

Registered number: 14982073
Charity number: 1210025

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

CONTENTS

	Page
Reference and Administrative Details of the Charity, its Trustees and Advisers	1
Trustees' Report	2 - 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 - 27

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE PERIOD ENDED 31 MARCH 2025

Trustees	Dr Sharon Catherine Buckland Sarah Yasmin Khudayir Carol Lyon (appointed 21 July 2025) Helen Sian Nash (appointed 21 July 2025) Jennifer Ann Tunbridge Stephen Paul Cheetham (appointed 10 January 2025, resigned 1 June 2025) Paul Stephen Langshaw (resigned 10 February 2025) Michael William Kitching (resigned 22 December 2024) Dr Judith Flaherty (appointed 5 June 2025)
Company registered number	14982073
Charity registered number	1210025
Registered office	13 Benwick Road Doddington March Cambridgeshire PE15 OTX
Chief executive officer	Sarah Green
Independent examiner	Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
Bankers	Metro Bank One Southhampton Row London WC1B 5HA

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE PERIOD ENDED 31 MARCH 2025

The Trustees present their annual report together with the financial statements of Headway Cambridge and Peterborough Limited for the 8-month period from 1 August 2024 to 31 March 2025. The financial period has been shortened from the 31 July to 31 March to align financial reporting more closely with the needs of stakeholders. The Charity was incorporated on 5 July 2023, and its first period of account was the 13-month period to 31 July 2024. Consequently, the comparatives are not entirely comparable. The Trustees have the legal authority to change the period end using the procedures outlined in the Companies Act 2006.

The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is governed by the Articles adopted by Trustees on 18 June 2024.

The Trustees manage the business of the Charity, with responsibility for day-to-day management delegated to the Chief Executive. New Trustees are appointed by an open process, subject to due diligence and in accordance with the Articles.

Trustees meet formally as a Board at least eight times a year. Subcommittees have been established for finance and risk management, and for service delivery and quality; these meet on a regular basis.

New Trustees are given appropriate induction and are invited to experience the Charity's services first-hand before (and after) joining the Board.

Transactions between the Charity and related parties are disclosed in note 18 of these financial statements.

OBJECTIVES AND ACTIVITIES

Headway Cambridge and Peterborough was established as a company limited by guarantee in July 2023, and became a registered charity in September 2024 with the following objects:

1. To provide rehabilitation, support services, information and advice for the relief of people who have suffered a brain injury and who are resident, or who are receiving or have had medical treatment in Cambridgeshire, Peterborough and adjacent areas
2. To provide relief for the families and carers of people affected by brain injury by providing services, information, advice and support
3. To advance the education of the general public and of professionals involved in the treatment of brain injury to improve knowledge, care and prevention

The Trustees consider that the Charity's services and activities during the year, described below, have met the public benefit requirement set out in Charity Commission's guidance and the Charities Act 2011.

This year we provided the following which form the core of our service model:

- Advice and signposting helpline
- Neuro-hubs in Cambridge (2 days a week) and Peterborough (1 day a week) offering group activities, peer

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2025

support and carer drop-in services

- Outreach service delivering 1:1 support for clients at home and in the community
- Inpatient support for traumatic brain injury, based in the Regional Major Trauma Centre at Addenbrooke's Hospital in Cambridge
- Fitness sessions delivered by our qualified Personal Trainer
- Farm-based Social Horticulture Therapy, delivered by specialist partners
- Counselling for clients and family members delivered by qualified psychotherapists with specialist knowledge of brain injury

The Trustees thank the Charity's dedicated staff and volunteers who continue to work with passion and commitment for our clients and their families.

The average number of staff during the reporting period was 3 full-time and 8 part-time employees, supported by 7 volunteers.

ACHIEVEMENTS, PERFORMANCE AND IMPACT

Every year around 4,000 people in Cambridgeshire and Peterborough are treated in hospital for a brain injury, caused by trauma (e.g. accidents, falls, assaults – 'traumatic brain injury' or 'TBI'); or by illnesses such as stroke, brain cancer, haemorrhage, tumours, and infections such as meningitis and encephalitis ('acquired brain injury' or 'ABI'). While many recover and resume their normal activities, for many people their injury is life-changing and they would benefit from the advice, support and rehabilitative input that we can provide.

