

Charity Registration No. 702490

Company Registration No. 02443464 (England and Wales)

HEADWAY WORCESTERSHIRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

HEADWAY WORCESTERSHIRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Paul Valentine Leo Tarrant Helen Moore Allison Hollis	(Appointed 24 October 2022)
Acting Chairperson	Paul Valentine	
Treasurer	Paul Valentine	
Chief executive officer	Mandie Fitzgerald	
Charity number	702490	
Company number	02443464	
Principal address	Headway House The Mill Gregory's Mill Street Worcester WR3 8BA Telephone: 01905-729729 Fax: 01905-746538 Email: Enquiries@hwtl.org.uk	
Registered office	Headway House The Mill Gregory's Mill Street Worcester WR3 8BA	
Auditor	Kendall Wadley LLP Merevale House 27 Sansome Walk Worcester WR1 1NU	
Bankers	Unity Trust Bank Plc Nine Brindleyplace Birmingham B1 2HB Santander BBAM Bridle Road Bootle Merseyside L30 4GB	

HEADWAY WORCESTERSHIRE

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HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2023*

Introduction

The Board of Trustees are pleased to present their report (which also complies with the requirements of a directors' report under the Companies Act) on the affairs of the Charitable Company to the Annual General Meeting, together with a report from our Auditors, Kendall Wadley LLP, the Statement of Income and Expenditure, Balance Sheet, and Statement of Cash Flow for the twelve months' period ended 31st March 2023. The two reports form a single document and should be read as such.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)".

Objectives and activities

The Trust was registered with the Charity Commission on 30th January, 1990, registration no. 702490 "to relieve persons who have suffered head injury or brain damage through illness or accident, and their families, including cohabiters and dependants of such union who are in need".

Public benefit

The charity supports clients with an acquired brain injury (ABI) to enable them to achieve independent living and integrate them back into their local community.

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, "Charities and Public Benefit".

Charitable Area of Benefit

The area of benefit is not defined in the Charity Registration. However, all the Charitable Company's activities are in Worcestershire.

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Principal Activities

Headway Worcestershire is a local and independent charity supporting adults affected by acquired brain injury across Worcestershire, affiliated to the national charity Headway UK. All our activities contribute to our central objective of supporting life after brain injury. We offer specialist support, information and services to brain injury survivors, their families and carers, as well as to professionals in the health and legal fields.

“Headway Worcestershire aims to provide specialist support to adults with acquired brain injuries and their families enabling them to achieve independent, purposeful and contented lives in the community”

Our vision is to recognise that every brain injury affects people in different ways. We recognise that each person is unique and tailor support to meet their needs and circumstances. Our aim is to help people achieve their goals and enjoy a quality of life consistent with their desires and interests. Building a community where people with a brain injury are valued, respected and able to live a fulfilling life, while campaigning for greater public awareness and a better understanding of the impact of brain injury.

Headway Worcestershire manages and runs the following range of services:

Wellbeing Centres

We have centres based in Bromsgrove, Stourport and Worcester, the Wellbeing Services offer a comfortable environment where individuals living with an ABI can meet people, make friends, learn new skills, and gain confidence. The service offers a variety of activities tailored to suit individual needs and levels of recovery leading to a better quality of life.

At our centres we use activities that you enjoy, enabling you to learn new skills and re-learn old ones that may have been lost. We focus on people doing things for themselves and so becoming more independent. By working together, we aim to improve your health and wellbeing.

The activities are run in small, large or one to one session and led by trained support staff. In any one week over 105 people attend one of the three different centres taking part in 4397 individual sessions throughout the year.

Outreach care and support

We provide care and support to individuals across the whole of Worcestershire, direct to each client in their own home and local communities. Our specialist trained staff provide tailored one-to-one-person centred care and support to enable people with acquired brain injury to live happier and more independent lives.

Each community support programme is different and designed to meet the individual's particular needs. Staff support clients to work towards agreed goals and objectives in line with their aspirations and wishes whilst also meeting the needs of the funding criteria.

Outreach support staff will engage clients in practical, meaningful, and enjoyable activities which help them to achieve increased independence and confidence. This year we had 17,421 one to one visit in comparison to last year of 16,022.

Our Outreach Support Team are experienced in support and care and work closely with health care professionals, social services, housing services and other organisations to ensure each client receives a joined up cohesive support, or care program.

Individuals care, support or attendance at our services are purchased by Worcestershire County Council, Public Health Funding or privately by the individuals accessing the service.

Self-help Groups

We run three Support Groups sessions which are held in Worcester, Bromsgrove and Stourport and are facilitated by a qualified counsellor. The groups offer counselling for individuals, their carers, and families. This service is free to all those adjusting to life after a brain injury.

Understanding their condition and symptoms, not just from a clinical perspective from a consultant or doctor explaining it in medical terms. Honest down to earth explanations are shared and openly talked about, within the group. Everyone is encouraged to reach their own goals, working towards accepting their new condition, recovery, and social inclusion.

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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

This year we have introduced a monthly Young Persons Group for young adults aged 18-35 years of age, accessing this sector have proved a challenge and a service we have worked hard at achieving. The group meet once a month and vary in numbers but already patterns of behaviours have been identified and worked on by the session lead.

The group has acknowledged the importance and need for peer support and a safe environment to discuss their specific issues. Coping mechanisms and one-to-one support has proved valuable, often leading to bigger issues being identified and supported by our extended services, such as financial applications.

Counselling and Self Help Sessions

We have a trained counsellor and a self-help worker who provides one to one session to support individuals and families to adjust to life with a brain injury. Understanding their condition and symptoms, not just from a clinical perspective from a consultant or doctor explaining it in medical terms. Honest down to earth explanations are shared and openly talked about, within the group. Everyone is encouraged to reach their own goals, working towards accepting their new condition, recovery, and social inclusion. The group is run at a gentle caring pace with breaks to reduce fatigue.

Counselling can provide valuable and confidential support. Counselling provides a space where you can talk to someone about your concerns and emotional difficulties, someone trained and skilled in listening and helping you clarify your thoughts and feelings, which you may not be able to discuss with anyone else.

During 2022/2023 we provided 138 counselling sessions over the phone and 188 one-to-one sessions throughout the year.

Mindfulness

During this year we introduced a new fortnightly Mindfulness group session for our clients as well as one-to-one session for individuals who may need some personal techniques and coping strategies. The group has grown in numbers to up to 18 attendees.

For many brain injury survivors, mindfulness is an essential practice that helps to regulate their mental health, mood changes, and memory.

Self-isolation, like that imposed during the coronavirus pandemic, is something quite familiar to many brain injury survivors who have adapted coping mechanisms to manage their wellbeing.

Mindfulness isn't a cure, but it can help strengthen the mind and focus attention on the present moment.

Charity Shop

We have a charity shop based in St Swithins Street which not only raises much-needed funds and awareness for the charity, but it also provides the opportunity for voluntary work for some of Headway Worcestershire's service users. Seven of our current shop volunteers have an acquired brain injury and have been supported by Headway Worcestershire at some time. This offers the opportunity for them to gain work experience, build social relationships and confidence after an acquired brain injury.

Volunteer Support

Headway Worcestershire benefits from the support of over 27 volunteers throughout our services, they are the backbone to our charity, and we couldn't operate without their invaluable support. They often work alongside our paid members of staff in our Charity Shop and Wellbeing Services. Helping to run sessional programmes such as upcycling, life skills, social interaction, games, physical activities, gardening, quizzes and art.

During the year Headway Worcestershire has been raising awareness and understanding of acquired brain injury by publicising its work in local publications and social media. We endeavour to campaign and influence other professional bodies by facilitating meetings of health and social care professionals, hosting a multi-agency ABI monthly meeting to discuss new and existing clients. We work with individuals and campaigns on issues such as wearing safety headwear in sports, concussion, the implications of an ABI and numbers of those persons affected nationally.

