

Oxford Head Injury Services

England & Wales · Charity number 1156538

Details

Other names	HEADWAY OXFORDSHIRE, HWO
Status	Registered
Legal form	CIO
Registered	2014-04-04
Register	View on the Charity Commission register

Contact

Address	Oxford Head Injury Services 4 Bagley Wood Road Kennington Oxford OX1 5PL
Phone	01865 326263
Email	michelle@oxfordheadinjuryervices.org.uk
Website	www.oxfordheadinjuryervices.org.uk

Activities

Objects: 1.TO RELIEVE PERSONS IN OXFORDSHIRE WHO HAVE SUFFERED A BRAIN INJURY BY THE PROVISION OF SERVICES AND FACILITIES CALCULATED TO MAXIMISE THEIR POTENTIAL REHABILITATION AND RE-INTEGRATION WITHIN THE COMMUNITY AND TO SUPPORT THE FAMILIES AND/OR CARERS OF SUCH PERSONS.2.TO ADVANCE THE EDUCATION OF THE PUBLIC IN ALL ASPECTS RELATING TO BRAIN INJURY AND ITS PREVENTION"

Activities: Oxford Head Injury Services offers information, guidance, and practical support to anyone affected by brain injury, including stroke. We support individuals, families, and carers. Our Activity and Rehabilitation Centre (The ARC) provides tailored programmes that include social activities, Speech Therapy, Personel training and Physiotherapy. We also deliver community support across Oxfordshire.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** People With Disabilities

Geography

- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£407,409	£581,621	-	-
2024-03-31	£329,197	£501,054	-	-
2023-03-31	£488,530	£447,628	-	-
2022-03-31	£502,074	£468,850	£1,084,777	12
2021-03-31	£696,828	£526,981	£1,051,553	10

Trustees

Name	Role	Appointed
Jane Balinski	Chair	2016-03-15
David Beresford-Green		2023-10-13
David Boobyer		2025-10-21
Koseen Ford		2025-12-02
Mark Jackson		2025-01-21
Mark Thomas		2025-09-16
Paul Gwynne		2025-05-20
Ruth Mackman		2023-09-03

Oxford Head Injury Services

England & Wales - Charity number 1156538

Accounts

Charity registration number 1156538 (England and Wales)

OXFORD HEAD INJURY SERVICES
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

OXFORD HEAD INJURY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Balinski	
	Dr R Lowe	
	R Mackman	
	D Beresford-Green	
	L Norton	(Appointed 17 September 2024)
	M Jackson	(Appointed 21 January 2025)
	P Gwynne	(Appointed 20 May 2025)
Charity number (England and Wales)	1156538	
Independent examiner	Gravita Audit Oxford LLP	
	First Floor, Park Central	
	40-41 Park End Street	
	Oxford	
	OX1 1JD	

OXFORD HEAD INJURY SERVICES

CONTENTS

	Page
Chairman's Statement	1 - 2
CEO's and Operations reports	3 - 6
Impact report	7 - 9
Independent examiner's report	10
Statement of financial activities	11
Balance sheet	12
Notes to the financial statements	13 - 22

OXFORD HEAD INJURY SERVICES

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2025

I am very pleased to report another strong year for Oxford Head Injury Services (OHIS) as we continue to expand and develop our services to meet the growing need to support people who are affected by a brain injury. These achievements have been made in spite of rising costs, and a tough economic climate, when the challenge of raising money has never been harder.

For over 30 years OHIS has supported individuals and families affected by acquired brain injury. Our mission is to make lasting improvements in the recovery and wellbeing of people affected by brain injury across the whole of Oxfordshire, by providing rehabilitation, information, advocacy and companionship.

This year we launched a new strategic plan for 2024-2027 with 4 pillars:

- to extend and improve our service provision and reach
- to maximise the effective use of our resources
- to develop and strengthen our network of supporters and build on new and existing partnerships
- to achieve and maintain financial stability

Our annual opinion survey amongst service users and their carers, provided valuable insights around shaping, extending and introducing new services. The feedback about our current support was overwhelmingly positive and we have included an impact report in this annual report to show examples of the difference we make to the recovery and wellbeing of those living with a brain injury in Oxfordshire.

I am hugely grateful to the staff team and volunteers for their hard work, dedication and generosity, and especially the way every day, they approach all our service users with great understanding, patience and compassion.

There is clear evidence that demand, and the complexity of support needed continues to grow across the county. In Oxfordshire, 4000 people are admitted to hospital each year with a severe brain injury. That is the equivalent of 11 admissions per day. The impact of an acquired brain injury varies widely. No two people will have the same experience and may be affected physically, cognitively and/or emotionally. Some people will have physical weakness or suffer severe short term memory loss, or lose the ability to speak, read or write, or they may undergo a significant personality change. Everyday life and relationships for the whole family are turned upside down. Medical teams find it hard to predict how much a person may recover and how long it will take – weeks, months or years. The future is often uncertain, with financial hardship and lack of employment making it so hard for people to maintain their hope, motivation and determination to rebuild their lives.

The Activity and Rehabilitation Centre (ARC), located in Kennington is a key facility to provide services and has a gym, a café, a garden, and offers wide range of professional therapies and stimulating activities, including physiotherapy, cooking, art and music. We are committed to involving the person's family in discussing needs and building a tailored care plan which ensures personal rehabilitation goals are met. We regularly host carer events and facilitate social support and a sense of community.

Although some of our services users are referred to us by our local authority, Oxfordshire County Council, not everyone is in the position to have a personal budget or the personal savings to cover the cost of all the essential services they need. Therefore we rely heavily on donations from individuals, the community, corporate partnerships and income from grants to meet the costs of services.

Understandably, the NHS is unable to fund any of our rehabilitation activities. However, we are immensely proud of our relationship and partnership working with Oxford University Hospitals and the Oxford Centre of Enablement.

This year the Board took the decision to maintain our existing services and develop new services by using funds from reserves to fully cover service costs, whilst we built our fundraising capability. Therefore, our financial statement shows that we made an overall loss of £174,212 (including £38k of property depreciation), for the year ended 31 March 2025.

Total cash reserves at year end were £510,294 (2024: £628,066).

Income from Grants, Events & Donations of £47,922 (2024: £30,675).

Total Income for the year was £407,409 (2024: £329,197).

Total expenditure for the year was £581,621 (including £40k of depreciation) (2024: £501,054).

OXFORD HEAD INJURY SERVICES

CHAIRMAN'S STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

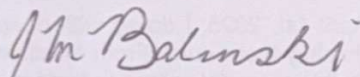
To continue to maintain and develop our range of innovative services, next year we will need to significantly increase income from fundraising, staff and volunteer numbers, and continue to develop partnerships. The Board has launched a new fundraising strategy which focusses on 4 areas: strengthening our supporter base, building partnerships with local businesses and legal firms, raising awareness through community events, and increasing grant applications. We will also be investing in marketing and communications to refresh our website, extend our reach, and raise awareness of our services and the benefits we bring. It's an exciting and rewarding time to be involved with OHIS.

We are planning new fundraising ventures to include businesses and legal partners who champion our cause, and setting up a membership scheme for those supporters who would like to donate regularly. Our projects and new services and therapies continue to be highly attractive to trusts and foundations. The year ahead will see us providing interesting and quality engagement to those that support our endeavours. We continue to be deeply grateful to all our current supporters and funders.

Following the resignation of Claire Periton in January 2025, the Board of Trustees took the decision to reorganise the senior management team and to strengthen marketing, communications and fundraising. Michelle Koukoulis was promoted to joint CEO with overall responsibility for operations and client services. We have begun recruitment for the other new jobs covering external relations and income generation.

I am very grateful to our excellent Board of Trustees for their wise governance and enthusiastic commitment to the Charity. We will continue to strengthen our capabilities by recruiting two trustees into specialist areas next year. A warm welcome to our newest trustees, Lucy Cook and Mark Jackson.

Thank you to everyone: our staff, volunteers, supporters, funders, partners and statutory bodies. I look forward to another year whereby working as a supportive, collaborative and extended team we can make a huge difference to the lives of those affected by brain injury across Oxfordshire.



Jane Balinski
Chair of Trustees

Date: 28-10-25

OXFORD HEAD INJURY SERVICES

CHIEF EXECUTIVE OFFICER'S REPORT FOR THE YEAR ENDED 31 MARCH 2025

"Hope begins with the right support and that's what Oxford Head Injury Services delivers every day."

This past year has been one of transformation shaped by sector-wide challenges, evolving community needs, and the growing effects of the cost-of-living crisis. Yet through it all, Oxford Head Injury Services has remained a steady hand and a strong voice for those affected by brain injury.

Amid the uncertainty, one thing has been constant:

Our team's extraordinary heart, skill, and tenacity. Every achievement, every milestone has been powered by individuals who show up with purpose, creativity, and compassion. I am endlessly proud to lead alongside such a remarkable group.

Highlights from 2024/2025:

- Sustained free access to vital client services despite rising costs.
- Refined volunteer recruitment to enhance quality of care.
- Strengthened partnerships across health, education, and support networks.
- Introduced new data tools to enhance impact measurement and planning, while ensuring cost control through the use of cost-effective supplier contracts.
- Centre improvements to enhance our service users experience.
- 3883 Service user sessions supported across our Activity and Rehabilitation Centre and community support.
- Opened up a Wednesday Activity Session, and now operating across 4 days a week with the view to open 5 days a week moving into 2025/2026
- 727 hours of personal training.
- 349 hours of physiotherapy.
- 329 hours support given to those leaving hospital after a brain injury.

As I stepped into the role of Joint CEO / Operations and Client Services as of April 1st, 2025, I do so with deep gratitude. Internally, our organisation is evolving, and it is our people who are shaping that future. From frontline specialists to behind-the-scenes changemakers, every team member plays a part in this powerful collective impact.

Our Chair and Board of Trustees are the backbone of our charity and central to the successes we strive to achieve in the year ahead. The support we receive from our Chair is both unwavering and truly invaluable.

My vision is for Oxford Head Injury Services to continue leading as a centre of excellence in delivering exceptional care and uplifting communities and creating brighter futures for individuals living with brain injury.

Over the past 12 months, I've learned valuable lessons that have inspired me to rethink and reshape how our charity is run. These insights will guide us in building a stronger, more sustainable future, and one that remains rooted in our values while evolving to meet the changing needs of those we serve.

"You didn't just help me adjust to life after my brain injury you reminded me I still have one."
Client quote.

What our team say:

1. "Being part of OHIS has been the highlight of my working life. Each day I look forward to coming to work, I look forward to seeing the service users and my incredible colleagues who all have the same motivation for their work - to make others' lives better. To be in a place where kindness, patience, support, and laughter happens daily truly makes the world a better place and makes being human the most rewarding.

I know that my opinions and ideas are valued and I have had all the encouragement and support to grow in my role, and for that I am so grateful. Overall, I am proud to be part of this amazing charity".

2. "Working for Oxford Head Injury Services doesn't feel like actual working. Experiencing how the Charity supports those affected by a Brain Injury, including families as a whole is so humbling seeing smiles on faces, hearing laughter in the Activity Rehabilitation Centre and the hidden joy in an individual's eyes who is now non-verbal due to their Brain Injury makes the job worthwhile a million times over. Oxford Head Injury Services team strive every day to make the smallest difference to the service user and their families, and I honestly say it is an honour to be part of this amazing Team".

OXFORD HEAD INJURY SERVICES

CHIEF EXECUTIVE OFFICER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2025

3. The first time a client who was very depressed, grieving for the life he had lost, laughed in one of our first sessions, I breathed a sigh of relief because I knew he had connected with me, and we could start to move forward with his rehabilitation.

I am with a client, teaching him to read again after had lost his ability to read after a stroke. It was a joy when he finished his first novel after 12 months of hard work. He was so pleased with himself. We read three more crime novels and are now reading Nicolas Nickleby by Charles Dickens. The client keeps saying he never thought he would be a reader again and he can't believe he can now read Dickens! I had never read a crime fiction or Charles Dickens; I have thanked this client for introducing me to other genres of books and rekindling my love of reading.

I feel very lucky to work with so many kind and supportive colleagues who go out of their way to make our service users and their families lives easier and happier. The ambience of OHIS is one of nurturing, warmth, joy and laughter, which promotes the confidence and wellbeing of the service users and staff enabling them to be their best selves.

Together, we are not just responding to need; we are anticipating it, reimagining support, and proving what's possible when passion meets purpose.



Michelle Koukoullis

Joint Chief Executive Officer / Operations and Client Services

Date: 28/10/25

OXFORD HEAD INJURY SERVICES

OPERATIONS REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Our Mission

Oxford Head Injury Services seeks to make lasting improvements in the recovery and wellbeing of people affected by brain injury across Oxfordshire by providing rehabilitation, information, advocacy and companionship.

Our Vision

People affected by brain injury, including carers, are able to access support that restores hope and enables them to rebuild their lives and create a better future.

Our Values

- We respect people and their differences.
- We are compassionate and patient.
- We are reliable and do what we say we will.
- We are responsible in our approach to people and using resources.
- We recognise each person's contribution and their own progress.
- We work in partnership to achieve the best outcomes for people affected by brain injury.

Our structure

From April 2025 Oxford Head Injury Services appointed joint CEO Operations and Client Services. The recruitment for other jobs in marketing and income generation has already begun. We are supported by a dedicated services delivery covering rehabilitation activities team and external support from physiotherapists, speech and language therapists, rehabilitation support staff, and administrative personnel. Volunteers also play a vital role in supporting our services and enhancing the experience for service users and their families.

