

REGISTERED COMPANY NUMBER: 04184335 (England and Wales)
REGISTERED CHARITY NUMBER: 1086140

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024
FOR
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

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FOR THE YEAR ENDED 31 MARCH 2024**

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**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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

Purposes and Aims

The main objectives of the charity are:-

- To provide information and support for people with brain injuries, their families and carers;
- To assist people with brain injuries to return to community living;
- To increase public awareness and understanding of brain injury;
- To participate in activities that will reduce the incidence of brain injury;
- To promote co-ordinated multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-entry, with clear accountability at all stages.

In furtherance of these objectives, during the financial year 2023/24 Headway continued to offer support through sessions provided at the Mountbatten Centre and in the community. Outreach services, family members' meetings and structured activities were offered. All figures below are for service users from all geographic areas covered by Headway Portsmouth and South East Hampshire.

Public benefit

How our activities deliver public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and activities and in planning future activities.

All of our charitable activities deliver public benefit because they are focused upon supporting those who have suffered brain injury, their families and carers, increasing public awareness of brain injury, improving treatment and rehabilitation / re enablement of those who have suffered brain injury and providing information to the public to promote the steps which can be taken to reduce or eliminate the prospects of others sustaining brain injury.

HEADWAY PORTSMOUTH & SOUTH-EAST HAMPSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

ACHIEVEMENT AND PERFORMANCE

Session support

We currently have 126 Service Users (SU) attending our outreach sessions in either Portsmouth, Gosport, or Petersfield. During the year there were 126 regular service users attending one or more sessions a week with an average of 19 carers attending one of the weekly sessions. By March 2024 our monthly throughput had increased to 466 service users attending our sessions throughout the month, which was up by 6% from last year. New service users continued to be invited along to join the sessions and the average service user monthly attendance for Headway Portsmouth and South East Hampshire's Social Inclusion Community Outreach programmes was 126 up from 110 last year.

Feedback

They have only been coming for 3 months but feel that the group has literally transformed their lives. 'a life saver' 'made a massive difference'. From deep conversation it seems to have helped them both come to terms with Martin's situation and they appeared to very much be enjoying the socialisation - so much they have gone from no groups 3 months ago to 2 groups now. They 'wouldn't miss it'.

Child Brain Injury Trust - I just wanted to say a big thank you for having me yesterday as your "surprise" visitor! It was fantastic to see a session in action and to meet your brilliant service users. It was very eye-opening for me when thinking about the needs of my older cases - I just wish there were more groups like yours across my area.

Awards

Headway UK Annual Awards 2023 - Innovation Award Finalist

1 to 1 Support

Headway provides 1 to 1 support for many different needs during the year: -

- Dropping into the office or contacting by other means, where people want to know if we can help them.
- Carers with new service users.
- Assessment of service users - both initial and review assessments with all service users.
- Crisis 1 to 1s around the issues of relationships, benefits, housing, conflict and finance which can result in a referral to another agency. We are also seeing big increases in numbers of tribunals and appeals supported.

Hospital project

Despite the hospital remaining under immense pressure the Hospital and Bridging the Gap Coordinator managed to continue to maintain the link between the hospital workers and patients, which has led to a continued stream of referrals. Through 3 years of National Lottery Funding we were able to employ a part time employee in June 2023 to oversee the Outreach Programme. Between them they dealt with 166 referrals, compared to 125 the previous year and 76 enquiries, compared to 57 the previous year. 171 referrals from the hospital and other health professionals during this period, and 58 enquiries/advice and we are currently still supporting 96 referrals until they are ready to join one of our outreach sessions or do not require any further support from Headway.

Part of the service we provide is offering advice and information for people who have sustained a brain injury and assist in the following areas:

- **Benefits** - PIP, Attendance Allowance, Universal Credit, Employment Support Allowance
- **Travel** - blue badge parking permits, bus passes, travel schemes
- **Cards** - Brain injury card
- **Information** - Headway UK, advice leaflets, support & information
- **Brain Injury Courses** - Brain injury Awareness, Confidence Building, Communication & Behavioural
- **A listening ear and coffee**

Over the year we supported 66 individuals affected by brain injury whilst as an inpatient at the QA Hospital and then on discharge we continue their journey with them until they were ready to move into the community and attending one of our outreach sessions.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

We provided an initial meet and greet service to 45 individuals, assisted 111 people with their benefits such as PIP, AA, UC and ESA and supported another 18 with their Blue badge, Brain Injury Card, Bus Pass etc.