We work closely with a range of public, private and voluntary organisations including Citizen Housing to ensure appropriate housing and packages of support are provided in Worcestershire. We have supported over 70 individuals in this housing scheme with 1092 hours of support.

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Chief Executive Officer Report April 2022 - March 2023

As I reflect on the past year, I feel immense gratitude for our partners, supporters, stakeholders, volunteers and our team who've contributed to Headway Worcestershire mission.

The past twelve months has been a time of recovery, following the impact of the Coronavirus pandemic. Working practices have gradually returned to near normal throughout our client sector.

Community fundraising is still being impacted as the world slowly adjusts to community living and social environments, after the lockdown.

Waitrose Donation

Collecting a cheque for £500.00 from Waitrose & Partners, Worcester for Headway Worcestershire, from their Community Fund focusing on Health and Wellbeing. Mandie bumped into Stephen Hodgson, Mayor @Worcester/ and Store Manager, Scott Whitaker too!

Thank you, our Worcester, community.



Blackpool May 2022

The excitement and joy are encapsulated in Jenny's face on the morning as 20 Headway Worcestershire clients boarded the coach for a five day holiday in Blackpool, supported by 10 members of our care team.

This is the only holiday our clients have had for many years and was rescheduled due to the pandemic. They had a brilliant time.



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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2023*

Volunteer Tea Party

A time to say thank you!

Volunteers' Week is an annual celebration of the contribution millions of people make across the UK through volunteering. Last year we celebrated with a volunteer's tea party! Thanks, a million.



Golf Challenge

Stuart Wood, Captain at Bransford Golf Club for organising the 72 Holes In One Day challenge.

Over 21 miles walked, thank you to Leo, Paul, Jay, Charles, and all those that took part in the event.



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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Corporate Volunteering

A thank you to the Technology Team from Sanctuary Group who came and conquered the garden last week, creating a new oasis and the beginning of our wild garden, benches were sanded and re-oiled to look after them, furniture painted, weeds annihilated, the outdoor skittle green levelled.



The world first ABI Games is a huge success! And we're thrilled.

Thanks to a two-year £50,000 grant from the National Lottery Community Fund, the largest funder of community activity in the UK, the ABI Games paid tribute to the Queen in her Platinum Jubilee year by naming the event the 'Queen Elizabeth II Games for People with Acquired Brain Injury'.

Headway
WORCESTERSHIRE
Supporting Life After Brain Injury

THE INAUGURAL ABI GAMES 2022
27 & 28 August @
University of Worcester Sports Arena

In honour of Queen Elizabeth II's Platinum Jubilee, Headway Worcestershire is proud to present the inaugural Acquired Brain Injury Games.

People with acquired brain injuries from anywhere in the UK are invited to participate, and anyone can attend this fabulous event.

COMMUNITY FUND
PLATINUM JUBILEE 2022

Adults with an acquired brain injury from across the UK made their mark with remote creative applications prior to the event and over 80 other contestants tested their abilities by participating in 24 various activities over the weekend.

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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Activities included physical games such as boccia and bowls, as well as walking tennis, cricket, rugby, and football. There were some impressive entries in the category for creative expression which encompassed pottery, art, creative writing, and photography, as well as life skills comprising some delicious entries in the form of baking a cake, scones, and making a preserve. Cognitive ventures like dominoes, quizzes, Uno, drafts, cribbage, and chess were a huge hit.

"We only had four months to create this special event after our funding was confirmed. We managed to create a unique platform in which to celebrate the incredible skills and talents of our ABI community nationwide.

I couldn't be prouder of the first Headway Worcestershire ABI Games and shed a tear when reflecting on all the happiness, friendships and achievements made over the last two days.

The weekend surpassed all my expectations; I can't wait until the next event, which we have already planned for the 3rd August 2023. Thank you for the amazing support from friends, family and volunteers and the National Lottery Community Fund for making this weekend possible. We are all so very proud and thankful to everyone involved."

We couldn't have done it without you! Thank you to all of the volunteers who gave up their weekends to support the ABI Games.



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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Testimonials

So, at home here, everyone so friendly'.

'Thank you so much for staging the very first ABI Games. It was a most Joyful and inclusive event and allowed those of us with an ABI to meaningfully participate and demonstrate our skills and who we really are - something that can be lost to ourselves and others.'

'It was an amazing weekend! I tried new things, talked to so many wonderful people, shared stories and made my parents proud, my Dada was over the moon to see me win medals!!!'

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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

new things, talked to so many wonderful people, shared stories and made my parents proud - my dad was over the moon to see me win medals!!!

Many, many thanks
Jo Marsh

Aug 3rd 2023 is already in my diary!

September 2022

Dear Mairdie, Glen and everyone at Headway,

Thank you so much for staging the very first ABI Games. It was a most joyful and inclusive event and allowed those of us with an abi to meaningfully participate and demonstrate our skills and who we really are - something that can be lost to ourselves as well as to others. It was an amazing weekend! I tried



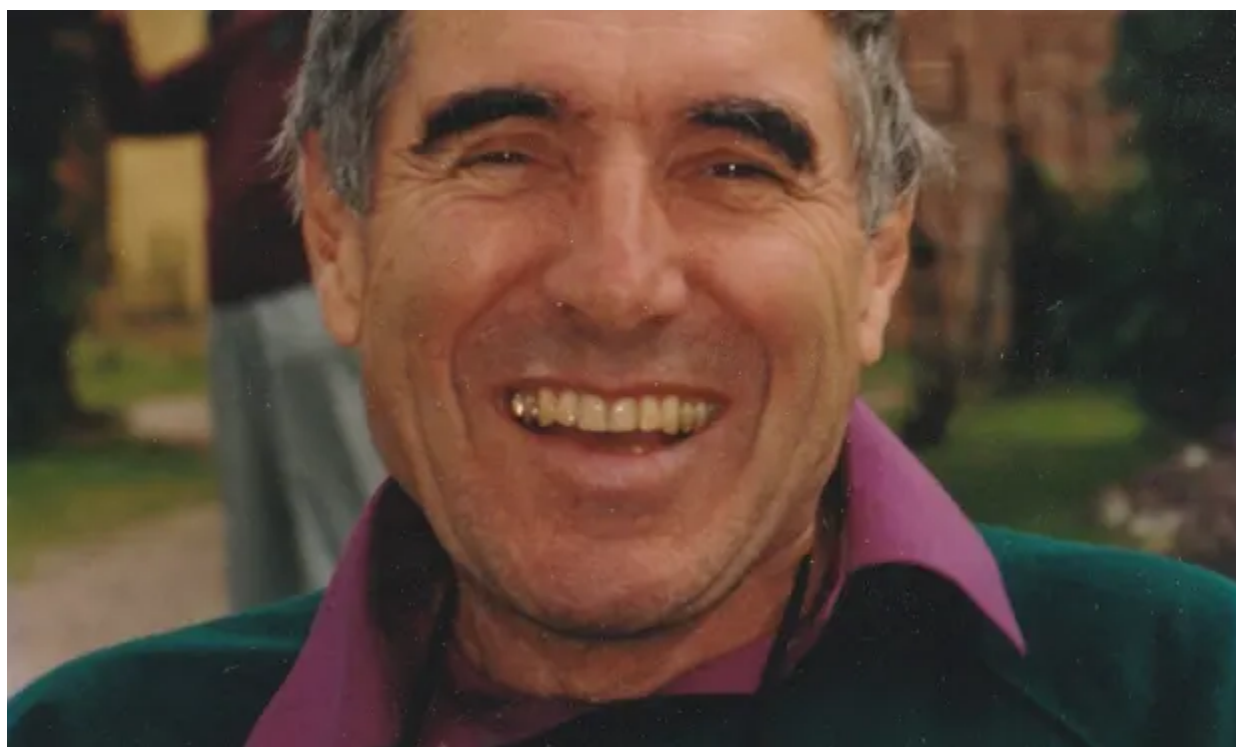
HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2023*

On Monday 14th November 2022 we said adieu to Malcolm Colin Scott 1936 - 2022

Malcolm Scott, who has died aged 86, was a man of varied – and contrasting – talents and interests sadly passed away in October 2022.