The charity is overseen by a Board of Trustees, who are responsible for ensuring strong governance, financial oversight, and strategic direction. Trustees are recruited and appointed in line with the charity's governing document, following an open recruitment process to ensure a diversity of skills, knowledge, and lived experience. The Board meets formally 10 times per year, with additional sub-committee or working group meetings as required. Trustees also maintain close contact with the CEO between meetings to ensure they are fully engaged and informed.

The staff team are supported through regular supervision, training, and team meetings to ensure services remain safe, professional, and person-centred.

What we provide:

Activity and Rehabilitation Centre

Our in-person, activity-based rehabilitation program focuses on function maintenance and social connection. We provide a supportive community with strong peer networks, offering a structured timetable of activities, outings, and tailored support. Participation is optional, allowing individuals to engage at their own pace. Activities are designed to encourage socialisation, promote recovery, and help maintain functional abilities.

Gym

Our gym sessions, led by fitness instructors, aim to build strength, improve fitness, and enhance mobility. We work closely with our Physiotherapy team to ensure that gym time supports overall functional goals. These sessions help increase confidence, promote independence, and improve quality of life.

Head Injury Buddies (HIBs)

Head Injury Buddies offer one-to-one therapeutic befriending sessions, often lasting an hour or more. These sessions are typically goal-oriented and provide practical support with daily tasks, creating weekly routines, managing finances and paperwork, and accessing additional services. HIBs play a key role in helping individuals regain independence and structure in their lives.

OXFORD HEAD INJURY SERVICES

OPERATIONS REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Carer Support (free)

We host a monthly carers' afternoon, offering a space for carers to connect, share experiences, and access peer support. These sessions may also include educational components. While their loved one attends the day service, carers can take valuable respite time. Some carers choose to participate in the day centre alongside their loved one, becoming part of the wider community.

Acquired Brain Injury Navigation

Our Navigators offer one-to-one support, often beginning shortly after diagnosis. They assist individuals and families in navigating complex statutory services and systems, providing advocacy and practical guidance throughout the rehabilitation journey. Support may include help with hospital-to-home transitions, benefit applications and appeals, transport grants, or referrals to other services such as the Activity and Rehabilitation Centre or Head Injury Buddies. The aim is to ensure individuals, and their families receive the full range of support and entitlements available to them.

Neuro Physiotherapy

Specialist in neurological rehabilitation, helping individuals recover movement and function after brain or spinal cord injuries. Uses evidence-based techniques such as task-specific training, gait re-education, and neuroplasticity-driven approaches. Works collaboratively with patients, families, and multidisciplinary teams to maximise recovery outcomes. Aims to improve quality of life through functional rehabilitation tailored to each stage of recovery.

Neuro Speech Therapy

Supports individuals with conditions such as stroke, brain injury, Parkinson's disease, multiple sclerosis, and motor neurone disease. Works to improve speech, language, voice, and cognitive communication for greater independence and confidence. Tailors therapy plans to each person's neurological condition, goals, and stage of recovery. Promotes functional communication to enhance social interaction and quality of life. Collaborates closely with families and multidisciplinary teams to provide holistic, person-centred care.

OUR SUPPORT

Our Impact in Numbers



We delivered

3883

HOURS

of service user sessions
at our Activity &
Rehabilitation Centre
(ARC)

We offered a varied programme of different activities designed to improve cognitive, physical and emotional recovery including:

Music therapy
Art therapy
Seated dance and yoga
Quizzes
Board games
Arts & crafts

Farm trips
Cyclability
Cooking
Gardening
Creative writing
Table cricket



We delivered

816

HOURS

of Head Injury Buddy
support (one-to-one
support directly in our
community)



We delivered

727

HOURS

of specialist exercise
support



We delivered

349

HOURS

of physiotherapy support



I went on the train for the first time to go shopping

SERVICE USER

2

EVENINGS FOR CARERS

providing guidance,
support and an opportunity
to share experiences



FROM OUR SERVICE USERS

Our Impact in Numbers

We are committed to improving our service users' experiences and providing the most effective support. This year, we invited direct feedback through an anonymous survey, completed by 26 individuals who have been receiving our support for between one and four years.

This is what they have to say:



QUALITY OF LIFE AND WELL-BEING



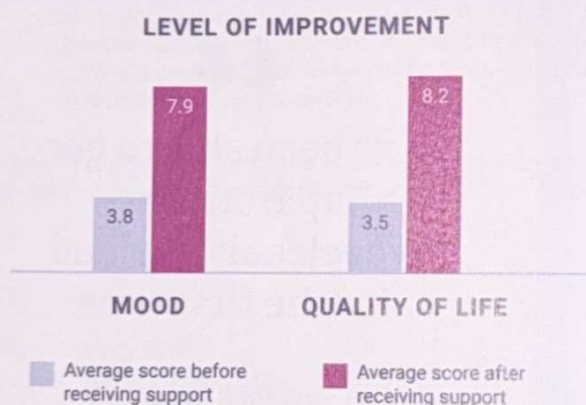
92%

OF SERVICE USERS

reported an improvement in their emotional well-being and feeling less isolated after receiving support

88.5%

OF SERVICE USERS reported an increase in mood and quality of life after receiving support.



“

You didn't just help me adjust to life after my brain injury you reminded me, I still have one

SERVICE USER



65.4%

OF SERVICE USERS

reported an improvement in **their relationships** with family and friends after receiving support

Our Impact in Numbers

INDEPENDENCE AND DAILY FUNCTIONING

77%

OF SERVICE USERS
reported improvements in their
ability to perform daily tasks
since receiving support

81%

OF SERVICE USERS
reported feeling more
independent since
receiving support

AREAS OF IMPROVEMENT INCLUDE:



confidence



stamina



cooking



conversation



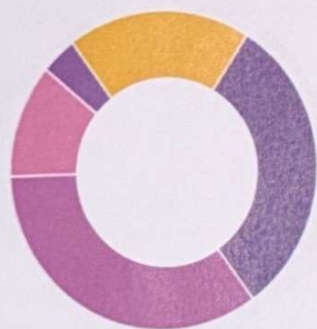
exercise

PHYSICAL HEALTH

77%

OF OUR SERVICE USERS
reported feeling more
confident performing physical
activity after receiving support

Frequency of exercise



- Daily
- Several times per week
- Weekly
- Occasionally
- Never

85%

OF OUR SERVICE USERS
reported physical improvements
since receiving support

“

I've been able to get
up from my
wheelchair unaided
for the first time

SERVICE USER

SERVICE EXPERIENCE

96.1%

OF OUR SERVICE USERS
rated the support provided by
the Oxford Head Injury Services
team as good or excellent



FROM OUR SERVICE USERS

Our Impact in Numbers

We are committed to improving our service users' experiences and providing the most effective support. This year, we invited direct feedback through an anonymous survey, completed by 26 individuals who have been receiving our support for between one and four years.

This is what they have to say:



QUALITY OF LIFE AND WELL-BEING



92%

OF SERVICE USERS

reported an improvement in their emotional well-being and feeling less isolated after receiving support

88.5%

OF SERVICE USERS reported an increase in mood and quality of life after receiving support.

LEVEL OF IMPROVEMENT



“

You didn't just help me adjust to life after my brain injury you reminded me, I still have one

SERVICE USER



65.4%

OF SERVICE USERS

reported an improvement in **their relationships** with family and friends after receiving support

OXFORD HEAD INJURY SERVICES

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OXFORD HEAD INJURY SERVICES

I report to the trustees on my examination of the financial statements of Oxford Head Injury Services (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

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 charity as required by section 130 of the Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination.

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 financial statements to be reached.



Gary Pready FCA
Gravita Audit Oxford LLP

First Floor, Park Central
40-41 Park End Street
Oxford

OX1 1JD

Date: 4 December 2025

OXFORD HEAD INJURY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
		2025	2025	2025	2024	2024	2024
Notes		£	£	£	£	£	£
Income and endowments from:							
Donations and legacies	3	17,231	30,691	47,922	28,072	2,603	30,675
Charitable activities	4	331,020	-	331,020	275,552	-	275,552
Other trading activities	5	8,908	-	8,908	30	-	30
Investments	6	19,499	-	19,499	22,940	-	22,940
Other income	7	60	-	60	-	-	-
Total income		376,718	30,691	407,409	326,594	2,603	329,197
Expenditure on:							
Raising funds	9	22,694	-	22,694	2,474	-	2,474
Charitable activities	8	551,622	7,305	558,927	497,797	783	498,580
Total expenditure		574,316	7,305	581,621	500,271	783	501,054
Net income/(expenditure) and movement in funds		(197,598)	23,386	(174,212)	(173,677)	1,820	(171,857)
Reconciliation of funds:							
Fund balances at 1 April 2024		690,126	260,947	951,073	863,803	259,127	1,122,930
Fund balances at 31 March 2025		492,528	284,333	776,861	690,126	260,947	951,073

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

OXFORD HEAD INJURY SERVICES

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	2024 £
Fixed assets			
Tangible assets	14	275,822	314,847
Current assets			
Debtors	15	26,119	36,760
Cash at bank and in hand		510,294	628,066
		536,413	664,826
Creditors: amounts falling due within one year	16	(35,374)	(28,600)
Net current assets		501,039	636,226
Total assets less current liabilities		776,861	951,073
The funds of the charity			
Restricted income funds	18	284,333	260,947
Unrestricted funds	19	492,528	690,126
		776,861	951,073

The financial statements were approved by the trustees on 28/10/2025

J M Balinski

J Balinski
Trustee

OXFORD HEAD INJURY SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Oxford Head Injury Services is a charitable incorporated organisation incorporated in England and Wales.

The registered office is 4 Bagley Wood Road, Kennington, Oxford, OX1 5PL.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

OXFORD HEAD INJURY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold Property	15 years
Equipment	4 years
Fixtures and fittings	4 years
Motor vehicles	4 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

OXFORD HEAD INJURY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Critical judgements

Fixed asset depreciation

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives. Calculation of depreciation requires judgements to be made, which include the useful economic lives of fixed assets held. Depreciation for the year was calculated to be £40,457 (2023: £42,695).

OXFORD HEAD INJURY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	17,231	-	17,231	28,072	-	28,072
Grants received	-	30,691	30,691	-	2,603	2,603
	<u>17,231</u>	<u>30,691</u>	<u>47,922</u>	<u>28,072</u>	<u>2,603</u>	<u>30,675</u>

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Charitable activities		
Direct services	281,020	227,219
Oxfordshire Acquired Injury Support Service (OASS)	50,000	48,333
	<u>331,020</u>	<u>275,552</u>

5 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising events	8,908	-
Other income	-	30
	<u>8,908</u>	<u>30</u>
Other trading activities	<u>8,908</u>	<u>30</u>

6 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Bank interest receivable	<u>19,499</u>	<u>22,940</u>

OXFORD HEAD INJURY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

7 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Net gain on disposal of tangible fixed assets	60	-

8 Expenditure on charitable activities

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total 2025 £	Restricted funds 2024 £	Unrestricted funds 2024 £	Total 2024 £
Direct costs						
Staff costs	-	125,572	125,572	-	129,436	129,436
Direct charitable activity	7,305	-	7,305	783	-	783
External services hired	-	69,865	69,865	-	38,023	38,023
	<u>7,305</u>	<u>195,437</u>	<u>202,742</u>	<u>783</u>	<u>167,459</u>	<u>168,242</u>
Share of support and governance costs (see note 10)						
Support	-	344,359	344,359	-	326,858	326,858
Governance	-	11,826	11,826	-	3,480	3,480
	<u>7,305</u>	<u>551,622</u>	<u>558,927</u>	<u>783</u>	<u>497,797</u>	<u>498,580</u>
Analysis by fund						
Unrestricted funds	-	551,622	551,622	-	497,797	497,797
Restricted funds	7,305	-	7,305	783	-	783
	<u>7,305</u>	<u>551,622</u>	<u>558,927</u>	<u>783</u>	<u>497,797</u>	<u>498,580</u>

9 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising and publicity		
Other fundraising costs	22,694	1,054
Investment management	-	1,420
	<u>22,694</u>	<u>2,474</u>
Total costs	<u>22,694</u>	<u>2,474</u>

OXFORD HEAD INJURY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

10 Support costs allocated to activities

	2025 £	2024 £
Staff costs	235,489	152,888
Depreciation	40,066	40,457
Management and administration	54,370	110,966
Overheads	14,434	22,547
Governance costs	11,826	3,480
	<u>356,185</u>	<u>330,338</u>
Analysed between:		
Unrestricted funds	<u>356,185</u>	<u>330,338</u>

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

12 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	<u>12</u>	<u>11</u>

Employment costs

	2025 £	2024 £
Wages and salaries	330,791	257,466
Social security costs	27,028	21,421
Other pension costs	3,242	3,437
	<u>361,061</u>	<u>282,324</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2025 Number	2024 Number
£60,001 - £70,000	-	1
£70,001 - £80,000	<u>1</u>	<u>-</u>

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

OXFORD HEAD INJURY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

14 Tangible fixed assets

	Freehold Property £	Equipment £	Fixtures and fittings £	Motor vehicles £	Total £
Cost					
At 1 April 2024	570,453	20,553	66,468	10,088	667,562
Additions	-	1,041	-	-	1,041
Disposals	-	(155)	-	-	(155)
At 31 March 2025	570,453	21,439	66,468	10,088	668,448
Depreciation and impairment					
At 1 April 2024	258,535	19,954	64,138	10,088	352,715
Depreciation charged in the year	38,030	542	1,494	-	40,066
Eliminated in respect of disposals	-	(155)	-	-	(155)
At 31 March 2025	296,565	20,341	65,632	10,088	392,626
Carrying amount					
At 31 March 2025	273,888	1,098	836	-	275,822
At 31 March 2024	311,918	599	2,330	-	314,847

15 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	22,994	28,626
Other debtors	421	7,357
Prepayments and accrued income	2,704	777
	26,119	36,760

16 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	6,158	4,347
Trade creditors	24,095	19,375
Other creditors	1,365	1,398
Accruals and deferred income	3,756	3,480
	35,374	28,600

OXFORD HEAD INJURY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Retirement benefit schemes

	2025	2024
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	3,242	3,437

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
Big Lottery Fund	259,127	30,691	(7,305)	282,513
Social Lunches Grant	1,820	-	-	1,820
	<u>260,947</u>	<u>30,691</u>	<u>(7,305)</u>	<u>284,333</u>
Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Big Lottery Fund	259,127	-	-	259,127
Social Lunches Grant	-	2,603	(783)	1,820
	<u>259,127</u>	<u>2,603</u>	<u>(783)</u>	<u>260,947</u>

OASS - The Big Lottery Fund paid for ABI navigation.