Since beginning our operations in July 2023 we've supported 201 TBI patients and family members in Addenbrooke's Hospital and received 149 new referrals from other sources. Of these contacts, 52 went on to become regular clients of our neuro-hubs or community services. Given the prevalence of brain injury these figures are low and, as there are no other specialist providers of community brain injury services in the county, we know there must be significant unmet need and – as a new charity – we are not yet reaching all those who would benefit.

We did some detailed data mapping and analysis to determine 5 strategic objectives that have underpinned our activities this year:

1. Extending our reach and service offering to under-represented groups
2. Raising our profile and increasing referrals and client numbers
3. Improving service quality standards and client outcomes
4. Ensuring ongoing financial sustainability
5. Streamlining operations and infrastructure

Extending our reach and service offering

Currently the following groups are underrepresented in our client base:

- People with ABI
- Younger adults (under 30), especially young men
- Peterborough City - a large urban population with levels of deprivation associated with higher incidence of brain injury, but low engagement with Headway services
- Huntingdon and Fenland – more rural areas with high levels of deprivation and less access to services, again with low interaction with Headway services
- People without the ability to pay for services – those on benefits without adult social care funding or other means

During the period of this report we provided day services at two neuro-hubs in Cambridge (2 days a week) and

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2025

Peterborough (1 day a week), serving around 41 clients on a weekly basis. The hubs provide group sessions with activities aimed at enhancing cognition and memory, building fitness and mobility through adapted sports and exercise, recovering fine motor and communication skills, rebuilding confidence, and improving mental health. They're also an important social space for clients to meet others and explore new interests and hobbies. For some clients this is the only time in the week they leave the house, so providing fun and fellowship are also important objectives, as is providing some much-needed respite and support for family carers.

We have a new neuro-hub in development for Fenland (opening late 2025), in partnership with the Askham Village Community who have generously offered us free space at their site in Doddington. Askham is a specialist care provider contracted by the NHS to provide 12-week residential rehabilitation programmes for patients with severe impairments. The new neuro-hub will support Askham clients with brain injury who have completed their stay, with the transition to home or community setting. In the longer term we plan to offer group day activities on the model of our other hubs.

We secured funding for two new, free-to-client community services this year:

- Our new Community Brain Injury Coordinator works with clients at home (both recently injured people and some who have been without any support for a long time). In the first six months she has supported 24 clients
- A grant from the CPSL MIND Good Life Fund is supporting a new Community Engagement service, aimed at getting clients out of the house and joining in local groups and activities, with the goal of clients becoming more independent and less reliant on Headway support in the long term. This is particularly targeted at younger clients and people with cognitive (rather than physical) impairments

In April we were pleased to receive confirmation of a grant that, in 2025/26, will fund counselling programmes for 6 clients in need, who would otherwise be unable to access this paid-for service.

Raising our profile and increasing referrals and client numbers

We set a target for 2024/25 to recruit 2 new hub clients every month. We are largely achieving this, although gains are offset by people leaving the service due to factors beyond our control and recruitment of new clients remains an ongoing priority.

New funding has enabled us to increase our presence in the Major Trauma Signposting Team at Addenbrooke's Hospital from 2 to 3 days a week. This free-to-client service is now contacting more patients and families at the bedside and this is starting to feed through to new referrals post-discharge.

We are working on building relationships with client intermediaries such as health care providers, family solicitors and case managers. There is more work to be done but we are starting to see an increase in referrals from these sources.

Raising awareness of our services amongst primary care providers such as GPs and social prescribers is an important priority. Due to the size of the county this is a significant challenge for a new charity without significant comms and admin capacity. We've taken first steps this year, including preparation of new information packs for primary care, securing coverage of Headway services in NHS newsletters to GPs and an entry in the Regional Services Directory.

Improve service quality standards and client outcomes

As a new charity we've sought to embed high quality standards from the start, not only to protect clients and ensure they receive safe and effective services, but also to satisfy the requirements of statutory and other service commissioners. Although we aspire to meet CQC standards, we are not intending to seek registration at the moment.

