

HEADWAY COTSWOLD TRUST LIMITED

ANNUAL REPORT

and

ACCOUNTS 2024



Headway Cotswold Trust Limited –
For the benefit of those with acquired brain injury and their carers in Gloucestershire

A Company Limited by Guarantee. Registered in England No 2274966.

Registered Charity No. 299805

Affiliated to Headway UK – National Head Injuries Association

COMPANY INFORMATION

DIRECTORS

F Cranmore
P Davies
C B Johnson
P Lonsdale
H Osborne
J Bees
A Hewitt

SECRETARY

C B Johnson

REGISTERED OFFICE

Headway House
Great Western Road
GLOUCESTER
GL1 3EP

COMPANY REGISTRATION NUMBER 2274966

REGISTERED CHARITY NUMBER 299805

INDEPENDENT EXAMINER

Simon Gill
7 Poppy Meadow Close
Witcombe
Gloucester
GL3 4XG

REPORT OF THE DIRECTORS

The Directors present their report with the financial statements of the company for the year ended 31st December 2024.

COMPANY STATUS

The company is limited by guarantee and has no share capital. Each member undertakes to contribute up to £1 if, on winding up, the company has a deficit. The company is a registered charity under the Charities Act.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the relief of persons who have suffered acquired brain injury through illness or accident, and their families and dependants, who are in need.

DIRECTORS

The directors of the company in office during the year were as follows:-

C B Johnson	J Bees
F Cranmore	P Lonsdale
P Davies	H Osborne
A Hewitt	

SECRETARY C B Johnson

This report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD

Approved by the Board on 17th June 2025.



C B Johnson – Secretary
19th June 2025

TRUSTEES' ANNUAL REPORT

The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 December 2024.

Organisation

We are an independent charity, operating under the name Headway Gloucestershire, and affiliated to Headway UK from whom advice is available if required and whose standards we follow in all our activities. The Trustees who meet bi-monthly set the strategic policies of the charity. The day-to-day management is delegated to our 12 members of staff who in turn are assisted by around 7 volunteers.

Review of activities

We are committed to making a positive change in the lives of people with a brain injury, their families and carers by providing help, information and ongoing support. The charity is principally engaged in the running of a day centre at Headway House in Gloucester providing cognitive rehabilitation and support for clients with brain injuries, their families and carers.

In the past year we have concentrated mainly on delivery of our core services, the Enablement Service and Individual Support for brain injury survivors and their families. We are grateful for the support of our local authority and NHS commissioners who have continued to experience significant budgetary pressures over this period, and we have ongoing discussions with them about neurology services in Gloucestershire and the needs of survivors.

We have been fortunate to receive grant funding for several projects in 2024 and this included measures to allow us to ensure our building was more environmentally friendly, with solar panels, new insulation, new windows and doors and LED lighting throughout. We are also grateful for the support of volunteers from local businesses who helped redecorate the inside of the building. Through other grant applications, we have been able to begin to use our garden, with a wheelchair friendly path now in place with planters and plans to grow vegetables.

The Trustees thank our dedicated staff and volunteers for their commitment and resilience through this difficult period, making an immeasurable contribution to the success of Headway Gloucestershire throughout 2024. We also wish to thank the many individuals and organisations who have contributed financially to the success of the charity this year. In particular we are grateful for the generous legacy gifts left to the charity.

Risk assessment

The Trustees regularly seek to identify and review the major risks to which the charity might be exposed. The systems required and actions necessary to mitigate those risks have been implemented where appropriate.

Approved by the Trustees

A handwritten signature in black ink, appearing to read 'C B Johnson', is written over a light grey rectangular background.