Malcolm was loved and well-respected by all that knew him, former Chair of the Trustees and long-time volunteer and advocate of our charity. "I had the privilege of sharing some of the memories we have of Malcolm at his Memorial Service of Thanksgiving and Celebration, what an amazing life he led. Thank you, Malcolm, for your support and care in our Worcestershire ABI Community".



A highly respected physicist whose research has been published internationally, he was also a gifted photographer who enjoyed recording life in rural England. He was an ardent traveller yet relished being at home on his Worcestershire smallholding. He was interested in technological advances but lamented the advances of big tech – preferring instead a local shop, a good book and the print edition of the Guardian.

Back in Birmingham, Malcolm went on to lead the reactor physics MSc course and the medical physics research group. It was a highly successful career. His work in boron neutron capture therapy, for example, is at the heart of products from one of the main companies developing this form of cancer treatment.

After retiring from Birmingham in 1992, Malcolm worked extensively with our charity and continued with his photography, publishing collections including *A Village Portrait: Leigh, Worcestershire* (2000), *Images of Creative Herefordshire: Its Artists, Craftspeople and Musicians at Work* (2015) and *Pakistan: One Man's View* (2016).

We have set up a welfare fund in his name from the kind donations made from his friends and family so that his support and care is never forgotten.

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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Halloween 2022



How was Halloween for you? We celebrated a spooky day at Headway Worcestershire yesterday, with creative costumes a fantastic two course lunch and games for 25 clients.

Mindfulness Sessions

Wellness Session run by Emma Hamel - Wellness Coach focuses on habits. Our clients became aware of their habits, how to recognise the triggers which enable habits and how to shift negative habits into positive ones. It was certainly an enlightening experience. This session finishes with a meditation which showing how to deal with frustration by bringing in a sense of calm and relaxation.



I have been going to Headway to seek advice and rehabilitation help. I cannot speak more highly of the team there, in welcoming me as a new client, settling me into the group and allowing my feelings and experience to be heard. Hearing other clients has allowed me to move forward in my recovery and know it's a slow process. They've been very supportive, and I can see how vital this service has been for me and others. Great team spirit there helps.

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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Headway Worcestershire Charity Shop

Staff and volunteers from the Headway Worcestershire Charity Shop purchased their outfits for the fancy dress '80s-themed party from donated goods. Your donations mean the world to us, thank you.



Our Headway Worcestershire Jubilee window display, appearing in the Worcestershire News

Our Shop

Our shop sells a vast array of donated items, including quality clothing, bric-a-brac, shoes, bags, DVD's, old vinyl records, jewellery, pottery, scarves, ties, books and toys at an affordable price and is run by a dedicated team of staff and volunteers.

Unfortunately, we are unable to take any electrical items or furniture.

We always need goods and our shop depends totally on stock donated from members of the public. Your unwanted items are always welcome, so please spread the word and let your friends and family know. We can receive donations at The Mill, Gregory's Mill Street, Worcester WR3 8BA, if it's easier for you to drop off your donation. Telephone 01905 729 729 to arrange.

We are also urging people to donate even the oldest, out of fashion, worn, torn and marked clothes. Other items such as broken phones, odd earrings and unwanted jewellery can be processed. As we can raise valuable funds from items that normally go straight in the bin, by working with a local recycling company we are able to help reduce waste going into landfill. *Please mark your bag as recycling to help the team at the shop process your generous donations.*



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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

We moved our North Worcestershire Wellbeing Centre to Anglo House, Worcester Road, Stourport.



Our new Wellbeing Centre at Stourport Anglo House. It's open on Wednesdays and Thursdays 10am - 3pm a lovely space.

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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Christmas 2022

Supported and funded by Foresters Financial and managed by Sue Bedford with a grant of £2,000 to fund over 200 meals over five days and ensures that all clients receive a gift at Christmas. We couldn't do it without this incredible support, thank you.



The Repair Shop



The Headway Repair Shop

The woodwork workshop at the Worcester Daycentre, run by Morgan our Support Worker, has been bustling with energy the last few weeks. We have started an exciting upcycling project, inspired by 'The Repair Shop' show as seen on BBC One; repairing and revamping old furniture, giving them a new lease of life. Clients have worked incredibly hard to clean, sand, prime and paint items found in the daycentre - the results speak for themselves!

Thank you to Mel, Sven and friends for raising £1,500.00 for Headway Worcestershire

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023



Each day Mel has pushed herself to greater and greater distances, and after only 6 months of training Mel has just completed an 8KM+ training walk in preparation for the big one, a half Marathon walk, 21km, in London in January 2023.

The Brain Injury Identity Card is a simple solution to a tricky conversation.

Dolly from Headway Worcestershire was the 10,000th person with an ABI to be issued with a Brain Injury Identity Card. Her advice to anyone who might be struggling with the effects of their brain injury is, without a doubt, to apply for a Brain Injury Identity Card. Dolly says: "It is comforting to know that I have it with me should I need to explain to anyone why I might be slow or forgetful."

She was the cover girl for Headway News, Autumn 2022.



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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023



Headway Worcestershire Feedback -

'If not for Headway I would not be here. They have helped me so much. They have always been there for me and still are. They are my safe place and Headway are just amazing' - LG - Bromsgrove

'Headway has helped me talk to others that have been through similar to me and they have helped my family lots' - SB - Malvern

'We cannot thank all Headway staff enough. They are polite when I phone up to sort things out for us. I would not change the team for the world. We would recommend people to get in touch if they have problems, they will not be disappointed' - GP - Pershore

'It is comforting to know that the charity is there if you need help and support. Sometimes you just want someone to listen and understand how life has changed, not just for the person but for their families too' - HF - Worcester

'Someone to talk to who actually listened and provided practical solutions' - LC - Worcester everyone.

'We want to thank Headway Worcestershire for helping and supporting us both, through one of the most difficult times of our lives! We honestly believe we would not have survived without their non-wavering, non-judgemental support'.