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED (A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2025

This year we:

- Introduced the OneTouch client CRM system to streamline client support plans and measure outcomes
- Became licensed to use Headway UK Brain Injury Outcomes Star
- Streamlined referral processes for adult social care funding to align with Care Act criteria
- Enhanced clinical expertise within the staff team and on the Board with new appointments
- Created new service user information guides and information packs for hospital and community use
- Developed and implemented training plans for all staff

Ensure ongoing financial sustainability

Securing a new 3-year, adult social care funding contract at uplifted rates was a significant achievement, enabling us to put hub services – our core business – on a sustainable footing. With these foundations in place, we were able to achieve modest growth, increasing turnover by 66%. Monthly client income increased by 53% and we raised over £100K from grants, donations, legacies and corporate sponsorship.

Operations and infrastructure

As a startup nearly all of our resources have been focused so far on delivering client-facing services. All our fundraising this year has been carried out by a volunteer and by core staff alongside their service roles. With improving finances, we were able to invest in a new (part-time) post to provide administrative and operational support for the first time.

Our new services CRM system also provides functionality to streamline client scheduling, billing, and HR processes.

For now, our overall business strategy is to protect the core (hub) services and only develop new services where we're sure they'll be self-sustaining and won't put the core at risk. We prefer to work with suitable partners wherever possible, for example facilitating our clients to engage in existing community services and activities rather than replicating services ourselves.

Feedback from service users



Supporters and donors

The Charity is grateful to the following organisations who have supported us during the reporting period:

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2025

- Barr Ellison LLP
- Cardinal Management Ltd
- Slater & Gordon
- The Strangward Trust

We're grateful to our partners at Chesterton Methodist Church (Cambridge) and The Citadel (Peterborough) who continue to provide excellent facilities for our neuro-hubs at advantageous rates. We're also grateful to the Askham Village Community in Doddington who, in December 2024, offered us use of space free of charge, enabling us to establish a new registered office that will, in time, develop to become a new neuro-hub providing client services for Fenland.

FINANCIAL REVIEW

Overview

The Statement of Financial Activities reports financial activity for the period 1 August 2024 to 31 March 2025. The comparative figures cover the Charity's first accounting period, which was from 5 July 2023 to 31 July 2024.

Our principal sources of funding are service fees, grants and donations. The accounts show total income of £217,075 (2023/24: £228,239).

Our main costs are staff costs, rent and consumables associated with delivering services to clients. Total expenditure amounted to £176,741 (2023/24: £202,687).

The accounts record a net surplus of £40,334 for the 8-month reference period (2023/24: £25,552).

On the 31 March 2025, total funds amounted to £65,886 (2023/24: £25,552), with £5,565 being restricted (2023/24: £nil) and £60,321 being unrestricted (2023/24: £25,552).

Reserves policy

The Trustees aim to keep free reserves equivalent to 3 months' operating costs so that if the Charity were forced to close, it could do so in a managed way to protect beneficiaries' interests as far as possible. At the end of the 8-month reference period the amount held as free reserves was £60,321 (2023/24: £25,552).

Remuneration policies

The Trustees consider that the Board of Trustees and the Senior Management Team (Chief Executive, Regional Services and Therapies Manager, Hospital Services Development Manager) comprise the Charity's key personnel in charge of directing, controlling, and running operations of the Charity on a day-to-day basis.

No employees were paid more than £60,000 p.a.

All Trustees give their time freely and no Trustee received remuneration during the year.

Financial outlook and going concern

The Trustees consider that the Charity's financial outlook is such that it is appropriate to prepare the financial statements on a going concern basis.

This view is based on the current performance against the Business Plan and forecasts of income, expenditure and reserves in 2025/26 and beyond. The Trustees continue to investigate opportunities for modest growth to generate new sources of service income and grants and enhancing the long term sustainability of the Charity.

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2025

MANAGING RISK

Statement of Internal Control

Trustees take overall responsibility for establishing, maintaining, and reviewing the effectiveness of internal controls, to manage risk and provide reasonable assurance that our objectives and outcomes are achieved.