C B Johnson

(Secretary)

18th May 2025

STATEMENT OF FINANCIAL ACTIVITIES
for the Year ended 31st December 2024

	NOTE	RESTRICTED FUNDS	DESIGNATE FUNDS	UNRESTRICTED FUNDS	TOTALS 2024	TOTALS 2023
<u>Incoming Resources</u>		£	£	£	£	£
Attenders fees and funding		-	-	227,663	227,663	210,610
Fund raising and donations		-	-	37,640	37,640	16,320
Legacy Proceeds		-	-	57,451	57,451	340,000
Restricted fund donations and grants		-	-	-	-	-
Transfer between funds		-	-	-	-	-
Gift aid recovered		-	-	41	41	800
Grants		-	-	73,994	73,994	19,670
Members subscriptions		-	-	-	-	-
Interest received	2	-	-	19,586	19,586	11,613
Total incoming resources		-	-	416,375	416,375	599,013
<u>Charitable Expenditure</u>						
Restricted funds expenditure		4,441	-	4,441	-	-
Direct costs		-	-	328,629	328,629	243,951
Support costs		-	-	108,528	108,528	34,957
Administration		-	-	40,760	40,760	35,286
Total Charitable Expenditure		4,441	-	473,476	477,917	314,194
Net Income/(Expenditure) for the year	1	- 4,441	-	- 57,101	- 61,542	284,819
Unrealised Gain/(Loss) on Investments		-	-	3,977	3,977	555
NET MOVEMENT IN FUNDS		- 4,441	-	- 53,124	- 57,565	285,374
FUND BALANCES AT 1ST JANUARY		5,600	340,000	169,380	514,980	229,606
FUND BALANCES AT 31ST DECEMBER	4	1,159	340,000	116,256	457,415	514,980

BALANCE SHEET as at 31st December 2024		2024 £	2023 £
<u>FIXED ASSETS</u>			
Freehold Property		576,771	576,771
Office Equipment		2,756	-
Fixtures & Fittings	5	15,721	16,290
TOTAL FIXED ASSETS		595,247	593,061
<u>CURRENT ASSETS</u>			
Debtors and Prepayments	6	40,858	39,455
Investment in M& G Fund	7	53,977	50,000
Cash at Bank and in Hand -			
Designated Funds	4	340,000	340,000
Restricted Funds	4	1,159	5,600
Unrestricted Funds		8,984	74,561
TOTAL CURRENT ASSETS		444,978	509,617
<u>CREDITORS</u>			
Amounts falling due within one year	8	10,409	13,216
NET ASSETS		1,029,818	1,089,462
<u>CREDITORS</u>			
Amounts falling due more than one year	9	150,000	150,000
NET ASSETS		879,818	939,462
<u>FUND BALANCES</u>			
Capital Reserves		448,909	448,908
Designated		340,000	35,000
Restricted	4	1,159	5,600
Unrestricted		89,750	144,954
TOTAL FUND BALANCES		879,818	939,462

For the year ending 31 December 2024 the company 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 in accordance with Section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

ON BEHALF OF THE BOARD

P. Lonsdale

Pauline Lonsdale - Director

Approved by the Board

The notes below on pages 8 and 9 form part of these financial statements.

NOTES TO THE ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2024

NOTE 1. ACCOUNTING POLICIES

TURNOVER

The turnover and net income are attributable to the one principal activity of the company.

OPERATING SURPLUS/DEFICIT

The operating surplus/deficit is stated after charging:-

	<u>2024</u>	<u>2023</u>
	£	£
Depreciation - Owned Assets	14,293	7,987
Director's Emoluments	Nil	Nil

NOTE 2. INVESTMENT INCOME

	<u>2024</u>	<u>2023</u>
	£	£
Investment Income	19,586	11,614

NOTE 3. TAXATION

The company is a Registered Charity and is exempt from Taxation under Section 505 Income and Corporation Taxes Act 1988

NOTE 4. DESIGNATED AND RESTRICTED FUNDS	1 Jan. 2024	Received	Spent	31 Dec. 2024
	£	£	£	£
Designated for future building costs	340,000	0	0	340,000
Restricted for Garden Project	609	0	0	609
Restricted for specific client needs	591	0	591	0
Restricted Fund -ABI Film Project	4,400	0	3,850	550
Total Restricted Funds	345,600	0	4,441	341,159