OXFORD HEAD INJURY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Fixed asset designated fund	314,847	-	(40,066)	1,041	275,822
Six months' salary costs	141,162	-	-	39,369	180,531
Six months' running costs	101,555	-	-	5,073	106,628
General funds	132,562	376,718	(534,250)	(45,483)	(70,453)
	<u>690,126</u>	<u>376,718</u>	<u>(574,316)</u>	<u>-</u>	<u>492,528</u>

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Fixed asset designated fund	355,184	-	(40,457)	120	314,847
Six months' salary costs	140,851	-	-	311	141,162
Six months' running costs	79,711	-	-	21,844	101,555
General funds	288,057	326,594	(459,814)	(22,275)	132,562
	<u>863,803</u>	<u>326,594</u>	<u>(500,271)</u>	<u>-</u>	<u>690,126</u>

The fixed asset designated fund represents the carrying value of tangible fixed assets and therefore are not available funds to spend for the charity. Six months' salary and running costs are set aside in designated funds.

20 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 March 2025:			
Tangible assets	275,822	-	275,822
Current assets/(liabilities)	216,706	284,333	501,039
	<u>492,528</u>	<u>284,333</u>	<u>776,861</u>

OXFORD HEAD INJURY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

20 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	314,847	-	314,847
Current assets/(liabilities)	375,279	260,947	636,226
	<u>690,126</u>	<u>260,947</u>	<u>951,073</u>

21 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

Oxford Head Injury Services

England & Wales - Charity number 1156538

Accounts

Charity registration number 1156538

**OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY
OXFORDSHIRE)**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

J Balinski	
R Coleman	
Dr R Lowe	(Appointed 10 August 2023)
R Mackman	(Appointed 3 September 2023)
K Meadows	(Appointed 20 February 2024)
D Beresford-Green	(Appointed 13 October 2023)

Charity number

1156538

Independent examiner

Critchleys Audit LLP
Beaver House
23-38 Hythe Bridge Street
Oxford
OX1 2EP

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

CONTENTS

	Page
Chairman's Statement	1 - 2
CEO's report	
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10 - 18

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

This is my first year serving the OHIS charity as Chair. I want to begin by describing some of the challenges faced by those who suffer a brain injury and how this charity makes a much-needed contribution to support their recovery and independence. I also want to explain some of the changes undertaken this year and our plans to extend and develop our services.

Each year 4000 people are admitted to hospital with a brain injury in Oxfordshire. This might be the result of illnesses, like a stroke, or an infection such as meningitis, or from a head trauma through a sports injury or road traffic accident. The impact of a head injury can be catastrophic, robbing a person, and their family and friends, of the future that they were planning and hoping for. The NHS is neither designed nor equipped to provide the long-term support in the community required by survivors, their families and carers.

The extent and type of impact of a head injury varies widely. No two people will have the same experience. They can be affected in many different ways physically, cognitively and emotionally. Brain injury often causes physical weakness in different parts of the body. Some people experience severe short term memory problems, or lose their ability to speak and communicate, or they may undergo a significant personality change. This changes everyday life and relationships, which is incredibly challenging for the whole family. Medical teams find it hard to predict how much a person may recover from the injury, and how long that will take. So, the future is uncertain. It can be hard for people to maintain their hope, motivation and determination to get back their lives, especially if faced with the financial difficulties of losing their job or possibly never returning to full time employment.

The sheer variety of issues people deal with means that assessment of their needs is critically important. Assessing someone's needs requires careful discussion about the services available, before a package of services can be selected and tailored for the individual. Regular review is also essential. This adds a level of complexity and cost to the provision of our highly valued services.

Many of our clients are referred to us and are supported by our local authority, Oxfordshire County Council. Other clients make enquiries and come to us directly for help. We receive funding from several streams – from our local Council, from charity grants and donations, and from clients themselves – but it does not cover all our costs. Last year, we made a loss of £131,400, before depreciation, mainly due to a shortfall in fundraising from events, grants and donations. This coming year, we forecast we need to fundraise £300,000 to achieve a break-even budget.

The OHIS team has worked incredibly hard to reduce overheads and expenses. And we are truly grateful to our current statutory partners and funders. But we know that we have to significantly raise our income through fundraising efforts and build new partnerships to enable us to deliver the services we are committed to providing. We want to extend and develop our services too, which is why we disaffiliated from the national umbrella charity, Headway UK, in March 2023 to give ourselves more freedom and flexibility to do so. We are looking forward to this new chapter at Oxford Head Injury Services.

OHIS has over 30 years' history of supporting those affected by acquired brain injury. We have a splendid Activity and Rehabilitation Centre (ARC) in Kennington which has a specialised gym, a kitchen and café, from where we offer art, dance, music, crafts, cooking, outings and other recreations. We also have access to a large outside space and a lovely garden.

I can say, from personal experience, that the services OHIS provides are life changing. Following a serious illness in 2012, my husband attended the ARC weekly for over two years, he made huge progress towards his recovery. As a new carer, I also benefitted from the respite, carer support meetings and compassion shown by staff at OHIS. I wanted to give something back to this wonderful charity and ten years ago I joined as a Trustee. I became Chair of the Board of Trustees in July 2023, following the resignation of Neil Denton. CEO Jamie Miller also resigned in September 2023. We thank them for their long service and contribution and wish them the best in future endeavours.

Last autumn I was delighted to welcome four new Trustees to strengthen our strategic, financial, marketing and governance capability. I am also excited to have a new Chief Executive Officer, Clare Periton, who joined us in January 2024 and brings highly relevant experience and leadership skills from the NHS and the charity sector.

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

CHAIRMAN'S STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Since then, we have produced a new three year strategic plan and have revised our mission, vision and values and are eager to share these. Our goals and objectives are challenging, and I am confident that with the continued dedication and outstanding teamwork shown by our staff and volunteers, who I cannot thank enough, we will achieve our aspirations and continue to make a real difference to the lives of every brain injury survivor and family who use our services.



.....
Jane Balinski
Chair of Trustees

Date: 17/9/24

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

CHIEF EXECUTIVE OFFICER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2024

I feel privileged and excited to have joined a local Oxfordshire charity that has not only made a valued contribution to improve the wellbeing and lives of those affected by an acquired brain injury over the last 32 years, but one that has adapted and thrived through a lot of social, political and economic change.

The last few years, post Covid, have been more challenging than ever for charities and Oxford Head Injury Services (OHIS) is no exception. OHIS emerged from the pandemic and rebuilt its face to face activities which are delivered in the Activity and Rehabilitation Centre (ARC) and in people's homes.

We are now experiencing a cost-of-living crisis that affects domestic, government and corporate budgets; so, the context in which we are delivering services is tough. However, I am optimistic that we can continue to make a difference to Oxfordshire's brain injury survivors and their families.

I want to share some of the ambitions and plans we have set out in our new three year strategy. We have four strategic goals, and these are:

- To extend and broaden our service provision
- To utilise our resources wisely and effectively
- To consolidate and develop our networks and partnerships
- To achieve and maintain financial stability

In the next three years we will develop our specialist expertise by working with professionals in relevant fields and by using best practice guidelines. We will work with qualified practitioners who are as passionate as we are about providing the best we can for our amazing clients.

In addition, we would like to extend our reach to ensure that our services are accessible to all those in Oxfordshire who would benefit from them. We will do this by building stronger networks in our community, primary care and hospitals, and by improving our ability to market our services. We also recognise the need for more varied psychological/therapeutic services for those affected by brain injury and their families and will develop our services to reflect this need.

People with an acquired brain injury and their friends and family often live in a degree of hardship and lack advocacy. We appreciate this and will partner with other organisations who can help, for example to provide welfare and benefits advice. We acknowledge that brain injury survivors are not the only people affected by their condition and we will further develop our therapeutic and social support for carers as well as offer education for clients, their families, and professionals.

We already work closely with many community teams which interface with the clients we support. We will continue to work with them and will strengthen our links with the Oxford University Hospital Trust, the Oxford Centre for Enablement and the Oxford Stroke and Rehabilitation Unit. We are committed to building networks and partnerships and working collaboratively with all our partners.

We are passionate about providing excellent governance for OHIS and are keen to be a charity of choice for staff and volunteers. We value our people hugely and acknowledge that we cannot make a difference to service user's lives without their skills, kindness and dedication. We recognise the benefits that volunteers bring to a charity and plan to develop new volunteering roles and increase the number of volunteers working with OHIS.

Over the years we have acquired several IT systems and data bases, which are vital for managing our services and understanding and service users and supporters, but we need to ensure we are getting the best out of them. We are reviewing all our systems to ensure they give us the data management we need as we grow our income streams and client information and provide us with valuable insights to grow and shape our services to meet currently unmet needs.

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

CHIEF EXECUTIVE OFFICER'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

To be able to do this we must improve our profile, increase fundraising and grow our ability to generate income. So, a major focus for us this year will be strengthening our communications and marketing, diversifying our income streams and developing more partnerships in the community and within the corporate world.



Clare Rachel Periton
Chief Executive Officer

Date: 17/9/24

Our Mission

Oxford Head Injury Services seeks to make lasting improvements in the recovery and wellbeing of people affected by brain injury across Oxfordshire by providing rehabilitation, information, advocacy and companionship.

Our Vision

People affected by brain injury, including carers, are able to access support that restores hope and enables them to rebuild their lives and create a better future.

Our Values

- We respect people and their differences.
- We are compassionate and patient.
- We are reliable and do what we say we will.
- We are responsible in our approach to people and using resources.
- We recognise each person's contribution and their own progress.
- We work in partnership to achieve the best outcomes for people affected by brain injury.

Our structure

The charity is managed by a Chief Executive Officer (CEO) and two Senior Managers, an Operations Manager and a Head of Fundraising and Marketing. The staff team consists of an Activity Coordinator and Activity and Rehabilitation Centre (ARC) Assistants and Head Injury Buddies. The organisation is supported by a Receptionist/Administrator. Physiotherapy, Occupational Therapy and Personal Training are also contracted for clients. A small number of volunteers are managed by the Operations Manager.

When recruiting for Trustees we advertise in LinkedIn and the charity press. They are interviewed by the Chair of Trustees and another Trustee. Their CVs are circulated to all Trustees for approval. The CEO also meets them informally as part of the process. Appointment of all Trustees is discussed and agreed at a Board Meeting.

The Trustee Board meets 10 times a year, usually every month, there are no meetings in August and December. The Trustee Board has a Trustee designated for Safeguarding and one for Whistleblowing. The senior team are in attendance at the Trustee Meetings.

The Service OHIS Provides

Our aim is to tailor the support that we offer to meet each person's needs and aspirations. After initial contact to identify their needs, we put together a package of support, which often includes signposting them to additional services or providing a buddy to support them. The services we offer include:

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

CHIEF EXECUTIVE OFFICER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Acquired Brain Injury Navigation

Our navigators provide one to one support, often just after a brain injury diagnosis, with the aim of ensuring that the person and their family understand can access the benefits and support they are entitled to. Navigators help people to understand and access the statutory services, systems and advocacy available. We are often involved at various points of the person's rehabilitation journey, and cover a wide range of topics, such as accessing transport grants, referral to activity days or Head Injury Buddies (HIBs), transport from hospital to home, benefits and benefit appeals.

Head Injury Buddies (HIBs)

Buddies work in a one to one setting, usually offering a one or two hour session. HIBs can help people to complete daily tasks, develop and maintain a weekly structure, manage finances and paperwork and access other services and support. This service is often known as therapeutic befriending and is often goal-based, helping the person to achieve specific outcomes.

Activity and Rehabilitation Centre (ARC) Day Service

The ARC is a welcoming place which offers structured support, social engagement and peer support. We offer a range of activities from the ARC including in person Occupational Therapy sessions designed to rehabilitate and help maintain physical and cognitive function and activities to help the person rebuild their everyday skills and confidence. ARC users can also take part in creative sessions, eat a meal together or chat over coffee, and go on a number of outings to local places. Our users can choose what they would like to do, and everything is designed to enhance socialisation, promote restoration and maintain function.

