

Headway Darlington & District
Financial Statements
For the Year Ending
31 March 2024

JANE ASCROFT ACCOUNTANCY LIMITED

Chartered accountants
Enterprise House
Harmire Enterprise Park
Barnard Castle
County Durham
DL12 8XP

Headway Darlington & District

Financial Statements

Year Ended 31 March 2024

	Page
Trustees' Annual Report (Incorporating the Director's Report)	1
Independent Examiner's Report to the Trustees	4
Statement of Financial Activities (Including Income and Expenditure Account)	5
Statement of Financial Position	6
Notes to the Financial Statements	7
The Following Pages Do Not Form Part of the Financial Statements	
Detailed Statement of Financial Activities	16

Headway Darlington & District

Trustees' Annual Report (Incorporating the Director's Report)

Year Ended 31 March 2024

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

Objectives and Activities

The objectives of the charity are:

- (1) to relieve persons who are resident in Darlington and District and surrounding areas, who have suffered a brain injury, their families, carers and other related professionals by the provision of such information, service and facilities, and
- (2) to advance the education of the public in all aspects relating to brain injury and its prevention.

Achievements and Performance

Many thanks to everyone who has contributed to the success of Headway Darlington during the last twelve months. Our income has continued to grow and we have been able to fund the vast majority of our work through charitable trust grants.

We continue to rely on the support of a small group of volunteers who help us deliver a range of services every week to people with an acquired brain injury and their carers. We would like to thank each and every one of them for helping to keep everything running smoothly. We delivered 101 sessions in 23-24 which included chatterbox, monthly ten-pin bowling, drop-ins, ancestry group, arts and creative crafts and a history group. We arranged seven trips out to places like the Bowes Museum, Forbidden Corner, Monks Farm Park and Durham Cathedral. There were 892 attendances during the year from 63 different people. Headway Darlington and District has continued to offer support, guidance and activities for people with an acquired brain injury who live in and around the Darlington area.

Our thanks go out to the Edward Gostling Foundation, the William Leech Charity, the National Lottery Community Fund Awards for All programme, The Yapp Charitable Trust, County Durham Community Foundation, The Hospital of God Charitable Trust, the Hadrian Trust, Persimmon Homes, The Rothley Trust, the North East Ladies Day Charity, The Morrison's Charitable Trust, Yorkshire Building Society and the Sir James Knott Fund for their kind and generous donations towards our work. In addition, thanks to Leigh and Kelly Yorke for arranging our largest fundraiser of the year and to the many people who have given individual financial and 'in-kind' donations to the charity.

Headway Darlington and District goes from strength to strength and we want to thank all our members, volunteers, Trustees and supporters for their help over the last 12 months.

Financial Review

Income for the year ending 31st March 2024 was £32,209 (2023 - £27,524). Of this, £26,300 (2023 - £24,050) comprised restricted grants. Expenditure for the year ending 31st March 2024 totalled £28,604 (2023 - £38,240) giving an overall surplus of £3,605 (2023 - deficit of £10,716).

At 31st March 2024 the charity held net assets of £29,653 (2023 - £26,048) of which £14,285 (2023 - £16,336) was held in restricted funds and £15,368 (2023 - £9,712) was held in general funds.

Reserves Policy

The trustees aim to keep a cash reserve of £9,000. At 31st March 2024 the charity held reserves of £15,368.

Headway Darlington & District

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year Ended 31 March 2024

Structure, Governance and Management

Headway Darlington and District was incorporated as a company limited by guarantee on 29th January 2015 with company number 09413112. It was registered as a charity on 9th March 2015 with charity number 1160772.

The charity is governed by its Memorandum and Articles dated 29th January 2015.