NOTE 5. TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over

its estimated useful life	Rate	Basis
Freehold Property	0%	
Furniture ,fixtures and fittings	20%	straight line
Office Equipment	20 %	straight line
Computer Equipment	33%	straight line

INDEPENDENT EXAMINERS REPORT

	NBV	Additions	Dep,n	NBV
	01-Jan-24	In year	for year	31-Dec-24
	£	£	£	£
Furniture ,fixtures and fittings	8,612	14,101	5,024	15,721
Computer Equipment	4,755	-	2,387	2,377
Office Equipment	7,270	-	6,891	379
Total	18,669	14,101	14,293	18,477

YEAR ENDED 31 DECEMBER 2024

Independent Examiners report to the members of Headway Cotswold Trust Limited

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024.

NOTE 6. DEBTORS

Responsibilities and basis of report

Invoices outstanding from 30.11.2023

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")

December invoices

Payments/Other Debtors

2024 2023

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.

NOTE 7 INVESTMENTS

Independent examiner's statement

	2024	2023
	£	£
Market value at 1 st January	50,000	24,000
Unrealised investment gain/(loss)	3,977	555
Disposal proceeds	-	24,555
Market value at 31 st December	53,977	-
Cost 31 st December 2015	50,000	8,605

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any

the accounting records were not kept in accordance with section 145 of the Charities Act; or

the accounts did not comply 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.

Accruals

Social Security and other taxes

Sundry Creditor

Trade Creditor's

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.

Note 9. CREDITORS FALLING DUE

MORE THAN ONE YEAR

Loan from Barnwood Trust repayable

if charity ceases its current operations

Condition applies until 2029

Simon James Gill - BA Hons, FCCA, FIP

Witcombe

Gloucester

GL3 4XG

17/06/2025

INCOME AND EXPENDITURE ACCOUNT - For the year ended 31st December 2024		
<u>INCOME</u>	2024	2023
	£	£

Attenders funding	227,663	210,610
Fund raising and collections	37,591	16,320
Gift Aid Tax Recovered	41	800
Grants and sponsorship	73,994	19,670
Members subscriptions	0	0
Legacy Proceeds	57,451	340,000
Interest Received	15,835	10,008
Dividend income	3,750	1,605
Increase/decrease in CAF Investment	3,977	555
	420,302	599,568
<u>EXPENDITURE</u> Direct Costs		
Staff – Salaries	305,129	221,453
Staff - Training and Expenses	2,114	753
Staff – Travel costs	1,028	736
Staff - Recruitment and Advice	118	1,610
Volunteers Expenses	482	435
Activity Costs	10,818	11,261
Catering	8,650	7,145
Non-food catering costs	96	186
Fundraising costs	195	372
Attenders Travel Costs	0	0
	328,629	243,951
Support Costs		
Insurance	4,864	2,247
Pullman Court Maintenance	78,152	9,313
Pullman Court heating lighting & water rates	10,193	9,956
Pullman Court cleaning & waste disposal	15,320	13,441
	108,528	34,957
Administration Expenses		
Printing, Stationery and Postage	1,521	1,353
PR and Marketing	0	0
Office Equipment Maintenance	233	222
Equipment & Room Hire	584	330
Telephone & broadband	5,325	6,248
Computer Software & Hardware	12,192	15,164
Trustees Expenses	0	0
Accountancy & legal costs	500	0
Miscellaneous Expenses	0	0
Professional Fees	4,907	2,993
Bank Charges	123	120
Membership Fees	155	0
Bad debt	927	869
Depreciation Office Equipment	9,269	6,161
Depreciation Fix & Fittings	5,024	1,826
	40,760	35,286
TOTAL EXPENDITURE FOR THE YEAR	477,917	314,194
<u>SURPLUS OF INCOME OVER EXPENDITURE</u>	- 57,615	285,374

This page does not form part of the statutory financial statements.