Throughout 2023 / 2024 we provided 689 sessions either via our Rehabilitation Centre or within own people's homes and local community. We provided 551 client sessions in the Activity and Rehabilitation Centre during the financial year and 138 sessions within the community. This totalled at 3,463.50 hours of support. 17 ARC trials took place in the financial year, turned into clients, others decided it wasn't for them.

Therapists

We have a physiotherapist who specialises in rehabilitation and a specialist neuro-occupation therapist. Our Rehabilitation Physiotherapist helps people to restore and maintain their ability to move and function. Our specialist Neuro Occupational Therapist contributes to our activity programme and helps the people who use our service to live their best life, by helping them to set goals and adjustments targeted at achieving specific activities.

Enablement plans were re-introduced in September of 2023. By December 2023 we had completed 59, and by the end of the financial year all active clients within our Rehabilitation Centre and within the community have enablement plans.

From January 2024 our part time physiotherapist completed 54 thorough assessments identifying all the client's problems and goals, she continues to work with a caseload of clients to improve and maintain their function.

Gym

Building strength and fitness after a brain injury is really important, and it has the added benefit of helping the person to build confidence, improve their mobility and gain more independence. We have a well-equipped gym, which complements our physiotherapy service, to help people people to maximise function.

We saw a large increase in clients wanting to use our gym from September. Hours recorded are 486 hours of exercise. All client's results are outstanding with personal goals being reached.

Carer Support

The carers of people with brain injury are important people; they need help and support too. When a person comes to use the ARC, their carer can have some respite, knowing they are in good hands. Some carers like to come with that person to the day centre, so they can socialise and be part of the OHIS community. We also offer carers evenings where carers can meet and link up with each other, learn about caring for people with brain injuries and find out more about the support available.

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

CHIEF EXECUTIVE OFFICER'S REPORT *FOR THE YEAR ENDED 31 MARCH 2024*

When a client visits the ARC or has a visit from a HIB we provide vital respite to their families. In addition to this we hosted a carers event in April. We continue provide ad hoc face to face and telephone support to client's families when they need it.

Financial review

The Oxford Head Injury Servies team produced a conservative budget for this past year. Income Generation was challenged as a significant grant and support from two partners came to an end. Donations and legacies performed well, but total expenditure was more than the previous year, so all things combined this was a year when we had a deficit. The organisation has no debts and its reserves policy is to have 6 months of running costs to cover salaries and expenses.



OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE) CRITCHCLEYS OXFORDSHIRE) AUDIT LLP

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

I report to the trustees on my examination of the financial statements of Oxford Head Injury Services (formerly Headway Oxfordshire) (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.

Gary Pready FCA
Critchleys Audit LLP

Beaver House
23-38 Hythe Bridge Street
Oxford
OX1 2EP

Dated:

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	13		314,847		355,184
Current assets					
Debtors	14	36,760		41,035	
Cash at bank and in hand		628,066		740,993	
		664,826		782,028	
Creditors: amounts falling due within one year	15	(28,600)		(14,282)	
Net current assets			636,226		767,746
Total assets less current liabilities			951,073		1,122,930
Net assets excluding pension liability			951,073		1,122,930
The funds of the charity					
Restricted income funds	17	260,947		259,127	
Unrestricted funds		690,126		863,803	
		951,073		1,122,930	

The financial statements were approved by the trustees on 17/9/24.

Jm Balinski
 J Balinski
 Trustee

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	28,072	2,603	30,675	15,998	-	15,998
Charitable activities	4	275,552	-	275,552	323,404	141,580	464,984
Other trading activities	5	30	-	30	7,442	-	7,442
Investments	6	22,940	-	22,940	106	-	106
Total income		326,594	2,603	329,197	346,950	141,580	488,530
Expenditure on:							
Raising funds	8	2,474	-	2,474	3,706	-	3,706
Charitable activities	7	497,797	783	498,580	371,674	72,248	443,922
Total expenditure		500,271	783	501,054	375,380	72,248	447,628
Net income/(expenditure) and movement in funds		(173,677)	1,820	(171,857)	(28,430)	69,332	40,902
Reconciliation of funds:							
Fund balances at 1 April 2023		863,803	259,127	1,122,930	892,233	189,795	1,082,028
Fund balances at 31 March 2024		690,126	260,947	951,073	863,803	259,127	1,122,930

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Oxford Head Injury Services (formerly Headway Oxfordshire) is a charitable incorporated organisation incorporated in England and Wales.

The registered office is 4 Bagley Wood Road, Kennington, Oxford, OX1 5PL.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold Property	15 years
Equipment	4 years
Fixtures and fittings	4 years
Motor vehicles	4 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Critical judgements

Fixed asset depreciation

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives. Calculation of depreciation requires judgements to be made, which include the useful economic lives of fixed assets held. Depreciation for the year was calculated to be £40,457 (2023: £42,695).

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	28,072	-	28,072	15,998	-	15,998
Grants received	-	2,603	2,603	-	-	-
	<u>28,072</u>	<u>2,603</u>	<u>30,675</u>	<u>15,998</u>	<u>-</u>	<u>15,998</u>

4 Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Charitable activities						
Direct Services	227,219	-	227,219	231,737	141,580	373,317
Oxfordshire Acquired Injury Support Service (OASS)	48,333	-	48,333	91,667	-	91,667
	<u>275,552</u>	<u>-</u>	<u>275,552</u>	<u>323,404</u>	<u>141,580</u>	<u>464,984</u>

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising	-	6,767
Misc Income	30	675
	<u>30</u>	<u>7,442</u>
Other trading activities		

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Bank interest receivable	<u>22,940</u>	<u>106</u>

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

7 Expenditure on charitable activities

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total 2024 £	Total 2023 £
Direct costs				
Staff costs	-	129,436	129,436	117,187
Direct charitable activity	783	-	783	-
External services hired	-	38,023	38,023	59,921
	<u>783</u>	<u>167,459</u>	<u>168,242</u>	<u>177,108</u>
Share of support and governance costs (see note 9)				
Support	-	326,858	326,858	263,692
Governance	-	3,480	3,480	3,122
	<u>783</u>	<u>497,797</u>	<u>498,580</u>	<u>443,922</u>
Analysis by fund				
Unrestricted funds	-	497,797	497,797	371,674
Restricted funds	783	-	783	72,248
	<u>783</u>	<u>497,797</u>	<u>498,580</u>	<u>443,922</u>

8 Expenditure on raising funds

	Unrestricted funds 2024 £	Total 2024 £	Total 2023 £
Fundraising and publicity			
Other fundraising costs	1,054	1,054	3,229
Investment management	1,420	1,420	477
	<u>2,474</u>	<u>2,474</u>	<u>3,706</u>
Total costs			
	<u>2,474</u>	<u>2,474</u>	<u>3,706</u>

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

9 Support costs allocated to activities

	2024 £	2023 £
Staff costs	152,888	164,514
Depreciation	40,457	43,940
Management and administration	110,966	31,464
Overheads	22,547	23,774
Governance costs	3,480	3,122
	<u>330,338</u>	<u>266,814</u>
Analysed between:		
Unrestricted funds	<u>330,338</u>	<u>266,814</u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

11 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	<u>11</u>	<u>11</u>
Employment costs	2024 £	2023 £
Wages and salaries	257,466	256,717
Social security costs	21,421	21,661
Other pension costs	3,437	9,625
	<u>282,324</u>	<u>288,003</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024 Number	2023 Number
£60,001 - £70,000	<u>1</u>	<u>1</u>

12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

13 Tangible fixed assets

	Freehold Property £	Equipment £	Fixtures and fittings £	Motor vehicles £	Total £
Cost					
At 1 April 2023	570,453	20,433	66,468	10,088	667,442
Additions	-	120	-	-	120
At 31 March 2024	570,453	20,553	66,468	10,088	667,562
Depreciation and impairment					
At 1 April 2023	220,505	18,519	63,146	10,088	312,258
Depreciation charged in the year	38,030	1,435	992	-	40,457
At 31 March 2024	258,535	19,954	64,138	10,088	352,715
Carrying amount					
At 31 March 2024	311,918	599	2,330	-	314,847
At 31 March 2023	349,948	1,914	3,322	-	355,184

14 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	28,626	31,051
Other debtors	7,357	1,333
Prepayments and accrued income	777	8,651
	36,760	41,035

15 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	4,347	3,669
Trade creditors	19,375	6,730
Other creditors	1,398	761
Accruals and deferred income	3,480	3,122
	28,600	14,282

16 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	3,437	9,625

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

16 Retirement benefit schemes

(Continued)

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Big Lottery Fund	259,127	-	-	259,127
Social Lunches Grant	-	2,603	(783)	1,820
	<u>259,127</u>	<u>2,603</u>	<u>(783)</u>	<u>260,947</u>

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Big Lottery Fund	<u>189,795</u>	<u>141,580</u>	<u>(72,248)</u>	<u>259,127</u>

OASS - The Big Lottery Fund paid for ABI navigation.

18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Fixed asset designated fund	355,184	-	(40,457)	120	314,847
Six months' salary costs	140,851	-	-	311	141,162
Six months' running costs	79,711	-	-	21,844	101,555
General funds	<u>288,057</u>	<u>326,594</u>	<u>(459,814)</u>	<u>(22,275)</u>	<u>132,562</u>
	<u>863,803</u>	<u>326,594</u>	<u>(500,271)</u>	<u>-</u>	<u>690,126</u>

OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

18 Unrestricted funds (Continued)

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
Fixed asset designated fund	397,451	-	(43,940)	1,673	355,184
Six months' salary costs	136,363	-	-	4,488	140,851
Six months' running costs	94,143	-	-	(14,432)	79,711
General funds	264,276	346,950	(331,440)	8,271	288,057
	<u>892,233</u>	<u>346,950</u>	<u>(375,380)</u>	<u>-</u>	<u>863,803</u>

The fixed asset designated fund represents the carrying value of tangible fixed assets and therefore are not available funds to spend for the charity. Six months' salary and running costs are set aside in designated funds.

19 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	314,847	-	314,847
Current assets/(liabilities)	375,279	260,947	636,226
	<u>690,126</u>	<u>260,947</u>	<u>951,073</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Tangible assets	355,184	-	355,184
Current assets/(liabilities)	508,619	259,127	767,746
	<u>863,803</u>	<u>259,127</u>	<u>1,122,930</u>

20 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

14. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its business and which could affect the financial statements. The charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
15. We confirm that we have disclosed to you the identity of the entity's related parties and all related party relationships and transactions relevant to the charity that we are aware of.
16. The charity has satisfactory title to all assets, and there are no liens or encumbrances on the assets except for those disclosed in the financial statements.
17. There are no liabilities, contingent liabilities or guarantees to third parties other than those disclosed in the financial statements.

We confirm to the best of our knowledge and belief that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

Yours faithfully

Signed on behalf of the board of directors by:

Jm Balinski (Signature)

Jane Balinski ^{Trustee} (Signature)

[Signature] ^{signature} (Trustee)

Kathryn Meadows (Trustee)

Date 17/9/24

Date 17/9/24

Oxford Head Injury Services

England & Wales - Charity number 1156538

Accounts

Charity registration number 1156538

HEADWAY OXFORDSHIRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

HEADWAY OXFORDSHIRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

U Kischka
J Balinski
N Denton
R Coleman

Charity number

1156538

Independent examiner

Critchleys Audit LLP
Beaver House
23-38 Hythe Bridge Street
Oxford
OX1 2EP

HEADWAY OXFORDSHIRE

CONTENTS

	Page
Trustees' report	
Independent examiner's report	5
Statement of financial activities	6 - 7
Balance sheet	8
Statement of cash flows	
Notes to the financial statements	9 - 18

HEADWAY OXFORDSHIRE

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2023

Headway Oxfordshire (HWO) completed its transfer to an entirely non statutory funded organisation in 2016 and despite the difficult fund-raising environment; HWO, now known as Oxford Head Injury Services (OHIS) has again met its fundraising and budgetary objectives by adapting its offerings, increased fundraising and collaboration with providers of legal services to deliver rehabilitation services under the Oxfordshire ABI Support Service (OASS) model. This approach to the market has meant that we have been able to continue to operate again this financial year solely on a combination of fundraising and "paid for service" income.

As previously stated in annual reports the providing of apparent choice for fund holding clients/patients (due to direct settlements) is a more inefficient model than the central funding we had historically experienced.

This is due to the additional overheads associated with the client/provider relationship, such as attracting and billing clients, chasing debtors, together with the upfront payment of our costs and the subsequent impact on our cash flow. Also, there has been a need to develop partner relationships such as OASS to help signpost our services to potential users.

We continue to operate strict budgeting and financial controls, and we have been able to achieve our objectives whilst increasing our reserves. These reserves will allow us to increase our long-term strategic investments. To date this has meant a significant upgrade to our main Centre with the provision of a Physiotherapy Gym.

The Activity and Rehabilitation Centre (ARC) recently underwent significant refurbishment with improved insulation, access, and transformation of the external appearance. This provides our current clients with an excellent space to undergo their rehabilitation and on-going socialisation.

Our new resources for physical rehabilitation continue to operate successfully and have provided a successful and stimulating facility that is extremely popular with our clients.

Having successfully fundraised for the specialist therapy and gym equipment we are considering the best options to open this resource to those affected by neurological or other health conditions within the community who do not normally access our services on the paid model.

Aside from the ARC, we continue to raise awareness of brain injury within the community, and this has seen us making a greater impact through our growing events calendar and varied media coverage.

