



Annual Report of the Trustees for the year ended 31 December 2023

Registration and Trustees

Headspace is a Charitable Incorporated Organisation which is governed by a constitution adopted on 5 June 2020. Headspace was registered by the Charity Commission for England and Wales on the Register of Charities on 8 June 2020 – Charity Number: 1189822.

There are currently five trustees of Headspace:

	<u>Appointment Date</u>	<u>End date of current term</u>
• Kathryn Helen Pulham (Chair) **	8 June 2020	7 June 2026
• Kevan Taylor (Treasurer) ***	8 June 2020	7 June 2026
• Patrick Flaherty	25 January 2023	24 January 2025
• Paul John Ludlow	23 January 2024	22 January 2026
• Julie Daphne Mitchell	23 January 2024	22 January 2026

Two trustees have resigned after the year end, namely Jon Wareing and Thomas Ian Watmore who both resigned in 2024 after more than three and two years of service respectively.

** Kathryn Helen Pulham was initially appointed for a term of four years and she has been appointed for a second term of office of two years' duration.

*** Kevan Taylor was initially appointed for a term of two years, which was followed by a second term of two years and he has been appointed for a third term of office of two years' duration.

All future appointments of trustees will be for an initial term of 2 years. Trustees are appointed with reference to their expertise in relation to the needs of the charity, most notably safeguarding, child welfare, financial management and fund raising.

Four meetings of the trustees were held during the year.

All of the trustees act as volunteers for the charity and receive no remuneration for their services

Objects

The objects of Headspace as laid down in its' constitution are:

- for the public benefit the promotion and protection of good mental health of young people in Gloucestershire and the surrounding areas, in particular but not exclusively through the provision of counselling programmes, signposting and support services
- to relieve the needs of people in Gloucestershire and the surrounding areas experiencing mental illness, their families and carers in particular but not exclusively by provision of advice, information and support services.

Activities

The activities of Headspace during 2023 were focussed on growing the range of wellbeing services provided and maintaining counselling services for young people in secondary education, whilst fundraising, primarily from donations and grants, continued to be of importance to sustain the charity's activities.

Two new members of staff were appointed during the year: a Wellbeing Lead and a Wellbeing Group Co-Ordinator who started in January and October respectively.

Wellbeing services were provided to 29 young people during the year and these involved a number of activities, namely Breathwork & Mindfulness; Cooking; Crafts; Gardening and Mind Mechanics. Counselling services were provided to 26 young people.

All the young people who received the wellbeing and counselling services attended The Cotswold School which is located in Bourton on the Water. It is planned to extend these services in the coming years to more young people including those attending other schools.

A number of activities continue to take place at a small industrial unit in Bourton on the Water which Headspace occupies under a lease agreement with a supportive local business. This unit was used, and continues to be used, to provide a range of wellbeing activities along with an appropriate room for counselling services.

During the year, fundraising efforts were focused on two major sources:

- Donations – A total of £18,693 was received from a wide range of entities and individuals.
- Grants – Two grants totalling £6,000 were received from local authorities

In addition to the above, income was generated from A Fascinating Exhibition, an event at which visitors were able to inspect a wide range of farming-based memorabilia.

In the performance of all its activities, the trustees have taken due regard to the guidance issued by the Charity Commission on public benefit.

Achievements and Performance

The trustees are pleased that Headspace has extended its services during the year and that the charity is well known with a good reputation in the area in which it currently operates. This is recognised by the wide range of donors from which income has been received, the receipt of grants and the practical help Headspace receives from a number of local supporters and volunteers.

The trustees are also pleased to report that the safeguarding processes the charity has in place remain fit for purpose.

It is vital to note that Headspace could not fulfil its remit without the dedication of a number of volunteers who generously provide their skills and time. The trustees offer their thanks and appreciation to each of our volunteers for all their dedicated efforts on behalf of Headspace and the communities it serves.

The trustees are also pleased that our relationship with The Cotswold School has grown and together we have provided increased availability of counselling services to provide mental health support for young people and enabled Headspace to provide wellbeing services to students of The Cotswold School.

Financial Review

For the year ended 31 December 2023, the charity's financial results report a deficit of £23,656 which reduced reserves to £162,084. An annual deficit was anticipated in the annual budget process as Headspace planned to build its services with the expertise of new staff.

Total income for the year ended 31 December 2023 was £26,056 (2022 - £45,087). This downturn in income was due to the annual Christmas Grotto Event no longer being able to take place after a number of successful years.

The income streams during the year were:

- Donations of £18,693 (70% of total income) from over 30 donors, most notably from North Cotswolds Rotary (£9,119); an anonymous gift (£2,000) and Rotary in the Rissingtons (£1,500)
- Grants of £6,000 (22% of total income) received from Gloucester County Council (£5,000) and Bourton on the Water Parish Council (£1,000)
- Events from which £1,363 (5% of total income) was achieved. The major contributor was A Fascinating Exhibition (£1,091)
- Bank interest received of £737 (3% of total income)

Total costs for the year amounted to £50,449 (2022 - £29,656). This growth was planned as the charity appointed more staff to oversee and operate wellbeing services.

A total of £20,744 was spent on wellbeing services for young people in 2023 for which there was no equivalent in the prior year – this sum represents 41% of total costs.

37% (2022 – 57%) of total costs were spent on providing counselling services to support the mental health of young people at a cost of £18,455 (2022 - £16,761).