Training Courses

We continue to offer training and the Cognitive Reablement Programme included practical support sessions and activities that support personal safety, improved communication, improved behavioural and relationship skills and improved executive function, skills that have been lost because of brain injury. With this programme we were able to provide much needed support by assisting new Service Users in improving their skills, health, and wellbeing, building confidence and self-esteem, in a relaxed, supported, and safe secure, online format, hosted and facilitated by a skilled tutor with extensive knowledge of brain injury.

Brain Injury Awareness - Three Brain Injury Awareness (BIA) courses for service users' families, friends and carers were run, one in April with 8 attendees, one in October with 12 attendees, and one in January 2024 with 6 attendees. We offer free places on the BIA Courses to QA Hospital staff.

Cognitive Reablement course - We ran one cognitive reablement courses with 9 attendees

Feedback

Headway have been a lifeline for my dad after his acquired brain injury; the weekly meetings and the courses have been a huge help to him in building skills such as planning, organisation and speech, but also as a social network. Brain injury is a very complex issue and one which many people do not know much about, so raising awareness and increasing understanding of the associated visible and invisible disabilities is so important.

The class was really good easy to follow and enjoyable and was good to have a session for how a carer can manage the side effects too.

The course made me think that I am not alone and it made me understand more about how to cope.

The Family members / Carers Support Programme

Family members appreciate having the opportunity to talk with others who have been through similar traumatic experiences. To share stories and discuss the challenges of caring for someone is of immense value. There is a range of experience within the group who can help with new contacts and are available to meet on an individual basis either by phone or 1-2-1 for a coffee and chat, with an invitation to join the groups if and when ready.

Volunteer Support

Volunteers returned to sessions during the year to provide invaluable support and strong links continue with Portsmouth University to encourage students to volunteer with the Charity.

Charity Shops

The shops once again contributed extremely well to income.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

FINANCIAL REVIEW

Funding

The results for this year show a surplus of £16,819 (2023: £24,641).

The on-going expenses mean that there are no funds available for long term investment and in the current financial climate the trustees do not consider that investment in funds other than those which are completely secure can be justified. Consequently, the funds available remain within the charity's bank accounts.

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure. Budgeted expenditure for the charity for 2023/2024 is £200,000 excluding shop expenditure.

The target reserves are therefore at least £50,000 in general funds with an upper target of £100,000. The reserves are needed to meet the ongoing cost of running the charity, including the shops. The present level of free reserves is £87,969, and therefore there are sufficient funds to meet the reserves policy.

Budget projections have been prepared for the forthcoming year, which demonstrate that the free reserves position of the charity should not deteriorate significantly in the coming year. As long as the income targets are met and expenditure is rigorously controlled then the cash and reserves position should continue to improve.

The strategy is to continue to build income through fundraising activity, statutory funding and grant funding, whilst controlling expenditure.

PLANS FOR FUTURE PERIODS

The charity plans to continue activities in the forthcoming years subject to satisfactory funding arrangements. In addition, working in partnership with other organisations is a key aspect of our work.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated under the Companies Act 1985 on 21 March 2001, as a company limited by guarantee (company number 4184335) and is governed by its Memorandum and Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purpose of charity law. Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for an indefinite period and at each annual general meeting one third of the trustees are subject to retirement by rotation or, if their number is not 3 or a multiple of 3, the number nearest to one third shall retire from office. Trustees retiring from office by rotation are eligible for re-election. New trustees are recommended by the trustees for appointment at the annual general meeting or nominated by a member. However, the charity may by ordinary resolution appoint a person willing to act to be a trustee either to fill a vacancy or as an additional trustee. The trustee appointed will hold office until the following annual general meeting and then they will be formally appointed.

All directors give their time voluntarily and receive no benefits from the charity. Whilst directors are entitled to claim expenses from the charity none have elected to claim any such expenses. There is a broad mix of skills amongst the directors which serves the charity well.

Organisational structure

The trustees, numbering 5 at the end of the financial year 2023/2024, meet monthly and are responsible for the strategic direction and policy of the charity. The CEO also attends each meeting. The operational day to day running, administration and organisation is undertaken by the CEO who is overseen by the trustees. The CEO also has responsibility for individual supervision of the staff team within the centre and shops, and also ensuring that the team continues to develop their skills and working practices in line with good practice.