Financial Report

Strict management of costs and a focus on attracting clients has ensured that our cash reserves have been enhanced and this year's surplus has been directed to our new long-term investment plan aimed at generating capital rather than income.

In accordance with our Reserves Policy and ongoing Business Development Planning, the Trustees and management team have identified a need for reserves at between 3-6 months running costs.

HEADWAY OXFORDSHIRE

CHAIRMAN'S STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

We have managed to generate a modest surplus despite originally setting a break-even budget. Setting positive budgets will remain challenging, and the budget for next year will be challenging. Although the funding situation remains extremely difficult, the trustees are looking forward to an exciting period of change with further development of our services, partnerships and a new fundraising strategy.

As this financial year ends, I have decided after 18 years to step down as Chair of Trustees and as a trustee. I therefore would like to take the opportunity to thank all the staff and trustees for their support and guidance.



.....
Jane Balinski
Chair of Trustees

Date: 3/11/2023

HEADWAY OXFORDSHIRE

CHIEF EXECUTIVE OFFICER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Background

This is the first business year where we were not directly or indirectly affected by the COVID pandemic, therefore it was a year of stabilising and rebuilding. A number of the team experienced lifestyle changes due to the pandemic and chose to change their work life balance and took the decision to leave HWO and we experienced a high level of staff turnover.

Service Users

By year end, we were back to the expected capacity within the Activity & Rehabilitation Centre (ARC). Meanwhile, due to the development of our approach to recording and triaging potential patients (see below figures) our ABI Navigators have seen a significant increase in the number of identified individuals requiring support within the hospital setting. Our ABI Navigators, Sharon Bond and Mandy Warwick have responded with serious effort and commitment to enable us to meet this growing demand and our particular thanks go to them for their sterling efforts.

HR/Recruitment/Staffing

There was higher than usual staff turnover which added pressure to an already difficult COVID year. The recruitment experience proved more difficult than ever, with a combination of either low levels and/or poor quality of applications.

Where we were able to recruit, we experienced comparatively poor retention and ended up in a cycle of recruitment – training – resignation... adding expense and workload to our existing team. Fortunately, a core team of experienced and committed staff got us through.

Financial

the HWO management Team produced a conservative budget for this past year. As a result of the entire team's hard work, we were able to meet and surpass expectations on service-related income. Our Marketing and Events Officer also managed to exceed budget expectations, so all things combined to return a surplus this year.

Service Delivery Stats (actual)

Despite the above challenges, HWO's team managed to produce some amazing results through the provision of the following support:

Department	Type of support	Number
ABI Navigators (Hospital based)	Individual Initial triage/assessments	1,745
	Concluded and closed	281
	Non-Oxfordshire residents given Information, advice and signposting	159
	Individuals receiving free/ongoing legal advice	41
ABI Navigators (community)	1-1 community-based individuals supported	108
	Total 1-1 hours of support	415
Welfare Rights	Individual cases opened and supported	52
	Resulting £'s awarded	£178,339
Activity & Rehab Centre	Individual Day Sessions provided	3,084
	Number of individuals supported	56
	Individuals successfully reaching full independence	2
Physical Rehab	Exercise Professional Sessions	415

HEADWAY OXFORDSHIRE

CHIEF EXECUTIVE OFFICER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Development

This year we initiated an important service user survey, to look in depth at individuals and carers views and experiences around the following headings:

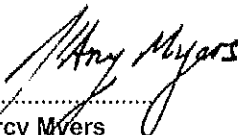
- Hospital Discharge
- HWO's support within the hospital
- Non HWO Support
- Financial Impact
- Mental health and wellbeing
- Community activity
- Digital Services
- Further Support

Each heading had between 5-10 questions that gave us further understanding of what was most important to our service user cohort and where there are significant gaps or barriers in provision and support. This information is being used to guide our service development work and also to inform statutory partners when considering an ABI Strategy.

Partnership

we have continued to broaden the range of partnerships we have with professionals in the field of ABI, having this year initiated a relationship with "Headwise" who provide Neuropsychology. This enables our service users to access neuropsychology with a trusted provider and supports the development of our Oxfordshire ABI Support Service (OASS) model.

I want to take this opportunity to express my appreciation to all those who have continued to support our cause through donations or events. My thanks also go to the HWO front line team, volunteers and trustees who have been steadfast in their resilience and continued support throughout another extremely difficult year.



.....
D'Arcy Myers

Interim Chief Executive Officer

Date: 2nd November 2023.....

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF HEADWAY OXFORDSHIRE**

I report to the trustees on my examination of the financial statements of Headway Oxfordshire (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

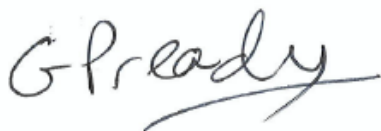
Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



**Gary Pready FCA
Critchleys Audit LLP**

Beaver House
23-38 Hythe Bridge Street
Oxford
OX1 2EP

Dated: 28/11/2023

HEADWAY OXFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
<u>Income from:</u>					
Donations and legacies	3	15,998	-	15,998	12,471
Charitable activities	4	323,404	141,580	464,984	464,591
Other trading activities	5	7,442	-	7,442	24,404
Investments	6	106	-	106	608
Total income		346,950	141,580	488,530	502,074
<u>Expenditure on:</u>					
Raising funds	8	3,706	-	3,706	7,838
Charitable activities	7	371,674	72,248	443,922	461,012
Other	12	-	-	-	2,749
Total expenditure		375,380	72,248	447,628	471,599
Net (expenditure)/income for the year/ Net movement in funds		(28,430)	69,332	40,902	30,475
Fund balances at 1 April 2022		892,233	189,795	1,082,028	1,051,553
Fund balances at 31 March 2023		863,803	259,127	1,122,930	1,082,028

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

HEADWAY OXFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Prior financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes			
<u>Income from:</u>				
Donations and legacies	3	12,471	-	12,471
Charitable activities	4	361,013	103,578	464,591
Other trading activities	5	24,404	-	24,404
Investments	6	608	-	608
Total income		398,496	103,578	502,074
<u>Expenditure on:</u>				
Raising funds	8	7,838	-	7,838
Charitable activities	7	382,496	78,516	461,012
Other	12	2,749	-	2,749
Total expenditure		393,083	78,516	471,599
Net (expenditure)/income for the year/ Net movement in funds		5,413	25,062	30,475
Fund balances at 1 April 2021		886,820	164,733	1,051,553
Fund balances at 31 March 2022		892,233	189,795	1,082,028

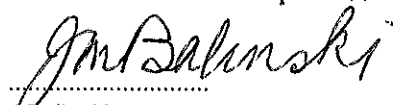
HEADWAY OXFORDSHIRE

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	14		355,184		397,450
Current assets					
Debtors	15	41,035		23,943	
Cash at bank and in hand		740,993		696,190	
		782,028		720,133	
Creditors: amounts falling due within one year	16	(14,282)		(35,555)	
Net current assets			767,746		684,578
Total assets less current liabilities			1,122,930		1,082,028
Income funds					
Restricted funds	17		259,127		189,795
<u>Unrestricted funds - general</u>					
Designated funds	18	575,746		627,957	
General unrestricted funds		288,057		264,276	
			863,803		892,233
			1,122,930		1,082,028

The financial statements were approved by the Trustees on 03/11/2023.....


 J. Balinski
 Trustee

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Headway Oxfordshire is a charitable incorporated organisation incorporated in England and Wales.

The registered office is 4 Bagley Wood Road, Kennington, Oxford, OX1 5PL.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold Property	15 years
Equipment	4 years
Fixtures and fittings	4 years
Motor vehicles	4 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Critical judgements

Fixed asset depreciation

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives. Calculation of depreciation requires judgements to be made, which include the useful economic lives of fixed assets held. Depreciation for the year was calculated to be £46,830 (2021: £50,303).

3 Donations and legacies

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Donations and gifts	15,998	12,471

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	Total 2023 £	Total 2022 £
Direct Services	373,317	378,841
Educational	-	750
Oxfordshire Acquired Injury Support Service (OASS)	91,667	85,000
	<u>464,984</u>	<u>464,591</u>
Analysis by fund		
Unrestricted funds - general	323,404	361,013
Restricted funds	141,580	103,578
	<u>464,984</u>	<u>464,591</u>

5 Other trading activities

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Fundraising	6,767	17,339
Misc income	675	7,065
	<u>7,442</u>	<u>24,404</u>
Other trading activities		

6 Investments

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Bank interest receivable	106	608
	<u>106</u>	<u>608</u>

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

7 Charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Staff costs	117,187	125,301
External services hired	59,921	53,250
	<u>177,108</u>	<u>178,551</u>
Share of support costs (see note 9)	263,692	279,623
Share of governance costs (see note 9)	3,122	2,838
	<u>443,922</u>	<u>461,012</u>
Analysis by fund		
Unrestricted funds - general	371,674	382,496
Restricted funds	72,248	78,516
	<u>443,922</u>	<u>461,012</u>

8 Raising funds

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<u>Fundraising and publicity</u>		
Other fundraising costs	3,229	6,420
Investment management	477	1,418
	<u>3,706</u>	<u>7,838</u>

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Support costs

	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £
Staff costs	164,514	-	164,514	147,426	-	147,426
Depreciation	43,940	-	43,940	44,081	-	44,081
Management and administration	31,464	-	31,464	53,714	-	53,714
Overheads	23,774	-	23,774	34,402	-	34,402
Accrual for independent examiner's remuneration	-	3,122	3,122	-	2,838	2,838
	<u>263,692</u>	<u>3,122</u>	<u>266,814</u>	<u>279,623</u>	<u>2,838</u>	<u>282,461</u>
Analysed between Charitable activities	<u>263,692</u>	<u>3,122</u>	<u>266,814</u>	<u>279,623</u>	<u>2,838</u>	<u>282,461</u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

11 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	<u>11</u>	<u>12</u>
Employment costs	2023 £	2022 £
Wages and salaries	256,717	247,515
Social security costs	21,661	20,701
Other pension costs	9,625	4,511
	<u>288,003</u>	<u>272,727</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2023 Number	2022 Number
£60,001 - £70,000	<u>1</u>	<u>1</u>

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Other

	Total	Unrestricted
	£	funds
	2023	general
		2022
Net loss on disposal of tangible fixed assets	-	2,749

13 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

14 Tangible fixed assets

	Freehold Property	Equipment	Fixtures and fittings	Motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2022	570,453	20,433	66,038	10,088	667,012
Additions	-	-	430	-	430
At 31 March 2023	570,453	20,433	66,468	10,088	667,442
Depreciation and impairment					
At 1 April 2022	182,475	16,561	60,439	10,088	269,563
Depreciation charged in the year	38,030	1,958	2,707	-	42,695
At 31 March 2023	220,505	18,519	63,146	10,088	312,258
Carrying amount					
At 31 March 2023	349,948	1,914	3,322	-	355,184
At 31 March 2022	387,978	3,872	5,600	-	397,450

15 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	31,051	21,421
Other debtors	1,333	440
Prepayments and accrued income	8,651	2,082
	41,035	23,943

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

16 Creditors: amounts falling due within one year

	2023 £	2022 £
Mortgage	-	25,626
Other taxation and social security	3,669	4,642
Trade creditors	6,730	1,371
Other creditors	761	1,078
Accruals and deferred income	3,122	2,838
	<u>14,282</u>	<u>35,555</u>

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Big Lottery Fund	<u>164,733</u>	<u>103,578</u>	<u>(78,516)</u>	<u>189,795</u>	<u>141,580</u>	<u>(72,248)</u>	<u>259,127</u>

OASS - The Big Lottery Fund paid for ABI navigation.

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021	Resources expended	Transfers	Revaluations, gains and losses	Balance at 1 April 2022	Resources expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£	£
Fixed asset designated fund	355,981	(44,081)	91,048	(5,497)	397,451	(43,940)	1,673	355,184
Six months' salary costs	156,211	-	(19,848)	-	136,363	-	4,488	140,851
Six months' running costs	75,424	-	18,719	-	94,143	-	(14,432)	79,711
	<u>587,616</u>	<u>(44,081)</u>	<u>89,919</u>	<u>(5,497)</u>	<u>627,957</u>	<u>(43,940)</u>	<u>(8,271)</u>	<u>575,746</u>

The fixed asset designated fund represents the carrying value of tangible fixed assets and therefore are not available funds to spend for the charity. Six months' salary and running costs are set aside in designated funds.

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

19 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022
	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:					
Tangible assets	355,184	-	355,184	-	397,450
Current assets/(liabilities)	508,619	259,127	767,746	189,795	684,578
	<u>863,803</u>	<u>259,127</u>	<u>1,122,930</u>	<u>189,795</u>	<u>1,082,028</u>

20 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

Oxford Head Injury Services

England & Wales - Charity number 1156538

Accounts

Charity registration number 1156538

HEADWAY OXFORDSHIRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

HEADWAY OXFORDSHIRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

U Kischka
J Balinski
N Denton
R Coleman

Charity number

1156538

Registered office

4 Bagley Wood Road
Kennington
Oxford
OX1 5PL

Independent examiner

Critchleys Audit LLP
Beaver House
23-38 Hythe Bridge Street
Oxford
OX1 2EP

HEADWAY OXFORDSHIRE

CONTENTS

	Page
Trustees' report	
Independent examiner's report	4
Statement of financial activities	5 - 6
Balance sheet	7
Statement of cash flows	8
Notes to the financial statements	9 - 19

HEADWAY OXFORDSHIRE

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2022

Chairman Report 2021 / 2022

As in previous year the environment in the Charitable Health Care Sector remains challenging made even more so at the later end of this year by the COVID Pandemic, that has of course affected all sectors.

