



Headway Lincolnshire Trustee Report July 1st 2024 – June 30th 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 30th 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 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.
- 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

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8 to 9
Balance Sheet	10
Notes to the Financial Statements	11 to 22

Headway Lincolnshire

Reference and Administrative Details

Trustees	Laura Davies
	Jody Raggo
	John Knight
	Timothy Drakes
	Victoria Steveson
	Nicola Hunt
	Chris Simpson
	Gemma Elliott
Charity Registration Number	1151708
Company Registration Number	08107352
Registered Office	The Len Medlock Voluntary Centre St Georges Road Boston Lincolnshire PE21 8YB
Independent Examiner	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

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Headway Lincolnshire

Trustees' Report

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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 £
Income and Endowments from:					
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>
Expenditure on:					
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
Reconciliation of funds					
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.

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

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 £
Income and Endowments from:				
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>
Expenditure on:				
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
Reconciliation of funds				
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 £
Fixed assets			
Tangible assets	10	544	640
Current assets			
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
Creditors: Amounts falling due within one year	13	<u>(3,056)</u>	<u>(1,830)</u>
Net current assets		<u>107,523</u>	<u>121,224</u>
Net assets		<u>108,067</u>	<u>121,864</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	14	14,441	37,007
Unrestricted income funds			
Unrestricted funds		<u>93,626</u>	<u>84,857</u>
Total funds	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:

Asset class	Depreciation method and rate
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	-
	<u>29,472</u>	<u>29,472</u>	<u>20,301</u>

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	-
	<u>34,612</u>	<u>34,797</u>	<u>69,409</u>	<u>80,616</u>

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	-
	49,708	63,522	113,230	88,571

8 Net incoming/outgoing resources

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

	2025 £	2024 £
Depreciation of fixed assets	96	113

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

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	<u>2</u>	<u>2</u>

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

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 £
Unrestricted funds					
<i>General</i>					
General Fund	84,857	64,636	(49,708)	(6,159)	93,626
Restricted funds					
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
Total restricted funds	<u>37,007</u>	<u>34,797</u>	<u>(63,522)</u>	<u>6,159</u>	<u>14,441</u>
Total funds	<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 £
Unrestricted funds					
<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>
Total unrestricted funds	<u>90,844</u>	<u>55,119</u>	<u>(56,014)</u>	<u>(5,092)</u>	<u>84,857</u>
Restricted					
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	-
Total restricted funds	<u>7,185</u>	<u>57,287</u>	<u>(32,557)</u>	<u>5,092</u>	<u>37,007</u>
Total funds	<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	(3,056)	-	(3,056)
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	(1,830)	-	(1,830)
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
Payroll email: payroll@caplus.org.uk
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

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
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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