No system of internal control can provide absolute assurance or eliminate all risk, but Trustees aim to ensure that internal controls are put in place to give reasonable assurance about the reliability of financial and operational information, safeguarding of the Charity's assets, interests, and compliance with relevant law and regulation.

The Charity is relatively new and Trustees have established a Finance and Risk Subcommittee to oversee development of a system of internal controls to provide cost-effective, timely and reliable assurance on organisational stewardship, risk management, and delivery of value for money.

In the meantime, the Chief Executive, Senior Management Team and Board work together to assess and manage risks which impact on the Charity's ability to meet its objectives. The Chief Executive is responsible for reporting to the Board any significant changes affecting key risks or any breakdown of internal financial control.

Trustees are satisfied that there is sufficient evidence to confirm that adequate systems of internal control existed and operated throughout this accounting reference period.

Fundraising standards

The Trustees have adopted a Fundraising Policy which complies with the law and is broadly based on the standards laid down by the Fundraising Regulator. The Charity will work towards formal registration with the Fundraising Regulator in coming years.

FUTURE PLANS

Growing our reach, especially to underrepresented groups

When we established the Charity in July 2023 (pending registration) we took on a group of around 50 people with the most significant impairments, who had been left without support when a predecessor provider went into liquidation earlier that year. We have been able to expand our client base since then but some groups remain underrepresented and they will be a focus for next year:

- People with acquired brain injuries such as stroke
- Higher functioning clients needing support to return to work / education
- People from BAME backgrounds
- Younger people (under 30s)

With waiting times typically around 6 months for NHS community rehabilitation services, many people 'slip through the cracks' once they leave hospital and we regularly meet clients who have gone months and even years without contact with any meaningful support. There's great need to reach clients earlier and at every stage of their journey, and we will continue to work with statutory and private providers to try to build a seamless support and referral pathway from hospital to home and community for both TBI and ABI patients.

We will increase geographical coverage across the county with new hospital and community services in Fenland, Hunts and Peterborough.

We will continue our efforts to make our services more attractive to younger people, expanding what we offer via our neuro-hubs and in the community.

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2025

We will look for funding and partnerships to enable clients in financial need to access the support they need, when they need it, at low or no cost to them.

Raising our profile and increasing referrals

Building on our established service for TBI patients based at Addenbrooke's Hospital, we will add new services for ABI patients across the region at Addenbrooke's, Peterborough and Hinchingsbrooke Hospitals. By contacting patients at an early stage we would expect to increase the number who go on to take up our services after leaving hospital.

We will continue to work closely with statutory commissioners and increase our awareness-raising activities with private sector referrers such as solicitors and case managers.

We plan to contact GP practices across the county in the coming months to promote our services and provide patient information material.

Service quality standard and client outcomes

In-house clinical experience will be bolstered by a new trustee who is a Consultant in Rehabilitation Medicine and a new senior staff member who is a qualified Occupational Therapist. Both have extensive NHS and private sector experience.

During the year we will conduct a comprehensive service audit and implement a quality framework to align with local authority contracts and CQC requirements.

All staff will receive training on management and governance policies and will have personal development plans that are monitored as part of formal supervision and appraisal processes.

Ongoing financial sustainability

We will continue to work with statutory agencies such as the NHS and adult social care to showcase our services and demonstrate the need for funding at levels commensurate with our operating costs.

We will seek to increase the profitability of existing services through building client capacity / ratios and increased referrals, as well as diversifying our non-service income streams through carefully targeted profile- and fund-raising strategies.

Fundraising objectives for next year will be:

- Building our community fundraising infrastructure
- Preparing a major infrastructure grant
- Reducing reliance on volunteer-led fundraising by employing an in-house fundraiser or external service provider

Operations and infrastructure

Having set sound foundations for our core services, we will look to building wider organisational resilience in the coming year. This will require investment in essential back-office functions, especially communications and fundraising capacity. This will be the focus of applications for a substantial infrastructure grant in 2026/27.