HEADWAY WORCESTERSHIRE

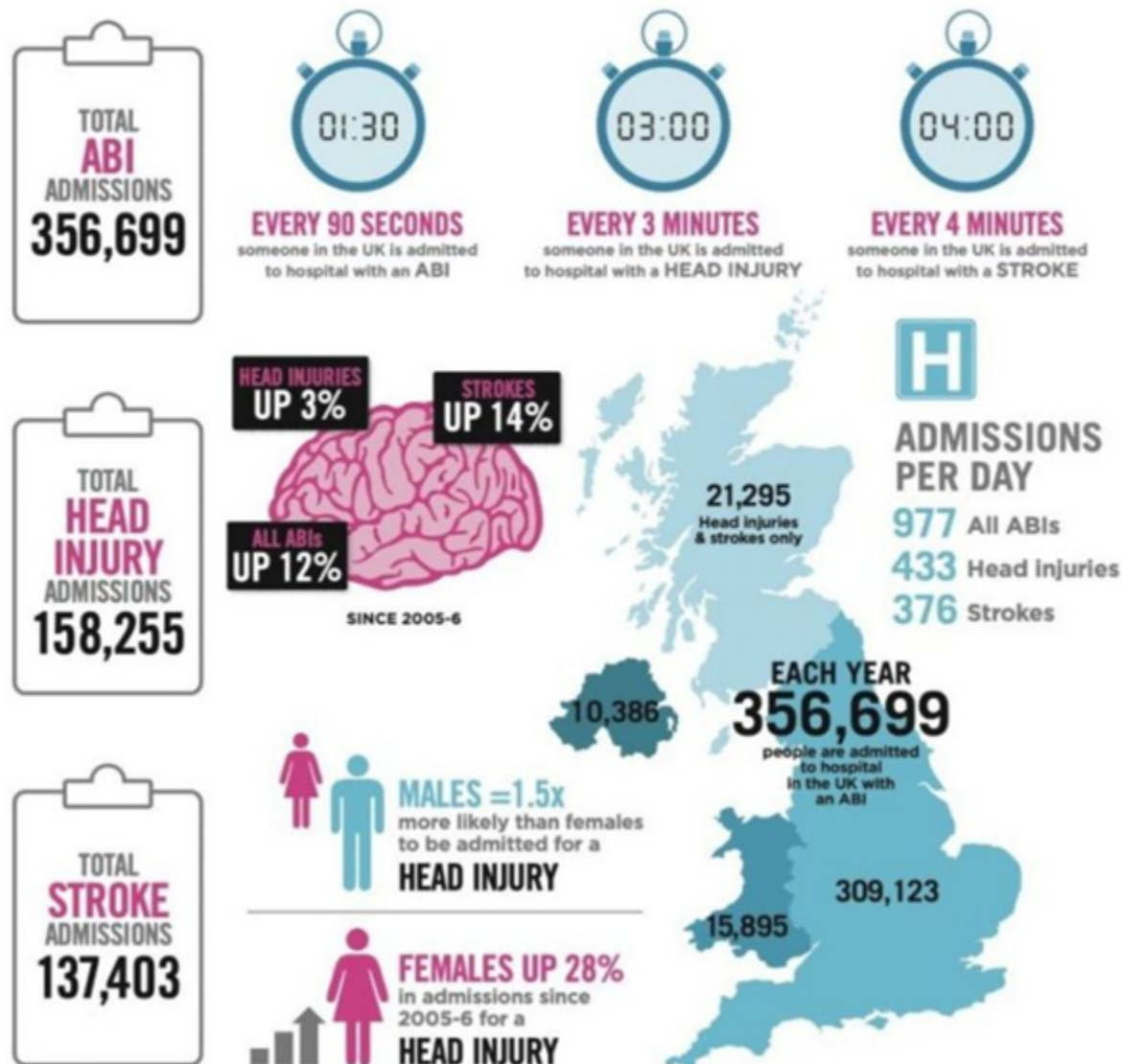
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

ACQUIRED BRAIN INJURY



the brain injury association

2019-2020 STATISTICS BASED ON UK ADMISSIONS



Total ABI admissions include head injuries, strokes, brain tumours, and other conditions such as meningitis, encephalitis and hydrocephalus. Not all these people will be left with a long-term disability, so ABI is used as short-hand for 'ABI-related diagnosis'. Admissions do not equate to individuals as one person can have multiple admissions. Overall, individual patients make up approximately 85% of all admissions and over 90% of head injury admissions.

For further information about brain injury or to access support:

Visit www.headway.org.uk Call 0808 800 2244 Email helpline@headway.org.uk

Headway - the brain injury association is registered with the Charity Commission for England and Wales (Charity No. 1029852) and the Office of the Scottish Charity Regulator (Charity No. SC 039952). A company limited by guarantee, registered in England No. 2344805.

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Treasurers & Interim Chair Report 2022/23



Paul Valentine (Interim Chair & Treasurer)

Welcome to our Chairman (Interim) and Treasurers Report for 2022/23.

Headway Worcestershire is a registered charity, and we work for the benefit of clients with Acquired Brain Injuries (ABI) and their families throughout Worcestershire.

We exist to provide resources and facilities to meet the needs individuals within the community which have or are experiencing an ABI. The overall mission of the charity continues to promote understanding of all aspects of brain injury and provide information, support and services to survivors, their families, and carers. In addition, Headway campaigns to reduce the incidence of brain injury.

Whilst there has been a slight increase in income received in this financial period due to the unprecedented increase in the cost-of-living expenditure, operational costs continued to be managed efficiently and therefore the total increase in the loss for the period was proportionate at £30,759.

On behalf of Headway Worcestershire, we would like to thank and continue to promote the awareness of the Big Lottery Fund. The Big Lottery Fund has aided this financial year totalling £36,713, an increase from the previous year's £23,376. It is hopeful with the support alongside the CEO of a former Headway manager namely Glen Jansen that funding will continue to increase as more awareness of the charity is communicated.

Additionally, we would also like to thank the many varied valued donations received from organisations.

The following provides an overview of the charities current financial position.

Total Income

2021/2022 - £819,833

2022/2023 – £846,105

Increase of £26,272 (3.2%)

Total Expenditure

2021/2022 - £873,569

2022/2023 – £930,600

Increase of £57,031 (6.53 %)

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

This is my fifth report as the Treasurer of Headway Worcestershire, and I would like to thank the continued hard work by everyone involved within the charity whether they represent the charity on a full, part-time, or volunteer basis. As the cost of living continues, I wish to thank everyone within the charity for doing their part to ensure money is spent wisely with special attention made to ways in which expenditure can be reduced. The hard work and dedication by everyone including administration, management, support workers, shop employees and volunteers during a period of high costs has been exemplary and ensured the charity continues to provide the high level of care expected by its clients, families, and the Charities Commission.

It has been a pleasure to be involved with the charity and experience the development over the year.

The trustees and management team have some further positive opportunities planned for the next twelve months including the repurposing the current buildings at the Mill to accommodate further activities which will undoubtedly benefit clients throughout the County. These plans some of which will be very significant for the charity and will I'm confident ensure the future for the charity and its clients for the years ahead.

On behalf of the Board, we will continue to support these plans and make them a reality.

Paul Valentine (Interim Chair & Treasurer)

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Outlook for 2023/2024

With the effects of the pandemic still being felt within community fundraising across the charity sector, we focused our efforts on grant applications to support our incredible work within Worcestershire.

An application was made to The National Lottery to enable us to continue our existing LINK project for the next three years as now more than ever we are needed within our Worcestershire community. Salaries over three years, for staff associated with the LINKS project. Travel costs over three years, for the project throughout Worcestershire Training and for relative staff. The proportion of overhead costs covering the needs of the project (300 plus referrals) over three years. Lease of a transport vehicle for client transportation and access to our services IT requirements laptop and tablet Mobile phone costs Information leaflets, postcards, and business cards.

Links with hospitals and other service providers for an individual with an ABI, means greater awareness of Headway Worcestershire and the services we provide. Our enhanced links with the health and social care services will shorten the time scale between when the patient leaves the ward and the start of their rehabilitation journey. We have seen secondary outcomes emerging from our care and support include respite for the carers, ability to adapt and accept the current condition, our specialised care team finding better ways to support a person affected by an acquired brain injury as well as ensuring carers are aware of the availability of such support. Our long-term support care plans will reduce pressure on health and social care budgets, providing a continued recovery path supported each step of the way.

We were successful with our application securing £242,903 over three years, receiving our first payment in March 2023.

This will enable us to support survivors who will receive ongoing appropriate support to avoid pitfalls that are often faced by individuals with an acquired brain injury through offending or undertaking criminal activities, unsecured financial security, helping to maintain relationships, not becoming socially isolated and maintaining and improving their mental health and wellbeing. Rehabilitation after brain injury is largely unpredictable as every injury is unique. Unlike most other cells in the body, brain cells do not regenerate when they are destroyed. The brain is somewhat flexible and can reorganise itself, to an extent, to regain lost function. This is known as brain 'plasticity'. Rehabilitation aims to help the brain learn alternative ways of working to minimise the long-term impact of brain injury.

There is also the ripple effect extending to families and carers and the wider community. With the enhanced LINK project, we would expect to see a significant rise in the numbers of brain injury survivors being supported by Headway Worcestershire. We are the only service provider focusing solely on people affected by brain injury in Worcestershire and we can provide the informational and practical support needed by those affected by ABI.

The Eveson Charitable Trust awarded us with £20,000 to support core cost expenditure during 2021/2022 and we are hoping to secure another grant of £25,000 for the 2023/2024 financial period.

We have maintained our Outstanding CQC status categorisation but expect to be assessed during the 2023/2024 period.