The trustees supervise the CEO.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

Unity Trust Bank PLC,
Four Brindleyplace,
Birmingham,
B1 2HB

Approved by order of the board of trustees on and signed on its behalf by:

.....
Ms S J Bowler - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

Independent examiner's report to the trustees of Headway Portsmouth & South-East Hampshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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

Gavin Whitter
The Institute of Chartered Accountants in England and Wales

Gibson Whitter
Chartered Accountants
and Chartered Tax Advisers
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Parklands Business Park
Denmead
Hampshire
PO7 6XP

Date:

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024**

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.24 Total funds £ | 31.3.23 Total funds £ |
|---------------------------------------------------------|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | 2 | 8,685 | - | 8,685 | 39,113 |
| Charitable activities | | | | | |
| Assistance and activities for people with head injuries | 5 | 76,598 | 52,254 | 128,852 | 77,649 |
| Other trading activities | 3 | 153,970 | - | 153,970 | 147,183 |
| Investment income | 4 | 31 | - | 31 | 31 |
| Other income | 6 | - | - | - | 780 |
| Total | | <u>239,284</u> | <u>52,254</u> | <u>291,538</u> | <u>264,756</u> |
| EXPENDITURE ON | | | | | |
| Raising funds | 7 | 142,815 | - | 142,815 | 121,076 |
| Charitable activities | | | | | |
| Assistance and activities for people with head injuries | 8 | 78,678 | 53,226 | 131,904 | 119,039 |
| Total | | <u>221,493</u> | <u>53,226</u> | <u>274,719</u> | <u>240,115</u> |
| NET INCOME/(EXPENDITURE) | | 17,791 | (972) | 16,819 | 24,641 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 72,094 | 4,413 | 76,507 | 51,866 |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>89,885</u></u> | <u><u>3,441</u></u> | <u><u>93,326</u></u> | <u><u>76,507</u></u> |

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET
31 MARCH 2024**

| | Notes | 31.3.24 £ | 31.3.23 £ |
|----------------------------------------------|-------|--------------|--------------|
| FIXED ASSETS | | | |
| Tangible assets | 15 | 4,734 | 6,952 |
| Investments | 16 | - | 1 |
| | | 4,734 | 6,953 |
| CURRENT ASSETS | | | |
| Debtors | 17 | 9,781 | 11,132 |
| Cash at bank | | 128,399 | 90,610 |
| | | 138,180 | 101,742 |
| CREDITORS | | | |
| Amounts falling due within one year | 18 | (49,588) | (32,188) |
| | | | |
| NET CURRENT ASSETS | | 88,592 | 69,554 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 93,326 | 76,507 |
| NET ASSETS | | 93,326 | 76,507 |
| FUNDS | | | |
| | 21 | | |
| Unrestricted funds | | 89,885 | 72,094 |
| Restricted funds | | 3,441 | 4,413 |
| TOTAL FUNDS | | 93,326 | 76,507 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**BALANCE SHEET - continued
31 MARCH 2024**

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

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

.....
Ms S J Bowler - Trustee

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income from activities to raise funds, such as recharge of wages, and investment income are recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Volunteers and donated services

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

Expenditure

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with increasing awareness and understanding of brain injuries, activities to reduce incidences of brain injury, provision of information support to people with brain injuries, their families and their carers and assist people with brain injuries to return to community living. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

- | | |
|-----------------------|---------------------------|
| Fixtures and fittings | - 20% on reducing balance |
| Computer equipment | - 25% on cost |

Tangible fixed assets costing £250 or more are capitalised at cost.

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES - continued

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

| | 31.3.24 | 31.3.23 |
|-----------|--------------|---------------|
| | £ | £ |
| Donations | 8,685 | 39,113 |
| | <u>8,685</u> | <u>39,113</u> |

The Charity would like to express special thanks to all the Grantmakers, Charitable Trusts and Charitable Foundations for supporting our vital work this year:

Portsmouth City Council
Hampshire County Council
East Hampshire District Council
Petersfield Town Council
Friends of Emsworth
Lawn Tennis Association
National Lottery
South Western Railway
Hampshire and isle of Wight Community Fund - Moneybarn and GVC
Saturday Hospital Fund
Zurich Community Trust
Energise Me

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

| | | | |
|-----------|------------------------------------------|-------------------|-------------------|
| 3. | OTHER TRADING ACTIVITIES | 31.3.24 | 31.3.23 |
| | | £ | £ |
| | Shop income | 153,970 | 147,183 |
| | | <u> </u> | <u> </u> |
| | | | |
| 4. | INVESTMENT INCOME | 31.3.24 | 31.3.23 |
| | | £ | £ |
| | Interest received | 31 | 31 |
| | | <u> </u> | <u> </u> |
| | | | |
| 5. | INCOME FROM CHARITABLE ACTIVITIES | 31.3.24 | 31.3.23 |
| | | £ | £ |
| | Grants | 90,199 | 42,449 |
| | Session income | 38,653 | 35,200 |
| | | <u> </u> | <u> </u> |
| | | <u>128,852</u> | <u>77,649</u> |