Currently our website and social media platforms are basic, and we would like to update these next year (resources permitting). Aims will be to improve information and usability for clients, commissioners and other stakeholders; and to better support our fundraising activities and digital giving.

Further development of the OneTouch CRM system will continue, to ensure all client records are migrated across and updated in real time. We will use the system to introduce automatic billing.

Staff Personal Development Plans will be introduced for the first time.

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2025

Good governance

We recognise the importance of quality assurance and good governance across all areas of our operations. As a new charity we have identified the range of operational, financial, HR policies we need and prioritised the most important, which are now in place. We have compiled a Governance Framework and Trustees will continue to add to, review, update and monitor performance of policies and procedures on a regular basis. In the coming year we will introduce a formal risk register and a business continuity plan.

Three new Trustees have joined the Board in the second half of 2025, bringing the total number to six, representing a range of clinical, legal and charity management expertise. Board development will be a priority.

The Trustees wish to uphold the standards of The Charity Governance Code for Small Charities and will work towards compliance in the coming year.

TRUSTEES' STATEMENT OF RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Board of Trustees is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the Charity's governing document. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Jennifer Tunbridge

.....
Jennifer Ann Tunbridge
Trustee

Date: 06 December 2025

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE PERIOD ENDED 31 MARCH 2025

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the period ended 31 March 2025.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

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

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:

Dated:

Nikki Loan FCA

Peters Elworthy & Moore
Salisbury House, Station Road, Cambridge, CB1 2LA

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE PERIOD ENDED 31 MARCH 2025**

		Unrestricted funds 8 months ended 31 March 2025 £	Restricted funds 8 months ended 31 March 2025 £	Total funds 8 months ended 31 March 2025 £	Total funds 13 months ended 31 July 2024 £
	Note				
INCOME FROM:					
Donations	4	24,359	11,517	35,876	31,734
Charitable activities	5	181,199	-	181,199	196,505
TOTAL INCOME		205,558	11,517	217,075	228,239
EXPENDITURE ON:					
Charitable activities	6	170,789	5,952	176,741	202,687
TOTAL EXPENDITURE		170,789	5,952	176,741	202,687
NET MOVEMENT IN FUNDS		34,769	5,565	40,334	25,552
RECONCILIATION OF FUNDS:					
Total funds brought forward		25,552	-	25,552	-
Net movement in funds		34,769	5,565	40,334	25,552
TOTAL FUNDS CARRIED FORWARD		60,321	5,565	65,886	25,552

The Statement of Financial Activities includes all gains and losses recognised in the period.

The notes on pages 13 to 27 form part of these financial statements.

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 14982073

BALANCE SHEET
AS AT 31 MARCH 2025

	Note	31 March 2025 £	31 July 2024 £
CURRENT ASSETS			
Debtors	11	28,864	25,373
Cash at bank and in hand		70,729	24,543
		<u>99,593</u>	<u>49,916</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	13	(33,707)	(24,364)
		<u>65,886</u>	<u>25,552</u>
NET CURRENT ASSETS			
		<u>65,886</u>	<u>25,552</u>
TOTAL NET ASSETS			
		<u><u>65,886</u></u>	<u><u>25,552</u></u>
CHARITY FUNDS			
Restricted funds	14	5,565	-
Unrestricted funds	14	60,321	25,552
		<u>65,886</u>	<u>25,552</u>
TOTAL FUNDS			
		<u><u>65,886</u></u>	<u><u>25,552</u></u>

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the period in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

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

Jennifer Tunbridge
.....
Jennifer Ann Tunbridge
Trustee

Date: 06 December 2025

The notes on pages 13 to 27 form part of these financial statements.

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

1. GENERAL INFORMATION

Headway Cambridge and Peterborough is a charitable company limited by guarantee and registered with Companies House and the Charity Commission of England and Wales. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the Charity in the event of liquidation. Legal and administrative details are included on page 1.

The Charity's functional and presentational currency is GBP. The financial statements are rounded to the nearest pound.