The SMT and Board will be looking at our existing buildings and how we can plan to improve our Gregory's Mill Street site and Wellbeing Centre. The existing structures are tired, not functioning as they could and need major refurbishment. We need to maximise the space and the areas we use to support our clients, to ensure a safe happy environment.

We will be looking at ways to make the space available to our extended community either through private/commercial hire or supporting other charities in a collaborative way. Making the space work for us in generating additional income for Headway Worcestershire. We will seek advice and support from local experts in its design and costing, seeking capital appeal income to make the major changes.

QUEEN ELIZABETH II GAMES FOR PEOPLE WITH ACQUIRED BRAIN INJURY

In August 2022 Headway Worcestershire Presented The Inaugural ABI Games funded by the National Lottery for two years with a £50,000 grant in celebration of the Queens Jubilee.

People with acquired brain injuries from anywhere in the UK were invited to participate in this event.

Partnering with the University of Worcester Sports Arena, the event was held on 27 & 28 August 2022.

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Over 90 people participated over the two days. Many pushed through limits, challenged themselves and others, and made new friends.

On 3rd August 2023 at the University of Worcester Sports Arena Headway Worcestershire will be holding the second year of this forward-thinking all-inclusive event for our national ABI Community.

This is an exciting time for the charity as we continue to look forward and plan for the longevity of Headway Worcestershire.

Investment powers, policies and procedures

Under the Memorandum and Articles of Association the Charitable Company has the power to invest in any way the Trustees wish. Having regard for the liquidity requirements of operating the Charitable Company and its reserves policy, the Trustees have maintained funds in interest bearing accounts.

Policies, Practices, and Arrangements to Further Charitable Objects

Current Policies are reviewed on a rolling programme led by the members of the management team and new policies due to changes in legislation are developed and shared. Our new Staff Handbook will be developed, and other HR initiatives reviewed.

The staff of Headway Worcestershire have secured sufficient funding from Statutory Bodies, Grant Making Trusts, fundraising and from regular donations to ensure that the organisation can carry out its objectives and mission effectively.

Level of reserves

During 2014/2015 in response to the Charity Commission's first "Statement of Recommended Practice", the Trustees decided to confirm a prudent level of reserves as being "between three months and six months" typical expenditure.

Total reserves stand at £903,528 (2022 - £988,023) of which £7,494 (2022 - £12,437) is restricted funding, £278,281 (2022 - £279,825) has been designated for specific use, and £617,753 (2022 - £695,761) unrestricted which after allowing for the tangible fixed assets of the organisation of £256,348 (2022 - £265,897) leaves £361,405 (2022 - £429,864) available for general use. This level of "free" reserves represents 5 months typical expenditure.

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2023*

Risk Management prosperous

The Trustees have considered risks and risk management throughout the year as part of the business of the full Board and sub-committee monthly meetings.

The principal area for attention remains the potential reduction in the level of external funding of the Charity services.

The Board of Trustees have identified the following key areas of risk to the charity. Actions to mitigate against these risks are also detailed:

Risk: Cuts or withdrawal of local authority funding for day services for people with disabilities given that this represents a significant proportion of the charity's income.

Risk: Use of reserves to support service delivery where contracts and grants are either reduced or withdrawn.

Mitigation: The position with regards to reserves remained positive during 2022/2023 and it is the Board advice not to undertake any projects involving substantial capital expenditure unless additional resources can be secured to support any proposed new project or Trustees approve capital use.

Risk: That the charity fails to meet its regulatory or contractual obligations (as set out by funding authorities and monitoring bodies including the Care Quality Commission, Worcester Council, and the NHS) resulting in a loss of income and / or reputational damage.

Mitigation: The Senior Management Team are suitably qualified and experienced to ensure that services deliver to contract and meet regulatory requirements. Compliance is also monitored on a quarterly basis by Trustees through the Board

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2023*

Structure, governance and management

Governing Documents

The objects, activities and administration of the Charitable Company are set out in the revised Memorandum and the Articles of Association of Headway Worcestershire at a special general meeting on 21st June 2019.

Registration

The Company was first registered on 16th November 1989, in a Memorandum and Articles of Association, as "a Company Limited by Guarantee and not having a Share Capital". The revised Memorandum and Articles of Association adopted at the Special General Meeting on 21st June, 2019 was registered with Companies' House subsequently.

The Trust was registered with the Charity Commission on 30th January, 1990, as a Charitable Trust.

Trustees

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Paul Valentine

Leo Tarrant

Ian Balfour

(Resigned 8 November 2023)

Bella Noke

(Resigned 7 March 2023)

Helen Moore

Allison Hollis

(Appointed 24 October 2022)

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Election of the Board of Directors/Trustees

The Trustees are elected at General Meetings. One third of its membership retires each year but may be reappointed.

The President is entitled to attend the Trustees meetings but not vote.

The Management Team of Headway Worcestershire also attends meetings but may not vote.

The Board of Trustees appoints its chairman, company secretary and treasurer.

The Board approves the Annual Accounts and appoints auditors.

The Board has the power to co-opt new trustees during the year to fill vacancies.

There being no sub committees, all the business of the Charitable Company is conducted by the main trustee body.

The Directors / Trustees, in line with best practice have people who experienced a brain injury serving on the Board. One person on the Board of Directors / Trustees receives support and occupies accommodation on the same basis as any other member of that client group.

Directors/Trustees Interests

None of the Directors/Trustees have any financial interests to declare, no interests in any of Headway's contracts and have claimed no expenses or remuneration.

The liability of members is limited by guarantee of each member to contribute such amount as may be required (not exceeding £1.00) to the Charity's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the Charity's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

Publicity

The Directors / Trustees issue newsletters and secure the publication of feature articles in the local press, generally promoting our work, campaigning on safety issues and seeking donations and volunteers to help with the activities of the Charitable Company.

Meeting Need

The Charitable Company receives referrals from family members of those with ABI, individuals, health professionals and Worcestershire County Council of people in need of day opportunities, support, rehabilitation, outreach support etc.

Contribution of Volunteers

The Charitable Company has always been fortunate to attract volunteer staff to help with its activities, and three members of staff have shared responsibility for the recruitment, training and support of volunteers. About 20 - 30 volunteers are active at any one time.

General Meetings

The Directors / Trustees may call a general meeting of the Members at any time and such a meeting shall be held in accordance with the Act.

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Membership

Any person who is willing to act as Director / Trustee, and who is permitted by law to do so, may be appointed to be a Director / Trustee in accordance with the rules made under Article 14. No person shall be admitted as a member of the Charity unless there application for membership is approved by the Trustees.

Meetings of the Management Committee

The Board meets monthly. The Trustees receive and consider reports from the Chairman, Treasurer, and paid managers including the Chief Executive to whom the Trustees delegate the day to day management of the charity.

Considerable attention is paid to the way individual service users are developing and moving forward. The Committee is also responsible for approving the remuneration structure of the staff having due regard to external factors in setting rates of pay. Minutes are taken and circulated.

Policies

The Directors/Trustees have adopted an Equal Opportunities Policy, a Health and Safety Policy, a Complaints Procedure, a Quality Assurance Statement, a Grievance Procedure and Disciplinary Procedures and Rules for staff and volunteers, to operate in relation to the Charitable Company's activities. A number of other policies and procedures have been adopted as part of good practice and compliance with the council contracts, headway national standards, CQC registration and good employment practice.

Trustee induction and training

New Trustees are given a copy of the Constitution, last year's Annual Trustees' Report and Audited Accounts. New Trustees are also given an individual session by the Chairman and Company Secretary and are also given a copy of the Charity Commission's publication CC3 "Responsibilities of Charity Trustees."

Employee involvement

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that the appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

Disabled persons

The charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the charity's performance.

HEADWAY WORCESTERSHIRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2023*

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor are aware of such information.

This report has been prepared taking advantage of the small companies exemption in the Companies Act 2006.

The Trustees' report was approved by the Board of Trustees.