The CEO has reported on how we approached this most challenging year from an operational point of view which has seen many highlights as well some difficult decisions to stop some services that could not be delivered remotely.

As Chairman I will therefore in this short report focus on the business, fundraising and future strategy. However, before I do this, I would like to thank all the Headway Oxfordshire (HWO) staff and volunteers for all their hard work and unflinching commitment.

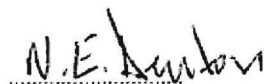
HWO continues to be a self-funded organisation with no direct statutory grants for the provision of services so the more commercial elements of our service must operate like any other business operating on a client paid model. However, as a direct result of COVID-19 and both the national and local strategic picture around social care, it is anticipated that even funding of our clients via personal budgets will see scrutiny and potential cost cutting measures going forward until a full restructure of the social care sector is delivered. To mitigate this concern, we continue to engage at senior level, with OCC and OCCG commissioners, in support of those affected by brain injury, to ensure their needs are met within the system as a whole and to engage in potential meaningful partnership with our statutory partners going forward.

As mentioned last year HWO continues to operate strict budget setting and controls, we have been able to achieve our objectives whilst increasing our reserves over recent years. During last year we used some of these reserves to pay down our mortgage and increase our long-term strategic investments.

Again, as previously reported we have historically invested in a development fund with the aim of funding (in part or whole) the rebuild of the Activity Centre which is in the form of a temporary Terrapin buildings.

I am pleased to confirm that we have now been able to initiate our plan and have invested circa £180k into the refurbishment and improvement of our main Activity Centre building. This work will include major improvement to the exterior and structural elements of the building, as well as improved accessibility. When the works are completed we anticipate being able to increase capacity and functionality of the building space and also considerably increasing thermal efficiency and therefore decreasing our carbon footprint as an organisation.

To end this report, I need to report our reserves will also be reduced due to losses in our long-term investments and investment in the remodelling project. This area of the accounts also reports a significant cash at bank figure, but I would like to take this opportunity to point out that these figures are based on asset values as well as investments. Once provisioning of cash reserves are considered we only have minimal reserves to invest in future service development.



Neal Denton
Chairman

Date: 11/10/22

HEADWAY OXFORDSHIRE

CHIEF EXECUTIVE OFFICER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Pressures

Not surprisingly, we must again refer to the challenges experienced as a direct result of COVID-19, on our service users, our staff and our organisation. The additional Operational planning, management, risk assessment and general administration to meet the associated challenges of COVID-19 has meant that the management and admin team has had to work particularly hard, under very difficult circumstances this year.

Service Users

We have been extremely aware of the isolation and increased stress felt by our service users and carers, as well as the potential for deterioration in health and wellbeing for some. With this in mind, the team worked tirelessly in maintaining diligent adherence to our risk assessments, our procedures around hygiene, PPE and testing. As a result, we have been able to offer reassurance and confidence for the majority to return to our face-to-face support services. By year end, we are back to 72% capacity within the Activity & Rehabilitation Centre (ARC). Meanwhile, due to the development of our approach to data crunching and triaging potential patients (see below figures) our ABI Navigators have seen a significant increase in the number of identified individuals requiring support within the hospital setting. Our ABI Navigators, Sharon Bond and Mandy Warwick have responded with serious effort and commitment to enable us to meet this growing demand and our particular thanks goes to them for their sterling efforts.

HR/Recruitment/Staffing

To add further pressure to an already difficult year, we also experienced an unusually high (for HWO) turn over of staff (as individuals re-assessed their work/life balance) and COVID related high levels of sickness and associated "burn-out". The recruitment experience proved more difficult than ever, with a combination of either low levels and/or poor quality of applications. Where we were able to recruit, we experienced comparatively poor retention and ended up in a cycle of recruitment – training – resignation...all adding expense and workload to our existing team. Fortunately, a core team of experienced and committed staff got us through.

Financial

The HWO management Team produced a prudent and conservative budget for this past year. Through the hard work of the entire team, we were able to meet and surpass expectations on service-related income. In addition, we were successful in attracting some grant funding from a variety of sources, including Infection Control Grants from OCC and the remaining contribution from our previous years Step Change grant. Our Marketing and Events Officer also managed to surpass budget expectations, so all things combined to return a surplus this year.

Service Delivery Stats (actual)

Despite the above challenges, HWO's team managed to produce some amazing results through the provision of the following support:

Department	Type of support	Number
ABI Navigators (Hospital based)	Individual Initial triage/assessments	1,784
	Concluded and closed	443
	Non-Oxfordshire residents given Information, advice and signposting	282
	Other non-hospital referrals	71
	Individuals receiving free/ongoing legal advice	54
ABI Navigators (community)	1-1 community-based individuals supported	27
	Total 1-1 hours of support	777
Welfare Rights	Individual cases opened and supported	53
	Resulting £'s awarded	£350,473
Activity & Rehab Centre	Individual Day Sessions provided	2,563
	Number of individuals supported	56
	Individuals successfully reaching full independence	11
Physical Rehab	Exercise Professional Sessions	294
Neuro Psychology	Neuro Psychology sessions	9

Development

HEADWAY OXFORDSHIRE

CHIEF EXECUTIVE OFFICER'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

This year we initiated an important service user survey, to look in depth at individuals and carers views and experiences around the following headings:

- Hospital Discharge
 - HWO's support within the hospital
 - Non HWO Support
 - Financial Impact
 - Mental health and wellbeing
 - Community activity
 - Digital Services
 - Further Support

Each heading had between 5-10 questions that gave us further understanding of what was most important to our service user cohort and where there are significant gaps or barriers in provision and support. This information is being used to guide our service development work and also to inform statutory partners when considering an ABI Strategy.

Building Refurbishment

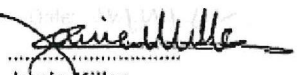
our stage 2 refurbishment was completed this year and has resulted in a significant change in both the available space and the environmental impact and efficiency of our existing property. In relation to coping with COVID-19, this has also allowed us to separate areas of the building, create better airflow, exits and egress. This has also extended the life of our existing property still further.

Partnership

We have continued to broaden the range of partnerships we have with professionals in the field of ABI, having this year initiated a relationship with "Headwise" who provide Neuropsychology. This enables our service users to access neuropsychology with a trusted provider and supports the development of our Oxfordshire ABI Support Service (OASS) model.

Thank you to all those who have continued to support our cause through donations and or events and of course the HWO front line team, volunteers and trustee's who have been steadfast in their resilience and continued support throughout yet another extremely difficult year.

We look forward to better times ahead and wish you all a safe and successful 2022



Jamie Miller
Chief Executive Officer

Date: 11/12/2022

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF HEADWAY OXFORDSHIRE**

I report to the trustees on my examination of the financial statements of Headway Oxfordshire (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



Gary Pready FCA
Critchleys Audit LLP

Beaver House
23-38 Hythe Bridge Street
Oxford
OX1 2EP

Dated: 20/10/2022

HEADWAY OXFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Current financial year

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Income from:					
Donations and legacies	4	12,471	-	12,471	8,582
Charitable activities	5	361,013	103,578	464,591	677,381
Other trading activities	6	24,404	-	24,404	10,507
Investments	7	608	-	608	358
Total income		398,496	103,578	502,074	696,828
Expenditure on:					
Raising funds	8	7,838	-	7,838	2,339
Charitable activities	9	382,496	78,516	461,012	524,642
Other	13	2,749	-	2,749	-
Total expenditure		393,083	78,516	471,599	526,981
Net gains/(losses) on investments		-	-	-	(268)
Net income for the year/ Net movement in funds		5,413	25,062	30,475	169,579
Fund balances at 1 April 2021		886,820	164,733	1,051,553	881,974
Fund balances at 31 March 2022		892,233	189,795	1,082,028	1,051,553

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

HEADWAY OXFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Prior financial year

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes			
<u>Income from:</u>				
Donations and legacies	4	8,582	-	8,582
Charitable activities	5	565,069	112,312	677,381
Other trading activities	6	10,507	-	10,507
Investments	7	358	-	358
Total income		584,516	112,312	696,828
<u>Expenditure on:</u>				
Raising funds	8	2,339	-	2,339
Charitable activities	9	460,471	64,171	524,642
Total expenditure		462,810	64,171	526,981
Net gains/(losses) on investments		(268)	-	(268)
Net income for the year/ Net movement in funds		121,438	48,141	169,579
Fund balances at 1 April 2020		765,382	116,592	881,974
Fund balances at 31 March 2021		886,820	164,733	1,051,553

HEADWAY OXFORDSHIRE

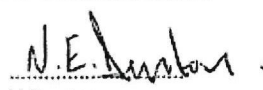
BALANCE SHEET

AS AT 31 MARCH 2022

		2022		2021 as restated	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	14		397,450		355,981
Current assets					
Debtors	15	23,943		61,401	
Cash at bank and in hand		696,190		698,426	
		<u>720,133</u>		<u>759,827</u>	
Creditors: amounts falling due within one year	16	<u>(35,555)</u>		<u>(38,426)</u>	
Net current assets			684,578		721,401
Total assets less current liabilities			1,082,028		1,077,382
Creditors: amounts falling due after more than one year	17		-		(25,829)
Net assets			<u>1,082,028</u>		<u>1,051,553</u>
Income funds					
Restricted funds	18		189,795		164,733
<u>Unrestricted funds - general</u>					
Designated funds	19	627,957		587,616	
General unrestricted funds		264,276		299,204	
		<u>892,233</u>		<u>886,820</u>	
		<u>1,082,028</u>		<u>1,051,553</u>	

The financial statements were approved by the Trustees on 11/10/2022


J Balinski
Trustee


N Denton
Trustee

HEADWAY OXFORDSHIRE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	23		103,562		205,241
Investing activities					
Purchase of tangible fixed assets		(91,048)		(4,726)	
Proceeds on disposal of tangible fixed assets		2,749		-	
Proceeds on disposal of investments		-		(268)	
Investment income received		608		358	
Net cash used in investing activities			(87,691)		(4,636)
Financing activities					
Repayment of bank loans		(18,107)		(5,535)	
Net cash used in financing activities			(18,107)		(5,535)
Net (decrease)/increase in cash and cash equivalents			(2,236)		195,070
Cash and cash equivalents at beginning of year			698,426		503,356
Cash and cash equivalents at end of year			696,190		698,426

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Headway Oxfordshire is a charitable incorporated organisation incorporated in England and Wales.

The registered office is 4 Bagley Wood Road, Kennington, Oxford, OX1 5PL.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold Property	15 years
Equipment	4 years
Fixtures and fittings	4 years
Motor vehicles	4 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Critical judgements

Fixed asset depreciation

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives. Calculation of depreciation requires judgements to be made, which include the useful economic lives of fixed assets held. Depreciation for the year was calculated to be £46,830 (2021: £50,303).

3 Prior period restatement

The cash held within the Flagstone investment, totalling £567,114, has been reclassified in the prior year from investments to cash and cash equivalents.

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

4 Donations and legacies

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Donations and gifts	12,471	8,582

5 Charitable activities

	Total 2022 £	Total 2021 £
Direct Services	378,841	609,964
Educational	750	750
Oxfordshire Acquired Injury Support Service (OASS)	85,000	66,667
	<u>464,591</u>	<u>677,381</u>
Analysis by fund		
Unrestricted funds - general	361,013	565,069
Restricted funds	103,578	112,312
	<u>464,591</u>	<u>677,381</u>

6 Other trading activities

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Fundraising	17,339	9,350
Misc income	7,065	1,157
Other trading activities	<u>24,404</u>	<u>10,507</u>

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Bank interest receivable	608	358

8 Raising funds

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
<u>Fundraising and publicity</u>		
Other fundraising costs	6,420	1,721
Investment management	1,418	618
	<u>7,838</u>	<u>2,339</u>

9 Charitable activities

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Staff costs	125,301	105,836
Direct charitable activity	-	5,658
External services hired	53,250	50,649
	<u>178,551</u>	<u>162,143</u>
Share of support costs (see note 10)	279,623	357,219
Share of governance costs (see note 10)	2,838	5,280
	<u>461,012</u>	<u>524,642</u>
Analysis by fund		
Unrestricted funds - general	382,496	460,471
Restricted funds	78,516	64,171
	<u>461,012</u>	<u>524,642</u>

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Support costs

	Support costs	Governance costs	2022 Support costs	Governance costs	2021
	£	£	£	£	£
Staff costs	147,426	-	147,426	142,533	142,533
Depreciation	44,081	-	44,081	50,303	50,303
Management and administration	53,714	-	53,714	124,470	124,470
Overheads	34,402	-	34,402	39,913	39,913
Prior year independent examiner's remuneration	-	-	-	-	2,580
Accrual for independent examiner's remuneration	-	2,838	2,838	-	2,700
	<u>279,623</u>	<u>2,838</u>	<u>282,461</u>	<u>357,219</u>	<u>362,499</u>
Analysed between Charitable activities	<u>279,623</u>	<u>2,838</u>	<u>282,461</u>	<u>357,219</u>	<u>362,499</u>