Reference and Administrative Details

Registered charity name Headway Darlington & District

Charity registration number 1160772

Company registration number 9413112

Principal office and registered office Unit 1F, Enterprise House
Valley Street North
Darlington
DL1 1GY

The Trustees

Gary Emerson	
Geoffrey Field	
Dorothy Barclay	
Elaine Vince	(Resigned 24 January 2024)
Alastair Elliot	
David Tarttelin	(Appointed 24 January 2024)

Independent Examiner Jane Ascroft FCA MA (Cantab)
Enterprise House
Harmire Enterprise Park
Barnard Castle
County Durham
DL12 8XP

Small Company Provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Headway Darlington & District

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year Ended 31 March 2024

The trustees' annual report was approved on 5/6/24 and signed on behalf of the board of trustees by:



Gary Emerson
Trustee

Headway Darlington & District

Independent Examiner's Report to the Trustees of Headway Darlington & District

Year Ended 31 March 2024

I report to the trustees on my examination of the financial statements of Headway Darlington & District ('the charity') for the year ended 31 March 2024.

Responsibilities and Basis of Report

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

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

Independent Examiner's Statement

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

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

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

Jane Ascroft FCA MA (Cantab)
Independent Examiner

Enterprise House
Harmire Enterprise Park
Barnard Castle
County Durham
DL12 8XP

Headway Darlington & District

Statement of Financial Activities (including income and expenditure account)

Year Ended 31 March 2024

			2024		2023
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	5,578	26,300	31,878	25,164
Charitable activities	6	331	—	331	2,360
Total income		<u>5,909</u>	<u>26,300</u>	<u>32,209</u>	<u>27,524</u>
Expenditure					
Expenditure on charitable activities	7,8	253	28,351	28,604	38,240
Total expenditure		<u>253</u>	<u>28,351</u>	<u>28,604</u>	<u>38,240</u>
Net income/(expenditure) and net movement in funds		<u>5,656</u>	<u>(2,051)</u>	<u>3,605</u>	<u>(10,716)</u>
Reconciliation of funds					
Total funds brought forward		9,712	16,336	26,048	36,764
Total funds carried forward		<u>15,368</u>	<u>14,285</u>	<u>29,653</u>	<u>26,048</u>

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

The notes on pages 7 to 14 form part of these financial statements.

Headway Darlington & District

Statement of Financial Position

31 March 2024

	Note	2024 £	2023 £
Current Assets			
Cash at bank and in hand		30,526	26,864
Creditors: amounts falling due within one year	12	<u>873</u>	<u>816</u>
Net Current Assets		<u>29,653</u>	<u>26,048</u>
Total Assets Less Current Liabilities		<u>29,653</u>	<u>26,048</u>
Net Assets		<u>29,653</u>	<u>26,048</u>
 Funds of the Charity			
Restricted funds		14,285	16,336
Unrestricted funds		<u>15,368</u>	<u>9,712</u>
Total charity funds	13	<u>29,653</u>	<u>26,048</u>

For the year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 5/6/24, and are signed on behalf of the board by:



Gary Emerson
Trustee

The notes on pages 7 to 14 form part of these financial statements.

Headway Darlington & District

Notes to the Financial Statements

Year Ended 31 March 2024

1. General Information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Unit 1F, Enterprise House, Valley Street North, Darlington, DL1 1GY.

2. Statement of Compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting Policies

Basis of Preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The trustees consider that there are no significant estimates or judgements affecting these financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Headway Darlington & District

Notes to the Financial Statements *(continued)*

Year Ended 31 March 2024

3. Accounting Policies *(continued)*

Income

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Headway Darlington & District

Notes to the Financial Statements *(continued)*

Year Ended 31 March 2024

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

Cash at Bank and in Hand

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

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Taxation

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

4. Limited by Guarantee

The company is limited by guarantee. At 31st March 2024 there were 5 members each of whom had undertaken to contribute an amount not exceeding £10 in the event of a winding up.

5. Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Donations			
Donations	5,578	–	5,578

Headway Darlington & District

Notes to the Financial Statements *(continued)*

Year Ended 31 March 2024

5. Donations and Legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Grants			
Tyne and Wear Community Foundation	–	5,500	5,500
Yapp Charitable Trust	–	2,000	2,000
James Knott Foundation	–	5,000	5,000
Greatham Hospital	–	1,000	1,000
William Leech	–	2,500	2,500
County Durham Community Foundation	–	4,800	4,800
North East Ladies Day	–	2,500	2,500
Yorkshire Building Society	–	1,000	1,000
Persimmon	–	1,000	1,000
Tees Valley Peer Support Network	–	1,000	1,000
	<u>5,578</u>	<u>26,300</u>	<u>31,878</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations			
Donations	1,114	–	1,114
Grants			
Yapp Charitable Trust	–	4,000	4,000
James Knott Foundation	–	5,000	5,000
Greatham Hospital	–	1,000	1,000
Hadrian Trust	–	1,000	1,000
William Webster Charitable Trust	–	3,000	3,000
Rothley Trust	–	800	800
The Edward Gostling Fdn	–	3,000	3,000
Morrisons	–	6,250	6,250
	<u>1,114</u>	<u>24,050</u>	<u>25,164</u>

Headway Darlington & District

Notes to the Financial Statements *(continued)*

Year Ended 31 March 2024

6. Charitable Activities

	Unrestricted Funds	Total Funds 2024	Unrestricted Funds	Total Funds 2023
	£	£	£	£
Activity income	304	304	12	12
Other income	27	27	2,348	2,348
	<u>331</u>	<u>331</u>	<u>2,360</u>	<u>2,360</u>

7. Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Expenditure on charitable activities (see page 16 for further details)	253	28,351	28,604

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Expenditure on charitable activities (see page 16 for further details)	13,233	25,007	38,240

8. Expenditure on Charitable Activities by Activity Type

	Activities undertaken directly	Total funds 2024	Total fund 2023
	£	£	£
Expenditure on charitable activities (see page 16 for further details)	28,604	28,604	38,240

9. Independent Examination Fees

	2024	2023
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	378	360

10. Staff Costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	5,788	8,844
Social security costs	16	75
	<u>5,804</u>	<u>8,919</u>

The average head count of employees during the year was 1 (2023: 1).

Headway Darlington & District

Notes to the Financial Statements *(continued)*

Year Ended 31 March 2024

10. Staff Costs *(continued)*

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

11. Trustee Remuneration and Expenses

The trustees received no remuneration during the current or previous year.

Three trustees claimed a total of £1072.66 in expenses.

12. Creditors: amounts falling due within one year

	2024	2023
	£	£
Accruals and deferred income	<u>873</u>	<u>816</u>

13. Analysis of Charitable Funds

Unrestricted funds

	At 1 April 2023	Income	Expenditure	At 31 March 2024
	£	£	£	£
General funds	<u>9,712</u>	<u>5,909</u>	<u>(253)</u>	<u>15,368</u>

	At 1 April 2022	Income	Expenditure	At 31 March 2023
	£	£	£	£
General funds	<u>19,471</u>	<u>3,474</u>	<u>(13,233)</u>	<u>9,712</u>

Restricted funds

	At 1 April 2023	Income	Expenditure	At 31 March 2024
	£	£	£	£
National Lottery	2,182	—	(2,182)	—
Tyne and Wear Community Found.	—	5,500	(3,067)	2,433
Yapp Charitable Trust	2,000	2,000	(2,000)	2,000
James Knott Foundation	—	5,000	(5,000)	—
Greatham Hospital	—	1,000	(1,000)	—
William Webster Charitable Trust	2,104	—	(1,995)	109
Rothley Trust	800	—	(150)	650
The Edward Gostling Foundation	3,000	—	(3,000)	—
Morrisons	6,250	—	(3,457)	2,793
William Leech	—	2,500	(2,500)	—

Headway Darlington & District

Notes to the Financial Statements *(continued)*

Year Ended 31 March 2024

13. Analysis of Charitable Funds *(continued)*

Persimmon	–	1,000	–	1,000
County Durham Community Foundation	–	4,800	(1,500)	3,300
North East Ladies Day	–	2,500	(2,500)	–
Yorkshire Building Society	–	1,000	–	1,000
Tees Valley Peer Support Network	–	1,000	–	1,000
	<u>16,336</u>	<u>26,300</u>	<u>(28,351)</u>	<u>14,285</u>