The other significant cost incurred was £6,092 (2022 - £7,689) for operating the Unit, which is used for wellbeing and counselling services.

The financial statements for the period to 31 December 2023 were prepared by independent accountants, Chamberlains (Accountancy and Taxation) Limited and are attached to this Annual Report.

Reserves

As at 31 December 2023, the charity held reserves of £162,084 which is the value of its' accumulated surplus. It is the continued intention of the trustees to utilise the legacy received in 2020 over the initial years of the operations of Headspace to enable the charity to put in place a range of activities to support the mental health and wellbeing of young people whilst income streams are developed to ensure that Headspace can sustain its activities for the long term.

Risk Management

The trustees have assessed the major risks to which the charity is exposed and are satisfied that procedures are in place to mitigate exposure to major risks in relation to safeguarding, other operations, finances and reputation.

Registered Office

Unit 6, Old Station Yard,
Bourton Industrial Estate
Bourton on the Water
GL54 2HQ

21 October 2024

HEADSPACE

ACCOUNTS
(INCORPORATING THE REQUIREMENTS OF
THE CHARITY COMMISSION)

FOR THE YEAR ENDED

31 DECEMBER 2023

CHARITY NUMBER: 1189822

HEADSPACE

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FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

ACCOUNTANT'S REPORT TO

HEADSPACE

We have prepared the attached Balance Sheet and accompanying Income and Expenditure Account, as accountants, using the information contained within our client's business records for the year ended 31 December 2023.

Chamberlains (Accountancy and Taxation) Limited
Ground Floor, 5 The Pavilions
Cranmore Drive
Shirley
Solihull
B90 4SB

15 October 2024

CLIENT APPROVAL CERTIFICATE

I have approved these financial statements and authorise them for production to HM Revenue and Customs and the Charity Commission.



Mrs K Pulham

15 October 2024

HEADSPACE

BALANCE SHEET AS AT 31 DECEMBER 2023

	2023 £	2022 £
FIXED ASSETS		
Equipment	597	199
CURRENT ASSETS		
Debtors and Prepayments	2,586	12,299
Bank Current Account	56,342	69,487
Bank Deposit Account	105,270	105,270
	<u>164,198</u>	<u>187,056</u>
CURRENT LIABILITIES		
Creditors and Accruals	680	585
PAYE and Social Security Costs	2,031	930
	<u>2,711</u>	<u>1,515</u>
NET ASSETS	<u>162,084</u>	<u>185,740</u>
FINANCED BY		
UNRESTRICTED FUNDS		
Balance Brought Forward	185,740	170,249
Net (Deficit)/Surplus for Year	(23,656)	15,491
Accumulated Surplus	<u>162,084</u>	<u>185,740</u>

HEADSPACE

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

	2023		2022	
	£	£	£	£
Income				
Donations		18,693		19,794
Grants		6,000		6,250
Events		1,363		18,241
Sales of Produce		-		111
		<u>26,056</u>		<u>44,396</u>
Other Income				
Bank Interest		737		691
		<u>26,793</u>		<u>45,087</u>
Expenditure				
Counselling Services	18,455		16,761	
Wellbeing Services	20,744		-	
Materials and Consumables	717		1,940	
Unit Running Costs	6,092		7,689	
Computer Consumables	1,593		1,243	
Charity Insurance	569		530	
Training Fees	460		254	
Advertising and Promotion	811		-	
Sundry Expenses	346		450	
Accountancy Charges	150		150	
Bank Charges	13		379	
Depreciation	499		200	
		<u>50,449</u>		<u>29,596</u>
Net (Deficit)/Surplus		<u>(23,656)</u>		<u>15,491</u>

HEADSPACE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1 BASIS OF PREPARATION

These 'Receipts and Payments' accounts are presented under section 133 of the Charities Act 2011, which states that charities registered in England and Wales that are not companies are allowed to complete Receipts and Payments accounts if their turnover does not exceed £250,000. Also, In accordance with section 25 of the Charity's constitution, the trustees have kept proper accounting records and the charity is entitled to file receipts and payments accounts if the Trustees choose to do so.

The Trustees confirm that none of the exceptions listed in the Charity Commission's guidelines apply to the Charity and that receipts and payments accounts are appropriate to the Charity's circumstances.

2 DEBTORS AND PREPAYMENTS

	2023	2022
	£	£
Amounts due from fundraising activities	488	10,207
Other debtors	762	762
Prepayments	1,336	1,330
	<u>2,586</u>	<u>12,299</u>

3 CREDITORS AND ACCRUALS

Amounts due on invoices received	230	285
Accruals	450	300
	<u>680</u>	<u>585</u>

4 TRUSTEES' REMUNERATION

Trustees received no expenses, remuneration or benefits in this period.

5 RELATED PARTY TRANSACTIONS

The Charity does not have any related parties.



Section A

Independent Examiner's Report

Report to the trustees/
members of

HEADSPACE

On accounts for the year
ended

31 DECEMBER 2023

Charity no
(if any)

1189822

Set out on pages

1 TO 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023.

Responsibilities and
basis of report

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

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

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

21.10.24

Name:

PAUL SMITH

Relevant professional
qualification(s) or body
(if any):

FCCA

Address:

CHAMBERLAINS (ACCOUNTANCY & TAXATION) LIMITED

GROUND FLOOR, 5 THE PAVILIONS, CRANMORE DRIVE

SHIRLEY, SOLIHULL, B90 4SB

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.