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

12 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	12	10

Employment costs

	2022 £	2021 £
Wages and salaries	247,515	222,655
Social security costs	20,701	20,818
Other pension costs	4,511	4,896
	<u>272,727</u>	<u>248,369</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2022 Number	2021 Number
£60,001 - £70,000	1	-

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

13 Other

	Unrestricted funds general 2022	Total £ 2021
Net loss on disposal of tangible fixed assets	2,749	-

14 Tangible fixed assets

	Freehold Property £	Equipment £	Fixtures and fittings £	Motor vehicles £	Total £
Cost					
At 1 April 2021	485,955	19,427	60,494	21,083	586,959
Additions	84,498	1,006	5,544	-	91,048
Disposals	-	-	-	(10,995)	(10,995)
At 31 March 2022	570,453	20,433	66,038	10,088	667,012
Depreciation and impairment					
At 1 April 2021	146,379	14,314	54,700	15,585	230,978
Depreciation charged in the year	36,096	2,247	5,738	-	44,081
Eliminated in respect of disposals	-	-	-	(5,497)	(5,497)
At 31 March 2022	182,475	16,561	60,438	10,088	269,562
Carrying amount					
At 31 March 2022	387,978	3,872	5,600	-	397,450
At 31 March 2021	339,576	5,113	5,794	5,498	355,981

15 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	21,421	56,707
Other debtors	440	2,612
Prepayments and accrued income	2,082	2,082
	23,943	61,401

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

16 Creditors: amounts falling due within one year

	2022 £	2021 £
Mortgage	25,626	17,904
Other taxation and social security	4,642	7,534
Trade creditors	1,371	8,093
Other creditors	1,078	2,195
Accruals and deferred income	2,838	2,700
	<u>35,555</u>	<u>38,426</u>

17 Creditors: amounts falling due after more than one year

	2022 £	2021 £
Bank loans and overdrafts	-	25,829
	<u>-</u>	<u>25,829</u>

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Big Lottery Fund	116,592	112,312	(64,171)	164,733	103,578	(78,516)	189,795
	<u>116,592</u>	<u>112,312</u>	<u>(64,171)</u>	<u>164,733</u>	<u>103,578</u>	<u>(78,516)</u>	<u>189,795</u>

The Big Lottery Fund is for the purpose of delivering our ABI Satellite Service (OASS). This project comprises of a Lead ABI Navigator, 2 ABI Navigators and a percentage of management and admin.

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020	Resources expended	Transfers	Balance at 1 April 2021	Resources expended	Transfers	Revaluations, gains and losses	Balance at 31 March 2022
	£	£	£	£	£	£	£	£
Fixed asset designated fund	401,558	(50,303)	4,726	355,981	(44,081)	91,048	(5,497)	397,451
Six months' salary costs	190,216	-	(34,005)	156,211	-	(19,848)	-	136,363
Six months' running costs	89,793	-	(14,369)	75,424	-	18,719	-	94,143
	<u>681,567</u>	<u>(50,303)</u>	<u>(43,648)</u>	<u>587,616</u>	<u>(44,081)</u>	<u>89,919</u>	<u>(5,497)</u>	<u>627,957</u>

The fixed asset designated fund represents the carrying value of tangible fixed assets and therefore are not available funds to spend for the charity. Six months' salary and running costs are set aside in designated funds.

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

20 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	397,450	-	397,450	355,981	-	355,981
Current assets/(liabilities)	494,783	189,795	684,578	556,668	164,733	721,401
Long term liabilities	-	-	-	(25,829)	-	(25,829)
	<u>892,233</u>	<u>189,795</u>	<u>1,082,028</u>	<u>886,820</u>	<u>164,733</u>	<u>1,051,553</u>

21 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	<u>-</u>	<u>432</u>

22 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

23 Cash generated from operations

	2022 £	2021 £
Surplus for the year	30,475	169,579
Adjustments for:		
Investment income recognised in statement of financial activities	(608)	(358)
Loss on disposal of tangible fixed assets	2,749	-
(Gain)/loss on disposal of investments	-	268
Depreciation and impairment of tangible fixed assets	44,081	50,303
Movements in working capital:		
Decrease/(increase) in debtors	37,458	(10,249)
(Decrease) in creditors	(10,593)	(4,302)
Cash generated from operations	<u>103,562</u>	<u>205,241</u>

HEADWAY OXFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

24 Analysis of changes in net funds

	At 1 April 2021 £	Cash flows £	At 31 March 2022 £
Cash at bank and in hand	698,426	(2,236)	696,190
Loans falling due within one year	(17,904)	(7,722)	(25,626)
Loans falling due after more than one year	(25,829)	25,829	-
	<u>654,693</u>	<u>15,871</u>	<u>670,564</u>

Oxford Head Injury Services

England & Wales - Charity number 1156538

Accounts

Headway Oxfordshire
Annual Report and Financial Statements
31 March 2021

Charity number: 1156538

**Headway Oxfordshire
Annual Report and financial Statements
For the year ended 31 March 2021**

Contents	Page
Reference and administrative details	1
Chairman's Report	2
Chief Executive Officer's Report	3
Independent Examiner's Report	4
Statement of Financial Activities	5
Statement of Financial Activities (prior year)	6
Balance Sheet	7
Cash flow	8
Notes to the financial statements	9-19

Headway Oxfordshire
Reference and administrative details
As at 31 March 2021

Registered Charity name: Headway Oxfordshire
Charity registration number: 1156538
Registered Office: 4 Bagley Wood Rd
Kennington
OXFORD
OX1 5PL

The trustees

The trustees who served the charity during the period were as follows:

Jane Balinski
Richard Coleman
Neal Denton
Udo Kischka

Structure, governance and management

The charity is a Charitable Incorporated Organisation, Charity Number 1156538.

Objectives and activities

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

The objective of the charity is to offer advice, information, rehabilitation and practical support to people affected by acquired brain injury, throughout Oxfordshire. The charity supports adults who have sustained a head injury or other kind of brain injury and their families who take on the role of unpaid carer.

Independent Examiner

Critchleys Audit LLP
Beaver House
23-38 Hythe Bridge Street
Oxford
OX1 2EP

**Headway Oxfordshire
Chairman's Report
For the year ended 31 March 2021**

As in previous year the environment in the Charitable Health Care Sector remains challenging made even more so at the later end of this year by the COVID Pandemic, that has of course affected all sectors.

The CEO has reported on how we approached this most challenging year from an operational point of view which has seen many highlights as well some difficult decisions to stop some services that could not be delivered remotely.

As Chairman I will therefore in this short report focus on the business, fundraising and future strategy. However, before I do this, I would like to thank all the Headway Oxfordshire (HWO) staff and volunteers for all their hard work and unflinching commitment.

HWO continues to be a self-funded organisation with no direct statutory grants for the provision of services so the more commercial elements of our service must operate like any other business operating on a client paid model. However, as a direct result of COVID-19 and both the national and local strategic picture around social care, it is anticipated that even funding of our clients via personal budgets will see scrutiny and potential cost cutting measures going forward until a full restructure of the social care sector is delivered. To mitigate this concern, we continue to engage at senior level, with OCC and OCCG commissioners, in support of those affected by brain injury, to ensure their needs are met within the system as a whole and to engage in potential meaningful partnership with our statutory partners going forward.

As mentioned last year HWO continues to operate strict budget setting and controls, we have been able to achieve our objectives whilst increasing our reserves over recent years. During last year we used some of these reserves to pay down our mortgage and increase our long-term strategic investments.

Again, as previously reported we have historically invested in a development fund with the aim of funding (in part or whole) the rebuild of the Activity Centre which is in the form of a temporary Terrapin buildings.

I am pleased to confirm that we have now been able to initiate our plan and have invested circa £180k into the refurbishment and improvement of our main Activity Centre building. This work will include major improvement to the exterior and structural elements of the building, as well as improved accessibility. When the works are completed we anticipate being able to increase capacity and functionality of the building space and also considerably increasing thermal efficiency and therefore decreasing our carbon footprint as an organisation.

To end this report, I need to report our reserves will also be reduced due to losses in our long-term investments and investment in the remodelling project. This area of the accounts also reports a significant cash at bank figure, but I would like to take this opportunity to point out that these figures are based on asset values as well as investments. Once provisioning of cash reserves are considered we only have minimal reserves to invest in future service development.

Neal Denton
Chairman

N E Denton

Date:

5/10/21

**Headway Oxfordshire
Chief Executive Officer's Report
For the year ended 31 March 2021**

COVID-19

Not surprisingly, the last 12 months has been dominated by the extraordinary challenges brought about by the COVID-19 pandemic. As a front-line provider working in vital health and social care support, Headway Oxfordshire (HWO) has had to accommodate these additional challenges and maintain support throughout. In this context, HWO's staff team, can stand proud, having responded to these challenges at great speed and with great determination. The commitment and hard work of HWO's team meant our support services were adapted within a week of lockdown.

Although face to face support services had to be postponed in the initial months of 2020, we designed and implemented an extremely meaningful alternative support package that has been able to meet the majority of our service users and carers needs, whilst also keeping them safe. This package included: daily specialist exercise and activity sessions via zoom, ongoing advice, guidance and advocacy support via telephone from our ABI Navigators and Welfare Rights workers, regular welfare check telephone calls and an emergency food delivery service.

As soon as it was possible to do so, we re-opened our Activity and Rehabilitation Centre for those most in need of our support. We did so by risk assessing every individual's circumstance (including staff) and implementing the social distancing regulations laid out by national and local government.

We also brought forward the planning of building improvements to our Centre in Kennington, aimed at creating more space, better egress, exits, improving air flow and overall environmental impact. We set aside funding from our reserves to initiate this project (along with COVID grants secured) and works were started in March 2021. We anticipate this work making a positive impact for our service users, our future overheads, environmental impact and the breadth of services that we can continue to develop within our facilities.

Financial Impact

There has been a considerable negative impact on our usual core income streams as a direct result of the COVID-19 pandemic. Although Oxfordshire Adults Social Care agreed to allow our service users the option to continue to utilise their personal budgets to "pay to plan", our income suffered the following reductions:

Direct Service ARC – 30.56%

Direct Service ABI – 23.30%

Fundraising Events – 80.87%

Donations – 65.67%

Contrary to this, we have seen an increase in expenditure, based on our needs for additional COVID-19 counter measures (such as the building refurbishments).

It has been a combination of good financial governance, the hard work of our senior management team and the support of grant givers and sponsors, that has allowed us to survive this last year. We thank those who have supported our work in this sense. They are: The Big Lottery Community Fund, OCC's Infection Control Fund, Oxfordshire Community Foundation, Edward Gosling Trust, OXLEP, PYE, Coulthursts LLP, CFG LLP and Royds Withy King LLP. We would also like to acknowledge the fantastic support of Oxfordshire Association of Care Providers (OACP) for their sterling work in supporting communications across the provider/health and social care sector during this difficult time.

Thank you to all those who have continued to support our cause through donations and or events and of course the HWO front line team, volunteers and trustees who have been steadfast in their resilience and continued support throughout this highly pressurised time.

Jamie Miller

Chief Executive Officer



Date: 5/10/2021

Headway Oxfordshire
Independent Examiners Report to the Trustees of Headway Oxfordshire

I report to the charity trustees on my examination of the financial statements of Headway Oxfordshire (the charity) for the year ended 31 March 2021, which are set out on pages 6 to 20.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



.....
Katherine Wilkes FCA,
 Critchleys Audit LLP
 Beaver House, 23-38 Hythe Bridge Street, Oxford, OX1 2EP

Date: 15 October 2021

Headway Oxfordshire
Statement of Financial Activities
For the year ended 31 March 2021
(including Income and Expenditure Account)

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income and endowments from:						
Donations and legacies	2	8,582	-	-	8,582	20,658
Charitable activities	3	565,069	-	112,312	677,381	557,543
Other trading activities	4	10,507	-	-	10,507	61,985
Investment income	5	358	-	-	358	857
Total Income		584,516	-	112,312	696,828	641,043
Expenditure on:						
Raising funds	6	(2,339)	-	-	(2,339)	(17,775)
Charitable activities	7	(410,168)	(50,303)	(64,171)	(524,642)	(556,480)
Total		(412,507)	(50,303)	(64,171)	(526,981)	(574,255)
Net (losses)/gains on investments		(268)	-	-	(268)	(34,371)
Net income/(expenditure) before transfers		171,741	(50,303)	48,141	169,579	32,417
Transfers between funds		(264,456)	264,456	-	-	-
Net income/(expenditure) for the period		(92,715)	214,153	48,141	169,579	32,417
Reconciliation of Funds						
Total funds brought forward		391,919	373,463	116,592	881,974	849,557
Total funds carried forward		299,204	587,616	164,733	1,051,553	881,974

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.

Headway Oxfordshire
Statement of Financial Activities
Year ended 31 March 2020 (Prior year)
(including Income and Expenditure Account)

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Income and endowments from:						
Donations and legacies	2	20,658	-	-	20,658	23,596
Charitable activities	3	460,966	-	96,577	557,543	549,575
Other trading activities	4	61,985	-	-	61,985	15,199
Investment income	5	857	-	-	857	8,603
Other income		-	-	-	-	-
Total income		544,466	-	96,577	641,043	596,973
Expenditure on:						
Raising funds	6	(17,775)	-	-	(17,775)	(6,022)
Charitable activities	7	(430,303)	(53,837)	(72,340)	(556,480)	(571,132)
Total		(448,078)	(53,837)	(72,340)	(574,255)	(577,154)
Net gains/(losses) on investments		(34,371)	-	-	(34,371)	-
Net income/(expenditure) before transfers		62,017	(53,837)	24,237	32,417	19,819
Transfers between funds		-	-	-	-	-
Net income/(expenditure) for the period		62,017	(53,837)	24,237	32,417	19,819
Reconciliation of Funds						
Total funds brought forward		329,902	427,300	92,355	849,557	829,738
Total funds carried forward		391,919	373,463	116,592	881,974	849,557

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.

