnshire relies entirely on grants and income secured through donations and fundraising activities. Our thanks go to those individuals and organisations that have supported us in the last 12 months. We are grateful to all of our supporters and funders that make our work possible. Our members, campaigners, donors, fundraisers, staff, volunteers and our trustees are changing the lives of people affected by brain injury in Lincolnshire.

Our staff and Trustees are dedicated to seeking funding opportunities and income streams to give our organisation security and stability so that we can continue to provide services to people with acquired brain injury and their families and carers in the long-term.

**FINANCIAL REVIEW**

**Reserves policy**

At the year end, the Charity had unrestricted funds of £43,273 (2022: £47,027) and restricted funds of £54,756 (2022: £20,433).

Unrestricted reserves includes £36,372 (2022: £19,807) which has been designated by the trustees to be used to preserve the role of the Co-ordination and Development Officer for a period of 18 months should other funding be unavailable going forward. This role is key to the charity to carry out a large proportion of its charitable activities.

The available undesignated unrestricted reserves after designation are £6,901 (2022: £26,761). The trustees aim for undesignated unrestricted reserves to represent 12 months of total expenditure less what has already been designated. This is currently £17,894 (2022: £29,680), and so current levels represent approximately 4.5 months (2022: 11 months). Due to the level of project based funding the Trustees feel it prudent to carry this level of reserves so that they can continue activities prior to securing further funding.

Restricted reserves were £54,756 (2022: £20,433) at the year end. Due to the revenue recognition requirements under the Statement of Recommend Practice (FRS102), it was required to recognise the full funding on grants prior to their receipt. A debtor of £500 (2022: £5,000) has been recognised in relation to monies due in future years. Therefore the restricted amounts readily available at the year end was £54,256 (2022: £15,433).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

The management of the Company is the responsibility of the Trustees who are elected and co-opted under the terms of Headway Lincolnshire's Articles of Association. All potential Trustees are required to complete a Skills Audit Report.

Being a Trustee is an important role and a large commitment. Therefore, anyone wishing to join the Board will work alongside the Board for a period of time to ensure that the relationship works for all. Once the prospective Trustee is happy to formally commit, and the Board are happy that the respective Trustee is able to add to the existing Board, then they will be elected at the next AGM following this time.

**Organisational structure**

The Charity is managed by a Board of Trustees, of which at 30 June 2023 there were 7. The Trustees meet on a bi-monthly basis. Business cannot be transacted at any meetings unless a quorum of Trustees is present.

**Report of the Trustees**  
**for the Year Ended 30 June 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Induction and training of new trustees**

All Trustees are made aware of their responsibilities and the affairs of the Charity. Minutes of meetings are circulated to all Trustees. All are kept aware of Charity Commission updates.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

08107352 (England and Wales)

**Registered Charity number**

1151708

**Registered office**

The Len Medlock Centre  
St George's Road  
Boston  
Lincolnshire  
PE21 8YB

**Trustees**

G Elliott  
J A P Knight  
H Murphy (resigned 22.9.22)  
J Reams (resigned 22.9.22)  
V Stevenson  
C Simpson  
P Simpson (resigned 26.6.23)  
J C L Raggio (appointed 22.9.22)  
N J Hunt (appointed 22.9.22)  
L M Davies (appointed 22.9.22)

**Independent Examiner**

Paul Colcomb FCCA  
Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

Approved by order of the board of trustees on 5 January 2024 and signed on its behalf by:



[Jody Raggio \(Jan 5, 2024 16:35 GMT\)](#)

J C L Raggio - Trustee

**Independent Examiner's Report to the Trustees of  
Headway Lincolnshire**

**Independent examiner's report to the trustees of Headway Lincolnshire ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2023.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Paul Colcomb*

Paul Colcomb (Jan 5, 2024 18:01 GMT)

Paul Colcomb FCCA

Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

5 January 2024

**Headway Lincolnshire**

**Statement of Financial Activities**  
**for the Year Ended 30 June 2023**

		<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2023 Total funds £</b>	<b>2022 Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>	<b>Notes</b>				
Donations and legacies	3	15,433	54,432	69,865	8,131
Other trading activities	4	29,038	-	29,038	7,816
Investment income	5	158	-	158	6
<b>Total</b>		<u>44,629</u>	<u>54,432</u>	<u>99,061</u>	<u>15,953</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	6				
Charitable		<u>48,384</u>	<u>20,118</u>	<u>68,502</u>	<u>49,487</u>
<b>NET INCOME/(EXPENDITURE)</b>		(3,755)	34,314	30,559	(33,534)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		47,027	20,443	67,470	101,004
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>43,272</u>	<u>54,757</u>	<u>98,029</u>	<u>67,470</u>

The notes form part of these financial statements

**Balance Sheet**  
**30 June 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	362	391	753	459
<b>CURRENT ASSETS</b>					
Debtors	14	1,270	500	1,770	6,365
Cash at bank		51,187	53,955	105,142	70,114
		<u>52,457</u>	<u>54,455</u>	<u>106,912</u>	<u>76,479</u>
<b>CREDITORS</b>					
Amounts falling due within one year	15	(9,546)	(90)	(9,636)	(9,468)
<b>NET CURRENT ASSETS</b>		<u>42,911</u>	<u>54,365</u>	<u>97,276</u>	<u>67,011</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>43,273</u>	<u>54,756</u>	<u>98,029</u>	<u>67,470</u>
<b>NET ASSETS</b>		<u>43,273</u>	<u>54,756</u>	<u>98,029</u>	<u>67,470</u>
<b>FUNDS</b>	17				
Unrestricted funds				43,273	47,027
Restricted funds				54,756	20,443
<b>TOTAL FUNDS</b>				<u>98,029</u>	<u>67,470</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 5 January 2024 and were signed on its behalf by:



Jody Raggo (Jan 5, 2024 16:35 GMT)

J C L Raggo - Trustee

## **Headway Lincolnshire**

### **Notes to the Financial Statements** **for the Year Ended 30 June 2023**

#### **1. STATUTORY INFORMATION**

Headway Lincolnshire is an incorporated charity, limited by guarantee, registered in England and Wales. The charities registered number and registered office address can be found on the Company Information page.