The financial statements cover the 8-month period from 1 August 2024 to 31 March 2025. The financial period has been shortened from the 31 July to 31 March to align financial reporting more closely with the needs of stakeholders. The comparatives cover the first period of account, which was from 5 July 2023 to 31 July 2024. Consequently, the comparatives are not entirely comparable.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

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

Headway Cambridge and Peterborough Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 GOING CONCERN

The Trustees consider that the Charity's financial outlook is such that it is appropriate to prepare the financial statements on a going concern basis.

This view is based on the current performance against the Business Plan and forecasts of income, expenditure and reserves in 2025/26 and beyond. The Trustees continue to investigate opportunities for modest growth to generate new sources of service income and grants and enhancing the long term sustainability of the Charity.

There are no material uncertainties in relation to going concern.

2.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

2. ACCOUNTING POLICIES (CONTINUED)

2.3 INCOME (CONTINUED)

Charity, can be reliably measured.

Income from charitable activities relates to contractual day services and visits in support of customers, exclusive of trade discounts. Income from charitable activities is recognised as the fair value of the consideration received or receivable and is recognised immediately after the service has been provided.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Donations and corporate sponsorship income are recognised upon receipt as this is the point at which entitlement is deemed to arise.

2.4 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.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 DEBTORS

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

2.6 CASH AT BANK AND IN HAND

Cash at bank and 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.

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

2. ACCOUNTING POLICIES (CONTINUED)

2.7 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.8 FINANCIAL INSTRUMENTS

The Charity only has financial assets and financial 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.9 OPERATING LEASES

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

2.10 PENSIONS

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the period.

2.11 FUND ACCOUNTING

General funds are unrestricted funds which 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.

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 costs 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 CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

3. CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGEMENT

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgement:

Legacies

The Charity recognises legacy income when the three income recognition criteria have been met: entitlement, probable and measurable. Determining when these criteria are met requires significant judgement. In particular, in the case of measurable, legacy income should only be recognised when it can be measured with sufficient reliability. Establishing a reliable measurement requires knowledge of the nature and value of the assets in the estate; this information may not be available at the time the accounts are prepared and some of the assets may still be awaiting valuation by a professional valuer.

At the 31 March 2025 Balance Sheet date, the Trustees were aware of two probable legacies that the Charity was entitled to. These have not been recognised on the grounds that the amounts receivable cannot be measured with sufficient reliability. Instead, these legacies have been disclosed as a contingent asset in note 12.

4. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 8 months ended 31 March 2025 £	Restricted funds 8 months ended 31 March 2025 £	Total funds 8 months ended 31 March 2025 £
Donations	24,359	-	24,359
Grants	-	11,517	11,517
	<u>24,359</u>	<u>11,517</u>	<u>35,876</u>

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

4. INCOME FROM DONATIONS AND LEGACIES (CONTINUED)

	Unrestricted funds 13 months ended 31 July 2024 £	Restricted funds 13 months ended 31 July 2024 £	Total funds 13 months ended 31 July 2024 £
Donations	7,042	-	7,042
Grants	-	24,692	24,692
	<u>7,042</u>	<u>24,692</u>	<u>31,734</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 8 months ended 31 March 2025 £	Total funds 8 months ended 31 March 2025 £
Client income: rehabilitation and support services	<u>181,199</u>	<u>181,199</u>

	Unrestricted funds 13 months ended 31 July 2024 £	Total funds 13 months ended 31 July 2024 £
Client income: rehabilitation and support services	<u>196,505</u>	<u>196,505</u>

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

Summary by fund type

	Unrestricted funds 8 months ended 31 March 2025 £	Restricted funds 8 months ended 31 March 2025 £	Total 8 months ended 31 March 2025 £
Rehabilitation and support services	170,789	5,952	176,741

	Unrestricted funds 13 months ended 31 July 2024 £	Restricted funds 13 months ended 31 July 2024 £	Total 13 months ended 31 July 2024 £
Rehabilitation and support services	177,995	24,692	202,687

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 8 months ended 31 March 2025 £	Support costs 8 months ended 31 March 2025 £	Total funds 8 months ended 31 March 2025 £
Rehabilitation and support services	30,521	146,220	176,741

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

	Activities undertaken directly 13 months ended 31 July 2024 £	Support costs 13 months ended 31 July 2024 £	Total funds 13 months ended 31 July 2024 £
Rehabilitation and support services	43,527	159,160	202,687