Paul Valentine

Trustee

Dated: 20 December 2023

HEADWAY WORCESTERSHIRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are also the directors of Headway Worcestershire for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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, including the income and expenditure, of the charitable company for that year.

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 UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are 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 Companies Act 2006. They are also responsible for safeguarding the assets of the Charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HEADWAY WORCESTERSHIRE

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF HEADWAY WORCESTERSHIRE

Opinion

We have audited the financial statements of Headway Worcestershire (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

HEADWAY WORCESTERSHIRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF HEADWAY WORCESTERSHIRE

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Extent to which the audit was considered capable of detecting irregularities including fraud

We gained an understanding of the legal and regulatory framework applicable to the charitable company and the charity sector in which it operates, and considered the risk of acts by the charitable company that were contrary to applicable laws and regulations, including fraud. We designed audit procedures to respond to the risk, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

We focused on laws and regulations which could give rise to a material misstatement in the financial statements, including, but not limited to, the Charities Act 2011 and Companies Act 2006.

Audit response to risks identified

Our tests included agreeing the financial statement disclosures to underlying supporting documentation, analytical review, the relevance and accuracy of accounting estimates, enquiries with management and reviewing meeting minutes of those charged with governance. There are inherent limitations in the audit procedures described above and, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. We did not identify any key audit matters relating to irregularities, including fraud. As in all our audits, we also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of bias by the trustees that represent a risk of material misstatements due to fraud.

It should be noted that Auditing standards limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

HEADWAY WORCESTERSHIRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF HEADWAY WORCESTERSHIRE

Use of our report

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. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

David Farebrother BSc(Hons) BFP ACA (Senior Statutory Auditor)
for and on behalf of Kendall Wadley LLP

20 December 2023

Chartered Accountants
Statutory Auditor

Merevale House
27 Sansome Walk
Worcester
WR1 1NU

Kendall Wadley LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

HEADWAY WORCESTERSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
	Notes					
<u>Income and endowments from:</u>						
Voluntary income	3	47,753	-	2,249	50,002	79,856
Income for support of people with brain injury	4	689,383	-	36,713	726,096	692,101
Charity and book shop income	5	50,926	-	-	50,926	45,749
Investments	6	1,766	-	-	1,766	404
Other income	7	2,669	14,646	-	17,315	1,723
Total income		792,497	14,646	38,962	846,105	819,833
<u>Expenditure on:</u>						
Charity and book shop expenditure	8	45,816	-	-	45,816	45,151
Support for people with brain injury and other costs.	9	824,330	16,190	44,264	884,784	828,418
Total expenditure		870,146	16,190	44,264	930,600	873,569
Net outgoing resources before transfers		(77,649)	(1,544)	(5,302)	(84,495)	(53,736)
Gross transfers between funds	15	(359)	-	359	-	-
Net expenditure for the year/ Net movement in funds		(78,008)	(1,544)	(4,943)	(84,495)	(53,736)
Fund balances at 1 April 2022		695,761	279,825	12,437	988,023	1,041,759
Fund balances at 31 March 2023		617,753	278,281	7,494	903,528	988,023

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY WORCESTERSHIRE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Prior financial year

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes				
<u>Income and endowments from:</u>					
Voluntary income	3	67,157	228	12,471	79,856
Income for support of people with brain injury	4	610,655	-	81,446	692,101
Charity and book shop income	5	45,749	-	-	45,749
Investments	6	404	-	-	404
Other income	7	1,564	159	-	1,723
Total income		725,529	387	93,917	819,833
<u>Expenditure on:</u>					
Charity and book shop expenditure	8	45,151	-	-	45,151
Support for people with brain injury and other costs.	9	712,636	4,286	111,496	828,418
Total expenditure		757,787	4,286	111,496	873,569
Net outgoing resources before transfers		(32,258)	(3,899)	(17,579)	(53,736)
Gross transfers between funds	15	(150,224)	152,023	(1,799)	-
Net expenditure for the year/ Net movement in funds		(182,482)	148,124	(19,378)	(53,736)
Fund balances at 1 April 2021		878,243	131,701	31,815	1,041,759
Fund balances at 31 March 2022		695,761	279,825	12,437	988,023

HEADWAY WORCESTERSHIRE

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	16		256,348		265,897
Current assets					
Debtors	17	61,456		50,611	
Investments	18	84,310		83,835	
Cash at bank and in hand		603,947		668,550	
		<u>749,713</u>		<u>802,996</u>	
Creditors: amounts falling due within one year	19	(102,533)		(70,870)	
Net current assets			647,180		732,126
Total assets less current liabilities			903,528		998,023
Creditors: amounts falling due after more than one year	20		-		(10,000)
Net assets			<u>903,528</u>		<u>988,023</u>
Income funds					
Restricted funds	22		7,494		12,437
Unrestricted funds - designated	23		278,281		279,825
Unrestricted funds - general			617,753		695,761
			<u>903,528</u>		<u>988,023</u>

HEADWAY WORCESTERSHIRE

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2023

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 20 December 2023

Paul Valentine

Trustee

Company Registration No. 02443464

HEADWAY WORCESTERSHIRE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash absorbed by operations	29		(65,894)		(36,682)
Investing activities					
Interest received		1,766		404	
Net cash generated from investing activities			1,766		404
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(64,128)		(36,278)
Cash and cash equivalents at beginning of year			752,385		788,663
Cash and cash equivalents at end of year			688,257		752,385

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Headway Worcestershire is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, The Mill, Gregory's Mill Street, Worcester, WR3 8BA.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Goods donated for resale are low-value in nature and recognised as income to the charity upon sale.

Government grants in connection with Covid-19 support are taken to the Statement of Financial Activities when receivable. For funds received under the Job Retention Scheme and Rates Relief, the income is allocated to the respective activity areas in direct proportion to the staff cost to which the claim relates.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of charitable activities and the operation of charity shops.

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All expenses are prepared on an accruals basis and liabilities are recognised in the period to which they relate. All direct costs associated with the homes and activities run by the charity are shown as direct charitable activities. Costs of generating funds consist of those costs incurred in attracting funding for the charity. Salaries and other office running costs are apportioned between charitable activity support costs and governance costs based on an estimate of staff time attributable to each.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	straight line over 50 years
Fixtures, fittings & equipment	straight line over 3 or 5 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

Cash deposits with a term of between three months and one year are shown as current asset investments.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

3 Voluntary income

	Unrestricted funds general £	Unrestricted funds designated £	Restricted funds £	Total 2023 £	Total 2022 £
Donations and gifts	27,753	-	2,249	30,002	27,395
Grants received	20,000	-	-	20,000	52,461
	<u>47,753</u>	<u>-</u>	<u>2,249</u>	<u>50,002</u>	<u>79,856</u>
For the year ended 31 March 2022	<u>67,157</u>	<u>228</u>	<u>12,471</u>		<u>79,856</u>
Donations and gifts					
Donations	27,556	-	2,249	29,805	26,418
Fundraising donations	197	-	-	197	977
	<u>27,753</u>	<u>-</u>	<u>2,249</u>	<u>30,002</u>	<u>27,395</u>
Grants receivable for core activities					
Laslett's Charities	-	-	-	-	3,000
Eveson Charitable Trust	20,000	-	-	20,000	20,000
Bromsgrove District	-	-	-	-	4,539
Ward Councillor COVID-19 Recovery	-	-	-	-	1,000
Medical Accident Group Wish List	-	-	-	-	3,000
Councillor Matthew Jenkins	-	-	-	-	1,788
Bromsgrove Social Prescribing	-	-	-	-	-
Community Satellite	-	-	-	-	3,228
WCC Winter payment	-	-	-	-	15,906
	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>52,461</u>

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Income for support of people with brain injury