The presentational currency of the Charity is Pounds Sterling.

#### **2. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Headway Lincolnshire meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax is recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is recoverable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Grants are credited on a receipt basis unless they are in respect of a specific contract, when they are credited in the period in which expenditure is incurred. The majority of grants received into the charity are intended to contribute to specific activities.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the bank.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements. Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

## Headway Lincolnshire

### Notes to the Financial Statements - continued for the Year Ended 30 June 2023

#### 2. ACCOUNTING POLICIES - continued

##### **Tangible fixed assets**

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

Fixtures and fittings	- 25% on cost
Computer equipment	- 15% on reducing balance

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds which have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

##### **Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### 3. DONATIONS AND LEGACIES

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Donations	30,718	16,205
Grants	39,147	(8,074)
	<u>69,865</u>	<u>8,131</u>

#### 4. OTHER TRADING ACTIVITIES

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Fundraising activities	<u>29,038</u>	<u>7,816</u>

#### 5. INVESTMENT INCOME

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Deposit account interest	<u>158</u>	<u>6</u>

**Headway Lincolnshire**

**Notes to the Financial Statements - continued  
for the Year Ended 30 June 2023**

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 7) £	Support costs (see note 8) £	Totals £
Charitable	55,601	12,901	68,502

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2023 £	2022 £
Staff costs	23,738	23,713
Educational conferences and courses	17,011	2,278
Organised social events	5,127	7,047
Co-ordination and Development Officer travel	1,413	1,320
Resource booklets and educational materials	1,469	34
Postage and stationery	2,093	1,057
Promotional materials and events	807	364
Miscellaneous expenses	1,546	3,153
Counselling	2,300	2,069
Depreciation	97	333
	55,601	41,368

**8. SUPPORT COSTS**

	Management £	Governance costs £	Totals £
Charitable	8,619	4,282	12,901
<b>Support costs</b>		<b>2023 £</b>	<b>2022 £</b>
<b>Governance</b>			
Independent examination fees		4,282	2,160
Insurance		-	339
<b>Management</b>			
Support salary		8,095	5,620
		12,377	8,119

Included in the independent examination fees is a cost for a review of historic fund balances carried out in Spring 2023.

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2023 £	2022 £
Independent examination	4,282	2,160
Depreciation - owned assets	97	333
	4,379	2,493

**Headway Lincolnshire**

**Notes to the Financial Statements - continued  
for the Year Ended 30 June 2023**

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 June 2023 nor for the year ended 30 June 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 30 June 2023 nor for the year ended 30 June 2022.

**11. STAFF COSTS**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	31,833	28,809
Other pension costs	524	524
	<u>32,357</u>	<u>29,333</u>

The average monthly number of employees during the year was as follows:

	<b>2023</b>	<b>2022</b>
Employees	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

**12. INDEPENDENT EXAMINATION**

The total fees incurred in respect of the independent examination were as follows:

	2023	2022
	£	£
Independent examination fees	<u>4,282</u>	<u>2,160</u>

**13. TANGIBLE FIXED ASSETS**

	<b>Fixtures and fittings £</b>	<b>Computer equipment £</b>	<b>Totals £</b>
<b>COST</b>			
At 1 July 2022	1,025	1,023	2,048
Additions	-	391	391
	<u>1,025</u>	<u>1,414</u>	<u>2,439</u>
At 30 June 2023			
	<u>1,025</u>	<u>1,414</u>	<u>2,439</u>
<b>DEPRECIATION</b>			
At 1 July 2022	1,003	586	1,589
Charge for year	22	75	97
	<u>1,025</u>	<u>661</u>	<u>1,686</u>
At 30 June 2023			
	<u>1,025</u>	<u>661</u>	<u>1,686</u>
<b>NET BOOK VALUE</b>			
At 30 June 2023	<u>-</u>	<u>753</u>	<u>753</u>
At 30 June 2022	<u>22</u>	<u>437</u>	<u>459</u>

**Headway Lincolnshire**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 June 2023**

<b>14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Other debtors	500	5,000
Prepayments	1,270	1,365
	<u>1,770</u>	<u>6,365</u>

<b>15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Bank loans and overdrafts (see note 16)	-	3,419
Trade creditors	90	654
Social security and other taxes	365	600
Other creditors	116	2,635
Accruals and deferred income	9,065	2,160
	<u>9,636</u>	<u>9,468</u>

**16. LOANS**

An analysis of the maturity of loans is given below:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Amounts falling due within one year on demand:		
Bank overdrafts	<u>-</u>	<u>3,419</u>

The amount within bank loans and overdrafts represents monies spent on the project prior to the receipt of the final amount of grant funding. The additional monies have been paid out of unrestricted funds which will be reimbursed on receipt of the final grant payment. This is only an inter-fund overdraft and not an actual overdrawn bank account.