ANALYSIS OF DIRECT COSTS

	Rehabilitation and support services 8 months ended 31 March 2025 £	Total funds 8 months ended 31 March 2025 £
Staff costs	25,465	25,465
Counselling sessions	5,056	5,056
	30,521	30,521

	Rehabilitation and support services 13 months ended 31 July 2024 £	Total funds 13 months ended 31 July 2024 £
Staff costs	41,646	41,646
Counselling sessions	1,881	1,881
	43,527	43,527

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025**

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS

	Rehabilitation and support services 8 months ended 31 March 2025 £	Total funds 8 months ended 31 March 2025 £
Staff costs	102,839	102,839
Staff expenses	616	616
Advertising & marketing	470	470
Bookkeeping	8,520	8,520
Telephone and internet	797	797
Bank fees	150	150
Recruitment and training	410	410
Printing, postage and stationery	384	384
Refreshments	473	473
Insurance	119	119
Interest	13	13
General expenses	717	717
IT	3,649	3,649
Rent	15,241	15,241
Subscriptions	972	972
Travel	4,200	4,200
Legal and professional	3,650	3,650
Audit and accountancy fees (governance)	3,000	3,000
	<u>146,220</u>	<u>146,220</u>

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS (continued)

	Rehabilitation and support services 13 months ended 31 July 2024 £	Total funds 13 months ended 31 July 2024 £
Staff costs	101,809	101,809
Advertising & marketing	549	549
Bookkeeping	8,719	8,719
Telephone and internet	1,535	1,535
Bank fees	129	129
Cleaning	15	15
Recruitment and training	1,989	1,989
Printing, postage and stationery	347	347
Refreshments	436	436
Insurance	2,064	2,064
General expenses	240	240
IT	4,150	4,150
Rent	22,427	22,427
Subscriptions	972	972
Travel	7,126	7,126
Legal and professional	4,613	4,613
Audit and accountancy fees (governance)	2,040	2,040
	<u>159,160</u>	<u>159,160</u>

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

8. INDEPENDENT EXAMINER'S REMUNERATION

	8 months ended 31 March 2025 £	13 months ended 31 July 2024 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	1,500	-
Fees payable to the Charity's independent examiner in respect of: Preparation of the statutory financial statements	1,000	1,700

9. STAFF COSTS

	8 months ended 31 March 2025 £	13 months ended 31 July 2024 £
Wages and salaries	118,717	139,958
Social security costs	7,252	973
Contribution to defined contribution pension schemes	2,335	2,524
	128,304	143,455

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

	8 months ended 31 March 2025 No.	13 months ended 31 July 2024 No.
Staff headcount	10	8

No employee received remuneration amounting to more than £60,000 in either year.

Key management personnel comprises the Trustees, the Chief Executive, the Regional Services and Therapies Manager and the Hospital Services Development Manager. Total employee benefits, employer's national insurance and employer's pension paid in respect of key management personnel during the 8-month period ended 31 March 2025 amounted to £67,686 (2024: £74,269 during the 13-month period ended 31 July 2024).

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

10. TRUSTEES' REMUNERATION AND EXPENSES

During the period, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the period ended 31 March 2025, no Trustee expenses have been incurred (2024 - £NIL).

11. DEBTORS

	31 March 2025 £	31 July 2024 £
DUE WITHIN ONE YEAR		
Trade debtors	24,341	25,303
Prepayments and accrued income	4,523	70
	28,864	25,373

12. CONTINGENT ASSETS (LEGACIES)

At the 31 March 2025 period end, the Charity was entitled to a residual interest in two legacies. As the Trustees are unable to calculate the value of these residual legacies with sufficient reliability, they have not been recognised as accrued income. The Trustees estimate the value of these legacies to be between £125,000 and £150,000 in total. However, the following factors create estimation uncertainty, precluding the Charity from accruing for the income:

- The assets in the estate have not yet been fully realised.
- The property values were calculated for probate purposes, which was granted over a year ago in the case of one of the legacies.
- It is unclear what the final legal costs of administering the estate will be.