Headway Oxfordshire
Balance sheet
31 March 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	10		355,981		401,558
Investments	11		567,114		-
Current assets					
Debtors	12	61,401		51,152	
Cash at bank and in hand	13	131,312		503,356	
		<u>192,713</u>		<u>554,508</u>	
Liabilities					
Creditors: Amounts falling due within one year	14	<u>(38,426)</u>		<u>(24,824)</u>	
Net current assets			<u>154,287</u>		<u>529,684</u>
Total assets less current liabilities			<u>1,077,382</u>		<u>931,242</u>
Creditors: Amounts falling due after more than one year	15		(25,829)		(49,268)
Total net assets			<u><u>1,051,553</u></u>		<u><u>881,974</u></u>
Funds:					
Restricted funds	16		164,733		116,592
Unrestricted funds	16		886,820		765,382
Total funds			<u><u>1,051,553</u></u>		<u><u>881,974</u></u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

The financial statements were approved by the trustees and authorised for issue on 5.10.21 and are signed on their behalf by:

Neal Denton
Chairman

N E Denton

Jane Balinski
Trustee

Jm Balinski

The notes numbered 1 to 18 form part of these financial statements.

Headway Oxfordshire
Cash flow
For the year ended 31 March 2021

	Notes	2021 £	2020 £
Cash flows from operating activities:			
<i>Net cash provided by (used in) operating activities</i>	23	200,324	(10,981)
Cash flows from investing activities:			
Dividends, interest and rents from investments		358	857
Purchase of property, plant and equipment		(4,726)	(28,094)
Proceeds from sale of investments		-	142,500
Purchase of investments		(568,000)	-
<i>Net cash provided by (used in) investing activities</i>		<u>(572,368)</u>	<u>115,263</u>
Change in cash and cash equivalents in the reporting period		<u>(372,044)</u>	<u>104,282</u>
Cash and cash equivalents at the beginning of the reporting period	12	<u>503,356</u>	<u>399,074</u>
Cash and cash equivalents at the end of the reporting period	12	<u>131,312</u>	<u>503,356</u>

Headway Oxfordshire
Notes to the financial statements
For the year ended 31 March 2021

1 Statement of Accounting Policies

A summary of the principal accounting policies adopted (which have been applied consistently, except where noted), judgements and key sources of estimation uncertainty, is set out below.

General information and basis of Preparation

The charity constitutes a public benefit entity as defined by FRS 102. 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 on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Income

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Donations

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Grants

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance in the restricted fixed asset fund.

Legacies

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

1 Statement of Accounting Policies (continued)

Donated goods, facilities and services

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Gifts in kind donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. Where estimating the fair value is practicable upon receipt it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impracticable to fair value the items due to the volume of low value items they are not recognised in the financial statements until they are sold. This income is recognised within 'Income from other trading activities'.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

Trading activities

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income

Investment income is earned through holding assets for investment purposes such as shares and property. It includes dividends, interest and rent. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.

Other Income

Other income includes income such as gains on disposals of tangible fixed assets.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

Costs of raising funds

This includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Headway Oxfordshire
Notes to the financial statements
For the year ended 31 March 2021

1 Statement of Accounting Policies (continued)

Expenditure on charitable activities

These are costs incurred on the charitable activities, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

Other expenditure

This represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Tangible Fixed Assets

Assets costing £250 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment. Cost includes costs directly attributable to making the asset capable of operating as intended.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life. Where there are specific conditions attached to the funding requiring the continued use of the asset, the related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on the relevant assets is charged directly to the restricted fixed asset fund in the Statement of Financial Activities. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, as follows:

Freehold buildings	15 years
Equipment	4 years
Fixtures and fittings	4 years
Motor Vehicles	4 years

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

1 Statement of Accounting Policies (continued)

Liabilities

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

Leases

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Employee benefits

When employees have rendered services to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that 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 charity for particular purposes. The cost 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.

Headway Oxfordshire
Notes to the financial statements
For the year ended 31 March 2021

2 Income from donations and legacies

	Total 2021 £	Total 2020 £
Donations	8,582	20,658
	<u>8,582</u>	<u>20,658</u>

3 Charitable activities

	Total 2021 £	Total 2020 £
Oxfordshire Acquired Brain Injury Support Service (OASS)?	66,667	79,617
Educational	750	2,545
Direct services	609,964	475,381
	<u>677,381</u>	<u>557,543</u>

4 Income from other trading activities

	Total 2021 £	Total 2020 £
Fundraising	9,350	33,506
Misc income	1,157	28,479
	<u>10,507</u>	<u>61,985</u>

5 Income from investments

	Total 2021 £	Total 2020 £
Bank interest receivable	358	857
	<u>358</u>	<u>857</u>

Headway Oxfordshire
Notes to the financial statements
For the year ended 31 March 2021

6 Raising funds

	Total 2021 £	Total 2020 £
Raising donations	1,721	17,775
Investment Management Fees	618	-
	<u>2,339</u>	<u>17,775</u>

7 Analysis of expenditure on charitable activities

	Total 2021 £	Total 2020 £
Direct charitable activity	162,143	259,648
Support costs	362,499	296,832
	<u>524,642</u>	<u>556,480</u>

	Direct costs £	Support costs £	Total 2021 £	Total 2020 £
Direct charitable activity	162,143	-	162,143	259,648
Management and administration	-	124,470	124,470	117,247
Overheads	-	232,749	232,749	177,335
Governance costs	-	5,280	5,280	2,250
	<u>162,143</u>	<u>362,499</u>	<u>524,642</u>	<u>556,480</u>

Net income/(expenditure) for the period includes:

	2021 £	2020 £
Depreciation	<u>50,303</u>	<u>53,837</u>

Headway Oxfordshire
Notes to the financial statements
For the year ended 31 March 2021

8 Governance costs

	Total 2021 £	Total 2020 £
Prior year independent examiner's remuneration	2,580	2,250
Accrual for independent examiner's remuneration	2,700	-
	<u>5,280</u>	<u>2,250</u>

9 Staff Costs

	2021 £	2020 £
Staff costs during the period were:		
Wages and salaries	278,200	366,121
Social security costs	20,818	14,310
	<u>299,018</u>	<u>380,431</u>

The average number of persons employed by the charity during the period was as follows:

	2021 No.	2020 No.
Other staff	<u>10</u>	<u>14</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was nil (2020: nil)

10 Tangible fixed assets

	Freehold Property £	Equip- ment £	Fixtures and fittings £	Motor vehicles £	Total £
Cost					
1 April 2020	485,955	14,701	60,494	21,083	582,233
Additions	-	4,726	-	-	4,726
31 March 2021	<u>485,955</u>	<u>19,427</u>	<u>60,494</u>	<u>21,083</u>	<u>586,959</u>
Depreciation					
1 April 2020	113,982	10,897	42,960	12,836	180,675
Charges in period	32,397	3,417	11,740	2,749	50,303
31 March 2021	<u>146,379</u>	<u>14,314</u>	<u>54,700</u>	<u>15,585</u>	<u>230,978</u>
Net book values					
31 March 2021	<u>339,576</u>	<u>5,113</u>	<u>5,794</u>	<u>5,498</u>	<u>355,981</u>
1 April 2020	<u>371,973</u>	<u>3,804</u>	<u>17,534</u>	<u>8,247</u>	<u>401,558</u>

Headway Oxfordshire
Notes to the financial statements
For the year ended 31 March 2021

11 Fixed Asset Investments

	2021 £
Investments at 1 April 2020	-
Sales	-
Purchases	568,000
Investment Management Fees	(618)
Market Value Movements	(268)
Investments at 31 March 2021	<u>567,114</u>

12 Debtors

	2021 £	2020 £
Trade debtors	56,707	47,946
Other debtors	2,612	1,124
Prepayments and accrued income	2,082	2,082
	<u>61,401</u>	<u>51,152</u>

13 Cash at bank and in hand

	2021 £	2020 £
Cash at bank and hand	131,312	503,356
	<u>131,312</u>	<u>503,356</u>

14 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	8,093	3,441
Bank loans and overdrafts	17,904	10,704
Other taxation and social security	7,534	6,548
Accruals and deferred income	2,700	2,290
Other creditors	2,195	1,841
	<u>38,426</u>	<u>24,824</u>

15 Creditors: amounts falling due in greater than one year

	2021 £	2020 £
Bank loans and overdrafts	25,829	49,268
	<u>25,829</u>	<u>49,268</u>

Headway Oxfordshire
Notes to the financial statements
For the year ended 31 March 2021

16 Restricted Funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Net Gain/ Loss £	Transfers £	Balance at 31 March 2021 £
Big Lottery Fund	116,592	112,312	(64,171)	-	-	164,733
	<u>116,592</u>	<u>112,312</u>	<u>(64,171)</u>		<u>-</u>	<u>164,733</u>

The Big Lottery Fund is for the purpose of delivering our ABI Satellite Service (OASS). This project comprises of a Lead ABI Navigator, 2 ABI Navigators and a percentage of management and admin.

Designated Funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Net Gain/ Loss £	Transfers £	Balance at 31 March 2021 £
Fixed asset designated fund	401,558	-	(50,303)	-	4,726	355,981
Six months' salary costs	190,216	-	-	-	(34,005)	156,211
Six months' running costs	89,793	-	-	-	(14,369)	75,424
	<u>681,567</u>	<u>-</u>	<u>(50,303)</u>	<u>-</u>	<u>(43,648)</u>	<u>587,616</u>

The fixed asset designated fund represents the carrying value of tangible fixed assets and therefore are not available funds to spend for the charity. Six months' salary and running costs are set aside in designated funds.

17 Analysis of net assets between funds

Fund balances at 31 March are represented by:

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Tangible fixed assets	-	355,981	-	355,981
Investments	567,114	-	-	567,114
Current assets	(203,655)	231,635	164,733	192,713
Current liabilities	(38,426)	-	-	(38,426)
Non-current liabilities	(25,829)	-	-	(25,829)
Total net assets	<u>299,204</u>	<u>587,616</u>	<u>164,733</u>	<u>1,051,553</u>

18 Restricted Funds (prior year)

	Balance at 1 April 2019 £	Income £	Expenditure £	Net Gain/ Loss £	Transfers £	Balance at 31 March 2020 £
Big Lottery Fund	92,355	96,577	(72,340)	-	-	116,592
	<u>92,355</u>	<u>96,577</u>	<u>(72,340)</u>		<u>-</u>	<u>116,592</u>

The Big Lottery Fund is for the purpose of delivering our ABI Satellite Service. This project comprises 2 Community Support Workers, Rent of premises, on costs and proportional management and administration.

Headway Oxfordshire
Notes to the financial statements
For the year ended 31 March 2021

Designated Funds (prior year)	Balance at 1 April 2019 £	Income £	Expenditure £	Net Gain/ Loss £	Transfers £	Balance at 31 March 2020 £
Fixed asset designated fund	427,300	-	(53,837)	-	28,095	401,558
Six months' salary costs	-	-	-	-	190,216	190,216
Six months' running costs	-	-	-	-	89,793	89,793
General funds	329,902	544,466	(448,078)	(34,371)	(308,104)	83,815
	<u>757,202</u>	<u>544,466</u>	<u>(501,915)</u>	<u>(34,371)</u>	<u>-</u>	<u>765,382</u>

The asset replacement and building refurbishment fund is intended to set aside sufficient funds to cover future asset replacement and capital works. The fixed asset designated fund represents the carrying value of tangible fixed assets and therefore are not available funds to spend for the charity. Six months' salary and running costs are set aside in designated funds.

19 Analysis of net assets between funds (prior year)

Fund balances at 31 March are represented by:

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Tangible fixed assets	-	401,558	-	401,558
Investments	-	-	-	-
Current assets	157,907	280,009	116,592	554,508
Current liabilities	(24,824)	-	-	(24,824)
Non-current liabilities	(49,268)	-	-	(49,268)
Total net assets	<u>83,815</u>	<u>681,567</u>	<u>116,592</u>	<u>881,974</u>

Headway Oxfordshire
Notes to the financial statements
For the year ended 31 March 2021

20 Commitments under operating leases

Operating leases

At 31 March 2021 the total of the charity's future minimum lease payments under non-cancellable operating leases was:

	2021 £	2020 £
Amounts due within one year	432	432
Amounts due between one and five years	-	432
	<u>432</u>	<u>864</u>

21 Contingent liabilities

There are no contingent liabilities that require disclosure.

22 Related party transactions

There are no related party transactions during the period (2020: £Nil).

23 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2021 £	2020 £
Net income for the reporting period	169,579	32,417
Adjustments for:		
Depreciation charges	50,303	53,837
Losses/(gains) on investments	268	34,371
Dividends, interest and rents from investments	(358)	(857)
Loss/(profit) on the sale of fixed assets	-	-
(increase)/decrease in debtors	(9,631)	(5,575)
(decrease)/increase in creditors	(9,837)	(125,174)
<i>Net cash provided by (used in) operating activities</i>	<u>200,324</u>	<u>(10,981)</u>