**Headway Lincolnshire**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 June 2023**

**17. MOVEMENT IN FUNDS**

	At 1.7.22 £	Net movement in funds £	Transfers between funds £	At 30.6.23 £
<b>Unrestricted funds</b>				
General fund	27,220	(6,254)	(16,565)	4,401
Co-ordination and development officer St. James's Place	19,807	-	16,565	36,372
	-	2,500	-	2,500
	<u>47,027</u>	<u>(3,754)</u>	<u>-</u>	<u>43,273</u>
<b>Restricted funds</b>				
Lincolnshire Co-operative	10,789	-	-	10,789
Big Lottery	3,712	-	-	3,712
LPFT MCN Grant - Laughter Therapy	3,854	(434)	-	3,420
Woodhall Spa Bath Trust	-	4,459	-	4,459
Boston Big	1,500	(720)	-	780
Lincolnshire Co-op Community Champions Lincoln	437	692	-	1,129
Lincolnshire Co-op Community Champions Boston	151	(100)	-	51
Boston Town Area Committee	-	885	-	885
Armed Forces Community Covenant C2C2C	-	6,004	-	6,004
	-	3,567	-	3,567
Lincolnshire Co-op Community Champions Grantham	-	489	-	489
Lincolnshire Co-op Community Champions Spalding	-	1,040	-	1,040
Shine - Suicide Prevention Fund	-	16,620	-	16,620
Boston Golf Club	-	1,811	-	1,811
	<u>20,443</u>	<u>34,313</u>	<u>-</u>	<u>54,756</u>
<b>TOTAL FUNDS</b>	<u>67,470</u>	<u>30,559</u>	<u>-</u>	<u>98,029</u>

**Headway Lincolnshire**

**Notes to the Financial Statements - continued  
for the Year Ended 30 June 2023**

**17. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	42,129	(48,383)	(6,254)
St. James's Place	2,500	-	2,500
	<hr/>	<hr/>	<hr/>
	44,629	(48,383)	(3,754)
<b>Restricted funds</b>			
Waynflete	1,500	(1,500)	-
Horncastle Health and Wellbeing Fund	1,000	(1,000)	-
LPFT MCN Grant - Laughter Therapy	-	(434)	(434)
Woodhall Spa Bath Trust	5,500	(1,041)	4,459
Boston Big	-	(720)	(720)
Lincolnshire Co-op Community Champions Lincoln	933	(241)	692
Lincolnshire Co-op Community Champions Boston	-	(100)	(100)
Boston Town Area Committee	1,158	(273)	885
Armed Forces Community Covenant	10,001	(3,997)	6,004
C2C2C	10,000	(6,433)	3,567
Lincolnshire Co-op Community Champions Grantham	489	-	489
Lincolnshire Co-op Community Champions Spalding	1,040	-	1,040
Michael Cornish Charitable Trust	1,000	(1,000)	-
Shine - Suicide Prevention Fund	20,000	(3,380)	16,620
Boston Golf Club	1,811	-	1,811
	<hr/>	<hr/>	<hr/>
	54,432	(20,119)	34,313
<b>TOTAL FUNDS</b>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	99,061	(68,502)	30,559

**Headway Lincolnshire**

**Notes to the Financial Statements - continued  
for the Year Ended 30 June 2023**

**17. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	<b>At 1.7.21</b>	<b>Net</b>	<b>Transfers</b>	<b>At</b>
	<b>£</b>	<b>movement</b>	<b>between</b>	<b>30.6.22</b>
		<b>in funds</b>	<b>funds</b>	<b>£</b>
		<b>£</b>	<b>£</b>	
<b>Unrestricted funds</b>				
General fund	20,911	1,778	4,531	27,220
Co-ordination and development officer	19,807	-	-	19,807
	<hr/>	<hr/>	<hr/>	<hr/>
	40,718	1,778	4,531	47,027
<b>Restricted funds</b>				
Horncastle Health and Wellbeing Fund	750	(750)	-	-
Lincolnshire Co-operative	10,279	510	-	10,789
Lady Carollers	118	(118)	-	-
Big Lottery	8,126	(4,414)	-	3,712
Bromhead - Counselling	18,600	(14,069)	(4,531)	-
Tesco Boston Grant	1,626	(1,626)	-	-
LPFT MCN Grant - Laughter Therapy	6,712	(2,858)	-	3,854
Boston Big	-	1,500	-	1,500
Lincolnshire Co-op Community Champions Lincoln	568	(131)	-	437
Lincolnshire Co-op Community Champions Boston	166	(15)	-	151
East Coast Community Fund	12,057	(12,057)	-	-
Albert Hunt Trust	84	(84)	-	-
DCMS	772	(772)	-	-
Boston Town Area Committee	428	(428)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	60,286	(35,312)	(4,531)	20,443
<b>TOTAL FUNDS</b>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	101,004	(33,534)	-	67,470

Comparative net movement in funds, included in the above are as follows:

	<b>Incoming</b>	<b>Resources</b>	<b>Movement</b>
	<b>resources</b>	<b>expended</b>	<b>in funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	24,027	(22,249)	1,778
<b>Restricted funds</b>			
Horncastle Health and Wellbeing Fund	(349)	(401)	(750)
Lincolnshire Co-operative	510	-	510
Lady Carollers	-	(118)	(118)
Big Lottery	-	(4,414)	(4,414)
Bromhead - Counselling	(12,000)	(2,069)	(14,069)
Tesco Boston Grant	-	(1,626)	(1,626)
LPFT MCN Grant - Laughter Therapy	2,265	(5,123)	(2,858)
Boston Big	1,500	-	1,500
Lincolnshire Co-op Community Champions Lincoln	-	(131)	(131)
Lincolnshire Co-op Community Champions Boston	-	(15)	(15)
East Coast Community Fund	-	(12,057)	(12,057)
Albert Hunt Trust	-	(84)	(84)
DCMS	-	(772)	(772)
Boston Town Area Committee	-	(428)	(428)
	<hr/>	<hr/>	<hr/>
	(8,074)	(27,238)	(35,312)
<b>TOTAL FUNDS</b>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	15,953	(49,487)	(33,534)

## Headway Lincolnshire

### Notes to the Financial Statements - continued for the Year Ended 30 June 2023

#### 17. **MOVEMENT IN FUNDS - continued**

##### **Restricted funds**

Restricted funds have arisen due to funds giving monies for specific purposes.

##### Horncastle Health and Wellbeing Fund

Fund AGM which is an opportunity for Trustee's, volunteers, members, supporters and interested parties to come together and discuss direction of Headway Lincolnshire.

