

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**

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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	

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# OXFORD HEAD INJURY SERVICES (FORMERLY HEADWAY OXFORDSHIRE)

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

## **CHAIRMAN'S STATEMENT**

***FOR THE YEAR ENDED 31 MARCH 2024***

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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**

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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**

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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

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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**

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### **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**

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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)

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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 £	£
<b>Fixed assets</b>					
Tangible assets	13		314,847		355,184
<b>Current assets</b>					
Debtors	14	36,760		41,035	
Cash at bank and in hand		628,066		740,993	
		664,826		782,028	
<b>Creditors: amounts falling due within one year</b>	15	(28,600)		(14,282)	
<b>Net current assets</b>			636,226		767,746
<b>Total assets less current liabilities</b>			951,073		1,122,930
<b>Net assets excluding pension liability</b>			951,073		1,122,930
<b>The funds of the charity</b>					
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						
<b>Income from:</b>							
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
<b>Total income</b>		<b>326,594</b>	<b>2,603</b>	<b>329,197</b>	<b>346,950</b>	<b>141,580</b>	<b>488,530</b>
<b>Expenditure on:</b>							
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
<b>Total expenditure</b>		<b>500,271</b>	<b>783</b>	<b>501,054</b>	<b>375,380</b>	<b>72,248</b>	<b>447,628</b>
<b>Net income/(expenditure) and movement in funds</b>		<b>(173,677)</b>	<b>1,820</b>	<b>(171,857)</b>	<b>(28,430)</b>	<b>69,332</b>	<b>40,902</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2023		863,803	259,127	1,122,930	892,233	189,795	1,082,028
<b>Fund balances at 31 March 2024</b>		<b>690,126</b>	<b>260,947</b>	<b>951,073</b>	<b>863,803</b>	<b>259,127</b>	<b>1,122,930</b>

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**

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### **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

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### 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 £
<b>Charitable activities</b>						
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 £
<b>Direct costs</b>				
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>
<b>Share of support and governance costs (see note 9)</b>				
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>
<b>Analysis by fund</b>				
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 £
<b>Fundraising and publicity</b>			
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>
<b>Total costs</b>	<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>
<b>Analysed between:</b>		
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>
<b>Employment costs</b>	<b>2024 £</b>	<b>2023 £</b>
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 £
<b>Cost</b>					
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
<b>Depreciation and impairment</b>					
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
<b>Carrying amount</b>					
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 £
<b>Amounts falling due within one year:</b>		
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 £
<b>Defined contribution schemes</b>		
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 £
<b>At 31 March 2024:</b>			
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 £
<b>At 31 March 2023:</b>			
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 (Signature) <sup>Trustee</sup>

[Signature] signature  
(Trustee)

Kathryn Meadows (Trustee)

Date 17/9/24

Date 17/9/24