	At 1 April 2022	Income	Expenditure	At 31 March 2023
	£	£	£	£
National Lottery	8,608	–	(6,426)	2,182
Tyne and Wear Community Found.	4,795	–	(4,795)	–
Yapp Charitable Trust	–	4,000	(2,000)	2,000
James Knott Foundation	–	5,000	(5,000)	–
Greatham Hospital	–	1,000	(1,000)	–
Hadrian Trust	–	1,000	(1,000)	–
William Forrester	3,890	–	(3,890)	–
William Webster Charitable Trust	–	3,000	(896)	2,104
Rothley Trust	–	800	–	800
The Edward Gostling Foundation	–	3,000	–	3,000
Morrison's	–	6,250	–	6,250
	<u>17,293</u>	<u>24,050</u>	<u>(25,007)</u>	<u>16,336</u>

The restricted funds are for the following purposes:

National Lottery - Gym membership, minibus hire, trips and meals out, volunteer expenses
 Tyne and Wear Community Foundation - General running costs
 Yapp Charitable Trust - Session running costs
 James Knott Foundation - Salaries
 Greatham Hospital - Rent
 William Webster Charitable Trust - Equipment
 Rothley Trust - Sports equipment & arts & crafts materials
 The Edward Gostling Foundation - Rent
 Morrison's - Activities
 William Leech - General running costs
 Persimmon - General & gardening costs
 Co. Durham Community Foundation - Various costs
 North East Ladies Day - General running costs
 Yorkshire Building Society - Day trips
 Tees Valley Peer Support Network - Chatterbox incl. volunteers expenses

Headway Darlington & District

Notes to the Financial Statements *(continued)*

Year Ended 31 March 2024

14. Analysis of Net Assets Between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Current assets	16,241	14,285	30,526
Creditors less than 1 year	(873)	—	(873)
Net assets	15,368	14,285	29,653

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Current assets	10,528	16,336	26,864
Creditors less than 1 year	(816)	—	(816)
Net assets	9,712	16,336	26,048

Headway Darlington & District

Management Information

Year Ended 31 March 2024

The Following Pages Do Not Form Part of the Financial Statements.

Headway Darlington & District

Detailed Statement of Financial Activities

Year Ended 31 March 2024

	2024 £	2023 £
Income and endowments		
Donations and legacies		
Donations	5,578	1,114
Tyne and Wear Community Foundation	5,500	–
Yapp Charitable Trust	2,000	4,000
James Knott Foundation	5,000	5,000
Greatham Hospital	1,000	1,000
Hadrian Trust	–	1,000
William Webster Charitable Trust	–	3,000
Rothley Trust	–	800
The Edward Gostling Fdn	–	3,000
Morrisons	–	6,250
William Leech	2,500	–
County Durham Community Foundation	4,800	–
North East Ladies Day	2,500	–
Yorkshire Building Society	1,000	–
Persimmon	1,000	–
Tees Valley Peer Support Network	1,000	–
	<u>31,878</u>	<u>25,164</u>
Charitable activities		
Activity income	304	12
Other income	27	2,348
	<u>331</u>	<u>2,360</u>
Total income	<u>32,209</u>	<u>27,524</u>
Expenditure		
Wages/salaries	5,788	8,844
Employer's NIC	16	75
Rent and utilities	7,370	12,015
Insurance	479	–
Volunteer expenses	2,486	1,381
Professional fees	1,231	680
Telephone	706	378
IT support	1,358	1,237
Activity costs	7,210	9,660
Equipment	992	1,711
Advertising	342	525
Other costs	626	1,734
Total expenditure	<u>28,604</u>	<u>38,240</u>
Net income/(expenditure)	<u>3,605</u>	<u>(10,716)</u>