##### Lincolnshire Co-operative

Fund for volunteer recruitment and training, venue hire for existing support group, education and training for courses for brain injury survivors and their families, befriending telephone support, social activities for members and update leaflets.

##### Lady Carollers

Raised money in the run up to Christmas to be used for our Lincoln Support group.

##### Big Lottery

Fund to offer advice and support to survivors of brain injury and their families. The project aims to help people manage the effects of their injury and improve confidence and communication skills.

##### Lincolnshire Community Voluntary Service

Fund to cover the expenditure for venue hire costs for the monthly support group and other publicity materials.

##### Bromhead - Counselling

Fund the provision of counselling services for the relatives of brain injury survivors.

##### Tesco Boston Grant

Fund the hire costs for Boston Social Group.

##### LPFT MCN Grant

Fund to cover the the venue hire and facilitators wages for Laughter Yoga.

##### Boston Big

Fund to cover office and PPE.

##### Lincolnshire Co-op Community Champions Lincoln

Fund to cover the expenditure for Lincoln Social Group activities.

##### Lincolnshire Co-op Community Champions Boston

Fund to cover the expenditure for Boston Social Group activities.

##### East Coast Community Fund

Fund Information Support Worker for 38 hours a week to offer the correct support to brain injury survivors and their families at the right time, reducing crisis.

##### Albert Hunt Trust

Fund Information Support Worker for pension and HMRC payments to offer the correct support to brain injury survivors and their families at the right time, reducing crisis.

##### DCMS

Fund to cover the expenditure for volunteer costs for the monthly support group and other publicity materials.

##### Boston Town Area Committee

Fund to contribute towards the rent at the Len Medlock Centre.

##### **Transfers between funds**

Transfers in funds have been made where there has been an overspend on projects funded by restricted funds. This overspend has been covered by the general funds of the Charity and so a transfer has been made to reflect this.

The transfer from unrestricted general funds to designated funds represents the funds required to allocate 18 months salary for the Co-ordination and Development Officer in line with the reserves policy.

**Headway Lincolnshire**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 June 2023**

**18. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 June 2023.

**HEADWAY LINCOLNSHIRE**

England & Wales - Charity number 1151708

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# Accounts

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**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 30 June 2021**  
**for**  
**Headway Lincolnshire**

Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

**Headway Lincolnshire**

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**for the Year Ended 30 June 2021**

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**Headway Lincolnshire**  
**Report of the Trustees**  
**for the Year Ended 30 June 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**About Us**

Headway Lincolnshire is a local registered charity that aims to provide information and understanding for people with brain injury and their families and carers, increase public awareness and knowledge of head injury, campaign for better health and social care for the head injured and their carers and participate in activities that will reduce the incidence of head injury.

Since 1987 we have been helping people to live as independently as possible in their communities helping them achieve their full potential.

Brain injury can affect anyone, at any time and Headway Lincolnshire, an autonomous charity, supports individuals and their families through these life-changing events.

Wherever you live in Lincolnshire, we can support you either at one of our social support groups, in the community or at home.

We work closely with our health and social care colleagues and other agencies to ensure services are as seamless as possible.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

We aim to provide quality support to those affected by acquired brain injury living in Lincolnshire.

Our mission is to promote awareness and understanding of all aspects of acquired brain injury and its prevention. To provide information, support and services to people with brain injury, their families and carers and relevant professionals.

The Charity's strategic objectives are as follows:

1. To support those who are resident in Lincolnshire who have suffered a brain injury, their families, carers and other related professionals by the provision of information and support;
2. To increase awareness of understanding of brain injury and its effects; and
3. To facilitate opportunities for a positive and fulfilled life following a brain injury, to include social interaction and inclusion.

## Headway Lincolnshire

### Report of the Trustees for the Year Ended 30 June 2021

#### **OBJECTIVES AND ACTIVITIES**

##### **Significant activities**

1. Providing the services of a Co-ordinator and Development Officer to assist in giving relevant information to those with brain injuries, their families and carers throughout the county.
2. Providing social and educational activities and meetings for those with brain injuries, their families and carers across the county.
3. Raising the profile of the effects of head injury in the local media and at venues countywide.
4. Providing education on the effects of brain injury to family and other carers.
5. Liaising with the hospital rehabilitation teams and social care professionals to try to promote joint working in the care of brain injured patients on hospital discharge.
6. Campaigning and lobbying of local NHS trusts, CCG's, local authorities and agencies for the provision of better services for those in Lincolnshire with head injuries.
7. Monitoring the number of people supported by the service and how effective that support has been.
8. Assessing outcomes of education courses.
9. Assessing feedback on social and other activities.
10. Assessing effectiveness of campaigning activities.
11. Reviewing all activities for effectiveness and deciding for the future what services to provide to ensure maximum positive impact on those we support, and to ensure the Charity fulfils its objectives.
12. Creating a business plan to ensure the long term sustainability of the Charity and the services it provides.
13. Ensuring appropriate policies and procedures are in place to maintain the safety of staff, volunteers and those supported.
14. Raising funds by applying for grants and other income streams to ensure that services can be sustained, consolidated, expanded and improved.

##### **Public benefit**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit.

## Headway Lincolnshire

### Report of the Trustees for the Year Ended 30 June 2021

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

At present, Headway Lincolnshire provides the following services to those affected by acquired brain injury in Lincolnshire, be that individual sufferers, their families and carers, or professionals working in this field.

Initial referral to the Co-ordinator and Development Officer (DPO) by individual sufferers, their families and carers, or professionals, by telephone, email and social media.

Provision of information/advice, including self-help materials and National Nurse-led helpline, local telephone contact with the DPO and HWL website.

Signposting to additional services where appropriate, e.g. Rehabilitation Consultants, Neuropsychology, Total Voice Advocacy, Carers First, OTs, Lincs to Advice, etc.