The legacies are expected to be received within the 2025/26 financial year.

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025**

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 March 2025 £	31 July 2024 £
Other loans	10,000	10,000
Trade creditors	3,242	3,279
Other taxation and social security	3,710	2,518
Other creditors	8,216	5,907
Accruals and deferred income	8,539	2,660
	33,707	24,364

The loan was received from Headway - The Brain Injury Association to help fund the costs of setting up the Charity. It is non-interest bearing and is unsecured. The parties to the loan have agreed that the loan will be repaid once the legacy income described in Note 12 has been received. As this legacy income is expected to be received in 2025/26, the loan has been disclosed as due within one year.

14. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT PERIOD

	Balance at 1 August 2024 £	Income £	Expenditure £	Balance at 31 March 2025 £
UNRESTRICTED FUNDS				
General Fund	25,552	205,558	(170,789)	60,321
RESTRICTED FUNDS				
Cambridgeshire County Council ABI grant	-	1,192	-	1,192
Irwin Mirchell Solicitors - Outreach Programme sponsorship	-	2,000	-	2,000
Strangward Trust	-	2,700	-	2,700
Slater & Gordon - Community Brain Injury Support Worker	-	5,625	(5,952)	(327)
	-	11,517	(5,952)	5,565
TOTAL OF FUNDS	25,552	217,075	(176,741)	65,886

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

14. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR PERIOD

	Income £	Expenditure £	Balance at 31 July 2024 £
UNRESTRICTED FUNDS			
General Fund	203,547	(177,995)	25,552
RESTRICTED FUNDS			
Cambridgeshire County Council ABI grant	22,692	(22,692)	-
Irwin Mirchell Solicitors - Outreach Programme sponsorship	2,000	(2,000)	-
	24,692	(24,692)	-
TOTAL OF FUNDS	228,239	(202,687)	25,552

Cambridgeshire County Council ABI grant

The ABI grant is a restricted grant to fund adult day services in Cambridgeshire during the period 1 May 2024 to 30 April 2025.

Irwin Mirchell Solicitors - Outreach Programme sponsorship

This is a donation to support Headway's Community Outreach Programme.

Strangward Trust

This is restricted funding towards the creation of information packs for people newly affected by brain injury. The packs contain specialist material to help people understand their brain injury and what they can expect in terms of recovery and rehabilitation.

Slater & Gordon - Community Brain Injury Support Worker

The funding from Slater & Gordon is to fund a Community Brain Injury Support Worker for a period of 12 months. The negative carried forward balance will be funded by future income.

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT PERIOD

	Unrestricted funds 31 March 2025 £	Restricted funds 31 March 2025 £	Total funds 31 March 2025 £
Current assets	94,028	5,565	99,593
Creditors due within one year	(33,707)	-	(33,707)
TOTAL	60,321	5,565	65,886

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR PERIOD

	Unrestricted funds 31 July 2024 £	Total funds 31 July 2024 £
Current assets	49,916	49,916
Creditors due within one year	(24,364)	(24,364)
TOTAL	25,552	25,552

16. PENSION COMMITMENTS

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity and amounted to £2,335 (2024: £2,524). At the period end, the amount payable to the pension scheme was £990 (2024: £550).

HEADWAY CAMBRIDGE AND PETERBOROUGH LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2025

17. OPERATING LEASE COMMITMENTS

At 31 March 2025 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	31 March 2025 £	31 July 2024 £
Room rent licences		
Not later than 1 year	2,034	-

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	31 March 2025 £	31 July 2024 £
Operating lease rentals	15,241	22,427

18. RELATED PARTY TRANSACTIONS

Slater & Gordon UK provided a restricted donation amounting to £5,625 (2024: £nil) to fund a Community Brain Support Worker. Sarah Yasmin Khudayir, a Trustee, is a serious injury solicitor at Slater & Gordon UK.

At the period end, a loan of £10,000 (2024: £10,000) was due to Headway - The Brain Injury Association. The loan is unsecured, non-interest bearing and repayable on demand.

There were no other related party transactions or balances in the current and prior periods.