Grants received, included in the above, are as follows:

| | | | |
|--|--------------------------------------------------|-------------------|-------------------|
| | | 31.3.24 | 31.3.23 |
| | | £ | £ |
| | Hampshire Adult Services | 1,567 | - |
| | Portsmouth City Community Fund | 8,000 | 8,000 |
| | People's Health Trust | 3,748 | 4,682 |
| | Other grants (below £1,000) | 4,181 | 3,194 |
| | Hampshire and Isle of Wight Community Foundation | 15,299 | - |
| | The Henry Smith Charity | - | 1,167 |
| | Petersfield Town Council | 136 | 1,200 |
| | Friends of Emsworth Hospitals | 576 | 1,566 |
| | East Hampshire District Council | 1,092 | - |
| | Edward Gostling Foundation | - | 2,500 |
| | National Lottery Community Fund grant | 39,794 | 3,529 |
| | HIWCF - Kenwood Community Fund | - | 1,286 |
| | Shanly Foundation | - | 2,800 |
| | The Grocers' Charity | - | 2,195 |
| | Gospport Community Lottery | - | 1,403 |
| | HIWCF - GVC Fund | - | 1,622 |
| | The Screwfix Foundation | - | 1,805 |
| | Skills for Care - Workforce Development Fund | - | 1,500 |
| | Big Lottery Fund | - | 4,000 |
| | Energise Me | 6,939 | - |
| | South Western Railway | 8,867 | - |
| | | <u> </u> | <u> </u> |
| | | <u>90,199</u> | <u>42,449</u> |

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

| | | | |
|------------------------------------------------------------|---------------------------------|-----------------------------------|-------------------|
| 6. OTHER INCOME | | 31.3.24 | 31.3.23 |
| | | £ | £ |
| Training courses | | - | 780 |
| | | <u> </u> | <u> </u> |
| 7. RAISING FUNDS | | | |
| Raising donations and legacies | | 31.3.24 | 31.3.23 |
| | | £ | £ |
| Staff costs | | 92,492 | 72,838 |
| Fundraising costs | | 626 | 531 |
| Other shop costs | | 17,842 | 15,950 |
| Shop rent and service charges | | 31,855 | 31,757 |
| | | <u> </u> | <u> </u> |
| | | <u>142,815</u> | <u>121,076</u> |
| 8. CHARITABLE ACTIVITIES COSTS | | | |
| | Direct Costs (see note 9) | Support costs (see note 10) | Totals |
| | £ | £ | £ |
| Assistance and activities for people with head injuries | <u>81,829</u> | <u>50,075</u> | <u>131,904</u> |
| 9. DIRECT COSTS OF CHARITABLE ACTIVITIES | | | |
| | | 31.3.24 | 31.3.23 |
| | | £ | £ |
| Staff costs | | 63,521 | 57,803 |
| Drop in and activity costs | | 13,368 | 9,137 |
| Staff travel | | 4,940 | 3,671 |
| | | <u> </u> | <u> </u> |
| | | <u>81,829</u> | <u>70,611</u> |
| 10. SUPPORT COSTS | | | |
| | Other | Governance | Totals |
| | £ | costs £ | £ |
| Assistance and activities for people with head injuries | <u>49,100</u> | <u>975</u> | <u>50,075</u> |

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

10. SUPPORT COSTS - continued

Support costs, included in the above, are as follows:

Other

| | 31.3.24 | 31.3.23 |
|---------------------------------------|--------------------------------------------------------------------------------|--------------------------|
| | Assistance and activities for people with head injuries £ | Total activities £ |
| Wages | 7,571 | 7,091 |
| Rent and service charges | 7,366 | 7,224 |
| Rates and water | - | 115 |
| Insurance | 1,825 | 368 |
| Telephone | 1,477 | 1,196 |
| Postage and stationery | 966 | 473 |
| Miscellaneous expenses | 2,251 | 2,444 |
| Training and books | 1,648 | 3,256 |
| Affiliation fees | 10 | 327 |
| Computer expenses | 5,584 | 4,149 |
| Repairs and renewals | - | 1,260 |
| Bank charges | 957 | 978 |
| Bookkeeping and payroll processing | 15,075 | 14,400 |
| Depreciation of tangible fixed assets | 2,219 | 2,478 |
| Irrecoverable VAT | 2,150 | 1,669 |
| Loss on disposal of subsidiary | 1 | - |
| | <u>49,100</u> | <u>47,428</u> |