Hospital visits as requested made by the DPO to provide support.

Educational group sessions for individual sufferers, their families and carers by implementation and delivery of a six week programme supported by relevant brain injury professionals.

Volunteer-led social activities e.g. Monthly social meetings, bowling, trips on the Newark Crusader, coach outings, social gatherings and Christmas lunch.

The Charity has employed a DPO on a part-time basis up until May 2016, when the additional funding received from the Bromhead Trust enabled the Charity to fund additional hours so that the post effectively became full-time. The DPO role includes giving relevant information to and supporting those with brain injuries, their families and carers throughout the extensive County of Lincolnshire. The Bromhead Trust grant ended in May 2020. A grant from East Community Fund/Grantscape was secured for £20,000 over 24 months starting January 2021.

A telephone helpline for those affected by brain injury is provided, and support has also been given by email, social media, support groups, home visits, clinics at Lincoln County Hospital, ward visits and brain injury education groups.

Referrals have been received from and made to other services, to include Neuropsychology, Occupational Therapy, Rehabilitation Clinics and Consultants, Adult Social Care and crisis teams, Rethink and respite associations, benefit advisors, solicitors, Peter Hodgkinson Centre, LPFT, the Wellbeing services and Physiotherapists.

In 2019 we secured a grant from the Bromhead Trust to fund counselling for carers over 2 years with a registered Counsellor. This started as face to face but converted to virtually due to the Covid-19 pandemic and a counselling group facilitated by our DPO.

Volunteers have been recruited and trained to help, lead and support groups in Lincoln, Grantham, Spalding and Boston which all meet regularly. They also assist with fundraising and awareness, giving presentations and assisting with home visits. They have benefitted from Headway UK and attended training courses.

Details of the outcomes of our projects, the outcomes and views of our members from the funding from the Bromhead Medical Charity can be seen on the next page.

For further details, resources or events please see our website at [www.headwaylincolnshire.org.uk](http://www.headwaylincolnshire.org.uk).

##### **Impact of Coronavirus**

Due to the Covid-19 pandemic and lockdown, it became necessary for all of our services to become remote service by Zoom meetings. This includes the monthly support group social meetings and initial referrals were conducted by telephone or Zoom meetings.

We identified that many of our service users would feel even more isolated during the pandemic and accordingly developed and implemented "Together from Home" project to keep in contact with our members. This enabled us to keep in regular contact with people affected by brain injury in Lincolnshire. We achieved this by producing and sending well being packs and activity packs, holding Laughter Yoga Therapy and Laughter Therapy virtually and delivered Afternoon Tea to our members with a virtual Christmas quiz in lieu of our regular Christmas Lunch.

We continue to provide wellbeing checks by telephone, text and Zoom and recommenced face to face meetings and social groups at the beginning of 2021.

As well as our social support group sessions on Zoom, we have continued to provide a monthly quiz or bingo evening. These continue to be well attended and service users have asked for these to be continued.

**Headway Lincolnshire**  
**Report of the Trustees**  
**for the Year Ended 30 June 2021**

**Impact of Coronavirus (continued)**

Social media has also been good to be able to continue to engage with people during lockdown and we use Facebook, LinkedIn and Twitter.

**Fundraising activities**

We continue to undertake our fundraising activities, including entering runners for the Great North Run and London Marathon, and continue to run race nights and a Christmas craft and gift fayre remotely.

**FINANCIAL REVIEW**

**Reserves policy**

At the year end, the Charity had unrestricted funds of £40,718 (2020: £49,252) and restricted funds of £60,286 (2020: £42,150).

Unrestricted reserves includes £19,807 (2020: £19,807) which has been designated by the trustees to be used to preserve the role of the Co-ordination and Development Officer for a period of 18 months. This role is key to the charity to carry out a large proportion of its charitable activities. Should the current funding be stopped the trustees have ring-fenced monies for this purpose.

The available free unrestricted reserves after designation are £20,911 (2020: £29,445). The trustees aim for free unrestricted reserves to represent 12 months of total expenditure less what has already been designated. This is currently £16,345 (2020: £20,636), and so current levels represent approximately 15 months (2020: 17 months). Due to the level of project based funding the Trustees feel it prudent to carry this level of reserves so that they can continue activities prior to securing further funding.

Restricted reserves were £60,286 (2020: £42,150) at the year end. Due to the revenue recognition requirements under the Statement of Recommended Practice (FRS102), it was required to recognise the full funding on grants prior to their receipt. A debtor of £15,000 (2020: £11,603) has been recognised in relation to monies due in future years. Therefore the restricted amounts readily available at the year end was £45,286 (2020: £30,547).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

The management of the Company is the responsibility of the Trustees who are elected and co-opted under the terms of Headway Lincolnshire's Articles of Association. All potential Trustees are required to complete a Skills Audit Report.

Being a Trustee is an important role and a large commitment. Therefore, anyone wishing to join the Board will work alongside the Board for a period of time to ensure that the relationship works for all. Once the prospective Trustee is happy to formally commit, and the Board are happy that the respective Trustee is able to add to the existing Board, then they will be elected at the next AGM following this time.

**Organisational structure**

The Charity is managed by a Board of Trustees, of which at 30 June 2021 there were 7. The Trustees meet on a bi-monthly basis. Business cannot be transacted at any meetings unless a quorum of Trustees is present.