	2023 £	2022 £
Income from supporting people with brain injury	726,096	689,970
Coronavirus job retention scheme	-	2,131
	<u>726,096</u>	<u>692,101</u>
Analysis by fund		
Unrestricted funds - general	689,383	
Restricted funds	36,713	
	<u>726,096</u>	
For the year ended 31 March 2022		
Unrestricted funds - general		610,655
Restricted funds		81,446
		<u>692,101</u>
Included within income from supporting people with brain injury are the following:		
NHS grant income	71,156	69,488
Local Authority day facility centre income	81,449	69,175
Individual day facility centre income	72,694	55,570
Worcester County Council - Infection Control funding	-	58,070
Local Authority support of individuals funding	331,753	275,577
Individual outreach support	110,405	122,249
Big Lottery funding	36,713	23,376
Other funding supporting day facility centre	4,554	-
Housing Management Services	17,372	16,465
	<u>726,096</u>	<u>689,970</u>

5 Charity and book shop income

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Charity and book shop sales	<u>50,926</u>	<u>45,749</u>

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

6 Investments

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Interest receivable	1,766	404

7 Other income

	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Total 2022 £
Other income	2,669	168	2,837	1,564	159	1,723
Blackpool trip	-	14,478	14,478	-	-	-
	<u>2,669</u>	<u>14,646</u>	<u>17,315</u>	<u>1,564</u>	<u>159</u>	<u>1,723</u>

8 Charity and book shop expenditure

	2023 £	2022 £
<u>Trading costs</u>		
Staff costs	30,396	26,509
Support costs (See note 10)	15,420	18,642
	<u>45,816</u>	<u>45,151</u>

Included in support costs is property costs of £13,443 (2022: £17,324), office costs of £897 (2022: £397), sundry expenses of £nil (2022: £21) and bank charges of £1,080 (2022: £900).

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

9 Support for people with brain injury and other costs.

	2023 £	2022 £
Staff costs	542,785	534,580
Depreciation and impairment	9,549	9,549
Day facility centre food and welfare costs	44,850	29,702
Travel expenses	13,889	10,810
Staff training costs	2,473	3,442
Blackpool trip	11,865	-
	<u>625,411</u>	<u>588,083</u>
Share of support costs (see note 10)	242,487	225,742
Share of governance costs (see note 10)	16,886	14,593
	<u>884,784</u>	<u>828,418</u>
Analysis by fund		
Unrestricted funds - general	824,330	712,636
Unrestricted funds - designated	16,190	4,286
Restricted funds	44,264	111,496
	<u>884,784</u>	<u>828,418</u>

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

10 Support costs

	Support costs	Governance costs	2023	2022	Basis of allocation
	£	£	£	£	
Staff costs	127,129	-	127,129	113,014	By activity
Postage, stationery and sundry office costs	12,371	-	12,371	14,878	" "
Advertising and publications	1,806	-	1,806	2,656	" "
Rent and rates	26,159	-	26,159	20,479	" "
Telephone	4,667	-	4,667	4,364	" "
Bank charges/loan interest	2,324	-	2,324	2,422	" "
Repairs and renewals	17,430	-	17,430	19,610	" "
CM 2000	51,197	-	51,197	48,686	" "
Insurance	2,831	-	2,831	9,368	" "
Heat and light	11,993	-	11,993	8,907	" "
Audit fees	-	7,897	7,897	6,803	Governance
Legal and professional	-	8,989	8,989	7,790	Governance
	<u>257,907</u>	<u>16,886</u>	<u>274,793</u>	<u>258,977</u>	
Analysed between					
Trading	15,420	-	15,420	18,642	
Charitable activities	<u>242,487</u>	<u>16,886</u>	<u>259,373</u>	<u>240,335</u>	
	<u>257,907</u>	<u>16,886</u>	<u>274,793</u>	<u>258,977</u>	

11 Auditor's remuneration

Fees payable to the auditors:	2023 £	2022 £
Audit of the annual accounts	<u>7,897</u>	<u>6,803</u>

12 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

Client group representatives on the board of Trustees may be receiving support and occupying accommodation where the charity has a management agreement with a housing association. Where this is the case it is on the same basis as any other member of that client group.

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

13 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Outreach staff	27	29
Day facility staff	9	9
Head office staff	5	4
Charity and book shop staff	2	2
	<u>43</u>	<u>44</u>

Employment costs

	2023 £	2022 £
Wages and salaries	644,641	624,414
Social security costs	40,358	35,398
Other pension costs	15,311	14,291
	<u>700,310</u>	<u>674,103</u>

No account is taken in the Charitable Company's expenditure of any amount which would recognise the extensive services provided free of charge. The Board therefore wishes to express its gratitude for both the time and energy of its volunteer members during the year.

The full time equivalents for Outreach staff are 20 (2022: 21), Day facility staff are 5 (2022: 4), Head office staff are 3 (2022: 3), and Charity and book shop staff are 1 (2022: 1).

During the year redundancy payments of £nil (2022: £16,241) were made.

There were no employees whose annual remuneration was £60,000 or more.

14 Taxation

There is no corporation taxation arising on the activities of the year as a result of the Charitable Company being a registered charity.

15 Transfers

A transfer of £359 has been made from unrestricted funds to restricted funds to cover the deficits arising on the various funds as detailed in Note 22.

In the prior year, a transfer of £2,023 has been made from restricted funds to designated funds to cover the deficit arising on Worcester Days Opps Fundraising. A transfer of £224 has been made from unrestricted funds to restricted funds to cover the deficits arising on the various funds. A transfer of £150,000 has been made from unrestricted funds to designated funds for the new property redevelopment fund.

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

16 Tangible fixed assets

	Freehold land and buildings	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 April 2022	363,352	41,257	404,609
At 31 March 2023	363,352	41,257	404,609
Depreciation and impairment			
At 1 April 2022	102,587	36,125	138,712
Depreciation charged in the year	7,267	2,282	9,549
At 31 March 2023	109,854	38,407	148,261
Carrying amount			
At 31 March 2023	253,498	2,850	256,348
At 31 March 2022	260,765	5,132	265,897

In the opinion of the Trustees, there is no significant difference between the market value and the carrying amount of the freehold property held.

17 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	54,204	34,704
Prepayments and accrued income	7,252	15,907
	61,456	50,611

18 Current asset investments

	2023 £	2022 £
Cash equivalents on deposit	84,310	83,835

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

19 Creditors: amounts falling due within one year

		2023 £	2022 £
Loans and overdrafts	21	30,000	20,000
Other taxation and social security		10,283	8,195
Deferred income		32,010	13,528
Trade creditors		11,705	8,835
Other creditors		8,116	7,997
Accruals		10,419	12,315
		<u>102,533</u>	<u>70,870</u>

20 Creditors: amounts falling due after more than one year

		2023 £	2022 £
Other loans		-	10,000
		<u>-</u>	<u>10,000</u>

21 Loans and overdrafts

		2023 £	2022 £
Other loans		30,000	30,000
		<u>30,000</u>	<u>30,000</u>
Payable within one year		30,000	20,000
Payable after one year		-	10,000
		<u>30,000</u>	<u>30,000</u>

Other loans consists of an interest-free loan from Worcestershire County Council and is repayable over 3 years.