**Induction and training of new trustees**

All Trustees are made aware of their responsibilities and the affairs of the Charity. Minutes of meetings are circulated to all Trustees. All are kept aware of Charity Commission updates.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

08107352 (England and Wales)

**Registered Charity number**

1151708

**Registered office**

Olympic House  
Doddington Road  
Lincoln  
LN6 3SE

**Headway Lincolnshire**

**Report of the Trustees**  
**for the Year Ended 30 June 2021**

**Trustees**

Dr G Elliott  
J A P Knight  
Ms H Murphy  
Ms J Reams  
Miss V Wivell (resigned 24.9.20)  
Ms V Stevenson  
Ms M Dobson (deceased 1.12.21)  
C Simpson (appointed 23.9.21)  
P Simpson (appointed 1.10.20)

**Independent Examiner**

Paul Colcomb FCCA  
Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

Approved by order of the board of trustees on 31 March 2022 and signed on its behalf by:



HMurphy (Mar 31, 2022 17:04 GMT+1)

Ms H Murphy - Trustee

**Independent Examiner's Report to the Trustees of  
Headway Lincolnshire**

**Independent examiner's report to the trustees of Headway Lincolnshire ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2021.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Paul Colcomb*

Paul Colcomb (Mar 31, 2022 17:05 GMT+1)

Paul Colcomb FCCA  
Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

31 March 2022

**Headway Lincolnshire**

**Statement of Financial Activities**  
**for the Year Ended 30 June 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	11,480	29,124	40,604	28,382
Other trading activities	4	5,142	-	5,142	5,309
Investment income	5	8	-	8	61
<b>Total</b>		<u>16,630</u>	<u>29,124</u>	<u>45,754</u>	<u>33,752</u>
<b>EXPENDITURE ON</b>					
Charitable activities	6				
Charitable		20,632	15,520	36,152	40,443
<b>NET INCOME/(EXPENDITURE)</b>		<u>(4,002)</u>	<u>13,604</u>	<u>9,602</u>	<u>(6,691)</u>
<b>Transfers between funds</b>	17	<u>(4,532)</u>	<u>4,532</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>(8,534)</u>	<u>18,136</u>	<u>9,602</u>	<u>(6,691)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		49,252	42,150	91,402	98,093
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>40,718</u></u>	<u><u>60,286</u></u>	<u><u>101,004</u></u>	<u><u>91,402</u></u>

**Headway Lincolnshire**

**Balance Sheet**  
**30 June 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	792	-	792	1,139
<b>CURRENT ASSETS</b>					
Debtors	14	-	15,000	15,000	11,603
Cash at bank		42,097	48,229	90,326	84,388
		<u>42,097</u>	<u>63,229</u>	<u>105,326</u>	<u>95,991</u>
<b>CREDITORS</b>					
Amounts falling due within one year	15	(2,171)	(2,943)	(5,114)	(5,728)
		<u>39,926</u>	<u>60,286</u>	<u>100,212</u>	<u>90,263</u>
<b>NET CURRENT ASSETS</b>					
		<u>40,718</u>	<u>60,286</u>	<u>101,004</u>	<u>91,402</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>40,718</u>	<u>60,286</u>	<u>101,004</u>	<u>91,402</u>
<b>NET ASSETS</b>		<u>40,718</u>	<u>60,286</u>	<u>101,004</u>	<u>91,402</u>
<b>FUNDS</b>	17				
Unrestricted funds				40,718	49,252
Restricted funds				60,286	42,150
<b>TOTAL FUNDS</b>				<u>101,004</u>	<u>91,402</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 31 March 2022 and were signed on its behalf by:



HMurphy (Mar 31, 2022 17:04 GMT+1)

H Murphy - Trustee

## **Headway Lincolnshire**

### **Notes to the Financial Statements** **for the Year Ended 30 June 2021**

#### **1. STATUTORY INFORMATION**

Headway Lincolnshire is an incorporated charity, limited by guarantee, registered in England and Wales. The charities registered number and registered office address can be found on the Company Information page.

The presentational currency of the Charity is Pounds Sterling.

#### **2. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Headway Lincolnshire meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax is recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is recoverable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Grants are credited on a receipt basis unless they are in respect of a specific contract, when they are credited in the period in which expenditure is incurred. The majority of grants received into the charity are intended to contribute to specific activities.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the bank.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements. Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

**Headway Lincolnshire**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 June 2021**

**2. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

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

Fixtures and fittings	- 25% on cost
Computer equipment	- 15% on reducing balance

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds which have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**3. DONATIONS AND LEGACIES**

	2021	2020
	£	£
Donations	10,067	23,332
Grants	29,123	3,262
Sponsored events	1,414	1,788
	<u>40,604</u>	<u>28,382</u>

**4. OTHER TRADING ACTIVITIES**

	2021	2020
	£	£
Fundraising activities	5,142	5,309
	<u>5,142</u>	<u>5,309</u>

**5. INVESTMENT INCOME**

	2021	2020
	£	£
Deposit account interest	8	61
	<u>8</u>	<u>61</u>

**Headway Lincolnshire**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 June 2021**

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 7) £	Support costs (see note 8) £	Totals £
Charitable	34,039	2,113	36,152

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2021 £	2020 £
Staff costs	23,367	20,258
Educational conferences and courses	1,489	3,898
Organised social events	1,067	2,937
Co-ordination and Development Officer travel	301	3,190
Resource booklets and educational materials	139	164
Postage and stationery	495	548
Promotional materials and events	475	601
Miscellaneous expenses	4,839	3,395
Counselling	1,520	3,784
Depreciation	347	328
	<u>34,039</u>	<u>39,103</u>

**8. SUPPORT COSTS**

	Governance costs £	
Charitable	<u>2,113</u>	
Support costs	2021 £	2020 £
Independent examination fees	1,800	1,188
Insurance	313	152
	<u>2,113</u>	<u>1,072</u>

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Independent examination	1,800	1,188
Depreciation - owned assets	347	329

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 June 2021 nor for the year ended 30 June 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 30 June 2021 nor for the year ended 30 June 2020.

**Headway Lincolnshire**

**Notes to the Financial Statements - continued  
for the Year Ended 30 June 2021**

**11. STAFF COSTS**

	2021 £	2020 £
Wages and salaries	23,367	20,258
	<u>23,367</u>	<u>20,258</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Support worker	<u>1</u>	<u>1</u>

No employees received emoluments in excess of £60,000.

**12. INDEPENDENT EXAMINATION**

The total fees paid in respect of the independent examination were as follows:

	2021 £	2020 £
Independent examination fees	<u>1,800</u>	<u>1,188</u>

**13. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 July 2020 and 30 June 2021	<u>1,025</u>	<u>1,023</u>	<u>2,048</u>
<b>DEPRECIATION</b>			
At 1 July 2020	491	418	909
Charge for year	256	91	347
	<u>747</u>	<u>509</u>	<u>1,256</u>
At 30 June 2021	<u>747</u>	<u>509</u>	<u>1,256</u>
<b>NET BOOK VALUE</b>			
At 30 June 2021	<u>278</u>	<u>514</u>	<u>792</u>
At 30 June 2020	<u>534</u>	<u>605</u>	<u>1,139</u>

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Other debtors	<u>15,000</u>	<u>11,603</u>

**Headway Lincolnshire**

**Notes to the Financial Statements - continued  
for the Year Ended 30 June 2021**

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Bank loans and overdrafts (see note 16)	2,943	4,479
Trade creditors	58	59
Social security and other taxes	313	212
Accruals and deferred income	1,800	978
	<u>5,114</u>	<u>5,728</u>

**16. LOANS**

An analysis of the maturity of loans is given below:

	2021	2020
	£	£
Amounts falling due within one year on demand:		
Bank overdrafts	2,943	4,479
	<u>2,943</u>	<u>4,479</u>

The amount within bank loans and overdrafts represents monies spent on the project prior to the receipt of the final amount of grant funding. The additional monies have been paid out of unrestricted funds which will be reimbursed on receipt of the final grant payment. This is only an inter-fund overdraft and not an actual overdrawn bank account.

**17. MOVEMENT IN FUNDS**

	At 1.7.20	Net movement	Transfers	At
	£	in funds	between	30.6.21
		£	funds	£
			£	
<b>Unrestricted funds</b>				
General fund	29,445	(4,002)	(4,532)	20,911
Co-ordination and development officer	19,807	-	-	19,807
	<u>49,252</u>	<u>(4,002)</u>	<u>(4,532)</u>	<u>40,718</u>
<b>Restricted funds</b>				
Horncastle Health and Wellbeing Fund	750	-	-	750
Bromhead Trust	-	(4,479)	4,479	-
Lincolnshire Co-operative	10,279	-	-	10,279
Lady Carollers	118	-	-	118
Big Lottery	8,155	(29)	-	8,126
Bromhead - Counselling	17,521	1,079	-	18,600
Tesco Boston Grant	1,531	95	-	1,626
LPFT MCN Grant - Laughter Therapy	2,272	4,440	-	6,712
Boston Big	-	(53)	53	-
Lincolnshire Co-op Community Champions				
Lincoln	897	(329)	-	568
Lincolnshire Co-op Community Champions				
Boston	627	(461)	-	166
East Coast Community Fund	-	12,057	-	12,057
Albert Hunt Trust	-	84	-	84
DCMS	-	772	-	772
Boston Town Area Committee	-	428	-	428
	<u>42,150</u>	<u>13,604</u>	<u>4,532</u>	<u>60,286</u>
<b>TOTAL FUNDS</b>	<u>91,402</u>	<u>9,602</u>	<u>-</u>	<u>101,004</u>

**Headway Lincolnshire**

**Notes to the Financial Statements - continued  
for the Year Ended 30 June 2021**

**17. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	16,630	(20,632)	(4,002)
<b>Restricted funds</b>			
Bromhead Trust	(4,700)	221	(4,479)
Big Lottery	-	(29)	(29)
Bromhead - Counselling	2,599	(1,520)	1,079
Tesco Boston Grant	500	(405)	95
LPFT MCN Grant - Laughter Therapy	4,530	(90)	4,440
Boston Big	500	(553)	(53)
Lincolnshire Co-op Community Champions Lincoln	-	(329)	(329)
Lincolnshire Co-op Community Champions Boston	1	(462)	(461)
East Coast Community Fund	20,000	(7,943)	12,057
Albert Hunt Trust	2,000	(1,916)	84
DCMS	1,694	(922)	772
Sylvia Waddilove	1,000	(1,000)	-
Boston Town Area Committee	1,000	(572)	428
	<u>29,124</u>	<u>(15,520)</u>	<u>13,604</u>
<b>TOTAL FUNDS</b>	<u>45,754</u>	<u>(36,152)</u>	<u>9,602</u>

**Comparatives for movement in funds**

	At 1.7.19 £	Net movement in funds £	Transfers between funds £	At 30.6.20 £
<b>Unrestricted funds</b>				
General fund	18,260	20,909	(9,724)	29,445
Co-ordination and development officer	36,636	(16,829)	-	19,807
	<u>54,896</u>	<u>4,080</u>	<u>(9,724)</u>	<u>49,252</u>
<b>Restricted funds</b>				
Horncastle Health and Wellbeing Fund	750	-	-	750
Bromhead Trust	-	(9,544)	9,544	-
Lincolnshire Co-operative	10,279	-	-	10,279
Lady Carollers	118	-	-	118
Lincolnshire Partnership Foundation Trust Expenditure for Art Therapy	610	(610)	-	-
Big Lottery	9,138	(983)	-	8,155
Lincolnshire Community Voluntary Service	409	(584)	175	-
Bromhead - Counselling	21,893	(4,372)	-	17,521
Tesco Boston Grant	-	1,531	-	1,531
LPFT MCN Grant - Laughter Therapy	-	2,272	-	2,272
Boston Big	-	(5)	5	-
Lincolnshire Co-op Community Champions Lincoln	-	897	-	897
Lincolnshire Co-op Community Champions Boston	-	627	-	627
	<u>43,197</u>	<u>(10,771)</u>	<u>9,724</u>	<u>42,150</u>
<b>TOTAL FUNDS</b>	<u>98,093</u>	<u>(6,691)</u>	<u>-</u>	<u>91,402</u>