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

22 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds				
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£	£	£
Lunch Fund	1,111	-	-	-	1,111	-	(1,111)	-	-
Michael Auty	200	-	-	-	200	-	(200)	-	-
Lasletts Home Welfare Grant Fund	1,906	-	-	-	1,906	-	(1,906)	-	-
Big Lottery Fund	10,013	23,376	(33,389)	-	-	6,713	(6,713)	-	-
Well Being Service Fund	4,326	-	(304)	(2,023)	1,999	-	(1,999)	-	-
Eveson Charitable Trust Occupatuonal Therapist Fund	14,259	-	(13,056)	-	1,203	-	(1,203)	-	-
Worcester County Council (W.C.C) Infection Control Grant	-	55,620	(55,620)	-	-	-	-	-	-
Medical Accident Group Wish List	-	1,000	(1,000)	-	-	-	-	-	-
Neil Sparey	-	355	(355)	-	-	-	-	-	-
HCR - Medical Accident Group Lease for Vehicle	-	2,000	-	-	2,000	-	-	-	2,000
Lasletts Lunch Club	-	3,000	-	-	3,000	-	(3,000)	-	-
Councillor Matt Jenkins	-	1,788	(864)	-	924	-	(1,244)	320	-
Bransford Trust Christmas Lunch	-	1,000	(1,033)	33	-	-	-	-	-
Worcestershire COVID-19 Response Appeal Fund	-	2,450	(2,356)	-	94	-	(94)	-	-
Bromsgrove Social Prescribing Community Satelite Fund	-	3,228	(3,419)	191	-	-	-	-	-
David Thorpe	-	100	(100)	-	-	-	-	-	-
Balance carried forward	31,815	93,917	111,496	(1,799)	12,437	6,713	17,470	320	2,000

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

22 Restricted funds

(Continued)

	Movement in funds				Movement in funds				
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£	£	£
Balance brought forward	31,815	93,917	111,496	(1,799)	12,437	6,713	17,470	320	2,000
Jubilee Big Lottery - ABI Games	-	-	-	-	-	30,000	(25,006)	-	4,994
Worcester Round Table - Garden Furniture	-	-	-	-	-	1,249	(1,288)	39	-
Tennis A Wright Dan Maskell	-	-	-	-	-	500	(500)	-	-
Waitrise Donations for Trips	-	-	-	-	-	500	-	-	500
	<u>31,815</u>	<u>93,917</u>	<u>(111,496)</u>	<u>(1,799)</u>	<u>12,437</u>	<u>38,962</u>	<u>(44,264)</u>	<u>359</u>	<u>7,494</u>

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

22 Restricted funds

(Continued)

Lunch Fund - represents monies received for outreach clients lunches.

Michael Auty - represents monies received towards outings for the Worcester Day Services.

Lasletts Home Welfare Grant Fund - represents monies received towards Worcestershire clients moving house or essential items for their homes.

Big Lottery Fund - the lottery funding will be used to widen the understanding of Headway Worcestershire Services, reach more survivors and families through their journey's. The development of the link service will ensure information, support, advice and signposting is available throughout the recovery of their ABI.

Well Being Service Fund - represents monies received towards the Well Being Service.

Eveson Charitable Trust - Occupational Therapist Fund - represents monies received towards occupational therapist.

Worcester County Council Infection Control Grant - represents monies received towards providing a safe and protective environment for the clients and staff members.

Medical Accident Group Wish List - represents monies received for wooden greenhouse, greenhouse potting bench, sky light sensory room and bluetooth projector

Neil Sparey - represents monies received for activities within the Wellbeing services.

HCR - Medical Accident Group Lease for Vehicle - represents monies received to support the leasing of a transport vehicle for the Wellbeing and Outreach Services.

Lasletts Lunch Club - represents monies received for the winter and spring 2022 project to combat loneliness within the community and create sociability among the client group, by ensuring they have a good two course lunch and enjoy other peoples company and friendship.

Councillor Matt Jenkins - represents monies received to support the Virtual Reality system being custom made for our clients with footage of local and international points of interest, enabling them to travel locally and the world from the comfort and security of our Wellbeing Centre

Bransford Trust Christmas Lunch - represents monies received for ensuring all of our clients have a Christmas Lunch with fun activities and a small gift as it is often their only Christmas celebration.

Worcestershire COVID-19 Response Appeal Fund - represents monies received for communities to open up and we are able to access places of interest and enable our clients to feel connected to our community.

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

22 Restricted funds

(Continued)

Bromsgrove Social Prescribing Community Satellite Fund - represents monies received for running the Satellite Support Network scheme from The Wendron Centre Bromsgrove and making our service accessible for those living in Redditch.

David Thorpe - represents monies received for new cues for the pool table.

Jubilee Big Lottery - ABI games - represents monies received for funding the ABI games.

Worcester Round Table - Garden Furniture - represents monies received for the table and chairs used to run activities and social events in the garden area.

Tennis A Wright Dan Maskell - represents monies received for enabling the clients to play tennis and have coaching lessons with a Lawn Tennis Association (LTA) licensed coach.

Waitrose Donations for Trips - represents monies received for taking the clients on trips.

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

23 Unrestricted funds - designated

These are unrestricted funds which are material to the charity's activities made up as follows:

	Movement in funds				Movement in funds			
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 31 March 2023
	£	£	£	£	£	£	£	£
Chalet	50,000	-	-	(50,000)	-	-	-	-
Legacy	75,000	-	-	(75,000)	-	-	-	-
Worcester Day operations and fundraising	1,761	68	(3,852)	2,023	-	-	-	-
North Worcester Day operations and fundraising	4,940	319	(434)	-	4,825	168	(4,325)	668
Blackpool Trip	-	-	-	-	-	14,478	(11,865)	2,613
Property redevelopment	-	-	-	275,000	275,000	-	-	275,000
	<u>131,701</u>	<u>387</u>	<u>(4,286)</u>	<u>152,023</u>	<u>279,825</u>	<u>14,646</u>	<u>(16,190)</u>	<u>278,281</u>

Chalet - funds set aside from the disposal of a chalet used to provide a "holiday" facility for sufferers of ABI to provide a replacement asset. The Trustees have transferred these funds to the property redevelopment fund as this is will be more beneficial for the Charity.

Legacy - funds received from a generous legacy set aside to assist in the acquisition of the replacement "holiday" facility. The Trustees have transferred these funds to the property redevelopment fund as this is will be more beneficial for the Charity.

Day operations fundraising fund - represents monies set aside for specific activities, materials and equipment related to the service users.

Blackpool Trip fund - represents monies set aside for the service users to go on a trip to Blackpool.

Property redevelopment - funds have been transferred from the Chalet and Legacy funds along with a transfer from unrestricted funds to be set aside for the redevelopment of the Headway House at The Mill, Gregory Mill Street.

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

24 Analysis of net assets between funds

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:							
Tangible assets	256,348	-	-	256,348	265,897	-	265,897
Current assets/(liabilities)	361,405	278,281	7,494	647,180	439,864	12,437	732,126
Long term liabilities	-	-	-	-	(10,000)	-	(10,000)
	<u>617,753</u>	<u>278,281</u>	<u>7,494</u>	<u>903,528</u>	<u>695,761</u>	<u>12,437</u>	<u>988,023</u>

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

25 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to the statement of financial activities in respect of defined contribution schemes was £15,311 (2022: £14,291).

26 Contingent asset

The charity has been notified of a residual interest in a will. The residual interest is dependent on the sale of a property, at the date of approval of the accounts no sale has been contracted and the value of the residual interest is uncertain, a contingent asset is acknowledged.

27 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	19,075	19,170
Between two and five years	11,700	24,900
	<u>30,775</u>	<u>44,070</u>

The operating leases represent leases for property rental. The leases are negotiated over terms of 1 to 6 years and rentals are fixed for 1 to 6 years. There are no options in place for either party to extend the lease terms. The amounts charged to the Statement of Financial Activities during the year in respect of these leases was £24,334 (2022: £17,131).

28 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	<u>104,150</u>	<u>109,221</u>

HEADWAY WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

29	Cash generated from operations	2023	2022
		£	£
	Deficit for the year	(84,495)	(53,736)
	Adjustments for:		
	Investment income recognised in profit or loss	(1,766)	(404)
	Depreciation and impairment of tangible fixed assets	9,549	9,549
	Movements in working capital:		
	(Increase) in debtors	(10,845)	(3,726)
	Increase in creditors	3,181	9,550
	Increase in deferred income	18,482	2,085
	Cash absorbed by operations	(65,894)	(36,682)
30	Analysis of changes in net funds		
		At 1 April 2022	Cash flowsAt 31 March 2023
		£	£
	Cash at bank and in hand	668,550	(64,603) 603,947
	Loans falling due within one year	(20,000)	(10,000) (30,000)
	Loans falling due after more than one year	(10,000)	10,000 -
		638,550	(64,603) 573,947