## Headway Lincolnshire

### Notes to the Financial Statements - continued for the Year Ended 30 June 2021

#### 17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	30,491	(9,582)	20,909
Co-ordination and development officer	-	(16,829)	(16,829)
	<u>30,491</u>	<u>(26,411)</u>	<u>4,080</u>
<b>Restricted funds</b>			
Bromhead Trust	(4,700)	(4,844)	(9,544)
Lincolnshire Partnership Foundation Trust Expenditure for Art Therapy	-	(610)	(610)
Big Lottery	-	(983)	(983)
Lincolnshire Community Voluntary Service	250	(834)	(584)
Bromhead - Counselling	-	(4,372)	(4,372)
Tesco Boston Grant	2,000	(469)	1,531
LPFT MCN Grant - Laughter Therapy	3,147	(875)	2,272
Boston Big	1,040	(1,045)	(5)
Lincolnshire Co-op Community Champions Lincoln	897	-	897
Lincolnshire Co-op Community Champions Boston	627	-	627
	<u>3,261</u>	<u>(14,032)</u>	<u>(10,771)</u>
<b>TOTAL FUNDS</b>	<u>33,752</u>	<u>(40,443)</u>	<u>(6,691)</u>

#### **Restricted funds**

Restricted funds have arisen due to funds giving monies for specific purposes.

##### Horncastle Health and Wellbeing Fund

Fund AGM which is an opportunity for Trustee's, volunteers, members, supporters and interested parties to come together and discuss direction of Headway Lincolnshire.

##### Bromhead Trust

Fund Information Support Worker from 22 hours to full time hours of 38 hours a week and associated costs to offer the correct support to brain injury survivors and their families at the right time, reducing crisis.

##### Lincolnshire Co-operative

Fund for volunteer recruitment and training, venue hire for existing support group, education and training for courses for brain injury survivors and their families, befriending telephone support, social activities for members and update leaflets.

##### Lady Carolers

Raised money in the run up to Christmas to be used for our Lincoln Support group.

##### Lincolnshire Partnership Foundation Trust Expenditure for Art Therapy

Fund to help prevent mental illness and promote recovery.

##### Big Lottery

Fund to offer advice and support to survivors of brain injury and their families. The project aims to help people manage the effects of their injury and improve confidence and communication skills.

##### Lincolnshire Community Voluntary Service

Fund to cover the expenditure for venue hire costs for the monthly support group and other publicity materials.

##### Bromhead - Counselling

Fund the provision of counselling services for the relatives of brain injury survivors.

##### Tesco Boston Grant

Fund the hire costs for Boston Social Group.

## Headway Lincolnshire

### Notes to the Financial Statements - continued for the Year Ended 30 June 2021

#### 17. **MOVEMENT IN FUNDS - continued**

##### LPFT MCN Grant

Fund to cover the the venue hire and facilitators wages for Laughter Yoga.

##### Boston Big

Fund to cover office and PPE.

##### Lincolnshire Co-op Community Champions Lincoln

Fund to cover the expenditure for Lincoln Social Group activities.

##### Lincolnshire Co-op Community Champions Boston

Fund to cover the expenditure for Boston Social Group activities.

##### East Coast Community Fund

Fund Information Support Worker for 38 hours a week to offer the correct support to brain injury survivors and their families at the right time, reducing crisis.

##### Albert Hunt Trust

Fund Information Support Worker for pension and HMRC payments to offer the correct support to brain injury survivors and their families at the right time, reducing crisis.

##### DCMS

Fund to cover the expenditure for volunteer costs for the monthly support group and other publicity materials.

##### Sylvia Waddilove

Fund to contribute to the salary costs of the Support Worker to offer the correct support to brain injury survivors and their families at the right time, reducing crisis.

##### Boston Town Area Committee

Fund to contribute towards the rent at the Len Medlock Centre.

#### **Transfers between funds**

Transfers in funds have been made where there has been an overspend on projects funded by restricted funds. This overspend has been covered by the general funds of the Charity and so a transfer has been made to reflect this.

#### 18. **RELATED PARTY DISCLOSURES**

During the year, the Charity received donations totalling £nil (2020: £47) from Ringrose Law Solicitors, a company in which director J Knight is an employee. There was no balance due at the year end.

During the year, the Charity received donations totalling £148 (2020: £225) from Langleys Solicitors, a company in which director H Murphy is an employee. There was no balance due at the year end.

**Headway Lincolnshire**

**Detailed Statement of Financial Activities**  
**for the Year Ended 30 June 2021**

	2021 £	2020 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	10,067	23,332
Grants	29,123	3,262
Sponsored events	1,414	1,788
	<hr/>	<hr/>
	40,604	28,382
<b>Other trading activities</b>		
Fundraising activities	5,142	5,309
<b>Investment income</b>		
Deposit account interest	8	61
	<hr/>	<hr/>
<b>Total incoming resources</b>	45,754	33,752
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Co-ordination and Development Officer wages	23,367	20,258
Educational conferences and courses	1,489	3,898
Organised social events	1,067	2,937
Co-ordination and Development Officer travel	301	3,190
Resource booklets and educational materials	139	164
Postage and stationery	495	548
Promotional materials and events	475	601
Miscellaneous expenses	4,839	3,395
Counselling	1,520	3,784
Fixtures and fittings	256	256
Computer equipment	91	72
	<hr/>	<hr/>
	34,039	39,103
<b>Support costs</b>		
<b>Governance costs</b>		
Independent examination	1,800	1,188
Insurance	313	152
	<hr/>	<hr/>
	2,113	1,340
Total resources expended	<hr/>	<hr/>
	36,152	40,443
<b>Net income/(expenditure)</b>	<hr/>	<hr/>
	9,602	(6,691)