Governance costs

| | 31.3.24 | 31.3.23 |
|------------------|--------------------------------------------------------------------------------|--------------------------|
| | Assistance and activities for people with head injuries £ | Total activities £ |
| Accountancy fees | <u>975</u> | <u>1,000</u> |

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

11. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.24 | 31.3.23 |
|------------------------------------------|-------------------|-------------------|
| | £ | £ |
| Depreciation - owned assets | 2,218 | 2,478 |
| Other operating leases | 7,366 | 7,224 |
| Deficit on disposal of fixed assets | 1 | - |
| Independent examination - Gibson Whitter | 975 | 1,000 |
| | <u> </u> | <u> </u> |

12. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

During the year no trustee (31.3.23: none) was reimbursed for out of pocket expenses.

13. STAFF COSTS

| | 31.3.24 | 31.3.23 |
|-----------------------|-------------------|-------------------|
| | £ | £ |
| Wages and salaries | 156,512 | 132,436 |
| Social security costs | 5,116 | 4,004 |
| Other pension costs | 1,956 | 1,292 |
| | <u> </u> | <u> </u> |
| | <u>163,584</u> | <u>137,732</u> |

The average monthly number of employees during the year was as follows:

| | 31.3.24 | 31.3.23 |
|---------------|-------------------|-------------------|
| Charitable | 7 | 5 |
| Raising funds | 4 | 4 |
| | <u> </u> | <u> </u> |
| | <u>11</u> | <u>9</u> |

The full time equivalent number of employees was 7 (31.3.23: 6).

No employees received emoluments in excess of £60,000 (31.3.23: none).

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---------------------------------------------------------|----------------------------|--------------------------|---------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | 39,113 | - | 39,113 |
| Charitable activities | | | |
| Assistance and activities for people with head injuries | 67,962 | 9,687 | 77,649 |
| Other trading activities | 147,183 | - | 147,183 |
| Investment income | 31 | - | 31 |
| Other income | 780 | - | 780 |

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---------------------------------------------------------|----------------------------|--------------------------|---------------------|
| Total | 255,069 | 9,687 | 264,756 |
| EXPENDITURE ON | | | |
| Raising funds | 121,076 | - | 121,076 |
| Charitable activities | | | |
| Assistance and activities for people with head injuries | 106,742 | 12,297 | 119,039 |
| Total | 227,818 | 12,297 | 240,115 |
| NET INCOME/(EXPENDITURE) | 27,251 | (2,610) | 24,641 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 44,843 | 7,023 | 51,866 |
| TOTAL FUNDS CARRIED FORWARD | <u>72,094</u> | <u>4,413</u> | <u>76,507</u> |

15. TANGIBLE FIXED ASSETS

| | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|-----------------------------------|----------------------------------|----------------------------|--------------|
| COST | | | |
| At 1 April 2023 and 31 March 2024 | 22,834 | 20,775 | 43,609 |
| DEPRECIATION | | | |
| At 1 April 2023 | 19,756 | 16,901 | 36,657 |
| Charge for year | 624 | 1,594 | 2,218 |
| At 31 March 2024 | 20,380 | 18,495 | 38,875 |
| NET BOOK VALUE | | | |
| At 31 March 2024 | <u>2,454</u> | <u>2,280</u> | <u>4,734</u> |
| At 31 March 2023 | <u>3,078</u> | <u>3,874</u> | <u>6,952</u> |

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

16. FIXED ASSET INVESTMENTS

The charitable company's wholly owned trading subsidiary, Headway Portsmouth Trading Company Limited, ceased trading on 31 March 2021 and has now been dissolved.

17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.24 | 31.3.23 |
|---------------|--------------|---------------|
| | £ | £ |
| Trade debtors | 2,279 | 863 |
| Other debtors | 2,916 | 4,488 |
| VAT | 1,048 | 1,839 |
| Prepayments | 3,538 | 3,942 |
| | <u>9,781</u> | <u>11,132</u> |

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.24 | 31.3.23 |
|---------------------------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 6,081 | 2,629 |
| Social security and other taxes | 1,842 | 2,071 |
| Other creditors | 279 | 197 |
| Deferred income | 38,285 | 24,360 |
| Accrued expenses | 3,101 | 2,931 |
| | <u>49,588</u> | <u>32,188</u> |

Deferred income carried forward at 31 March 2024 primarily relates to grant funding for future periods.

| | 31.3.24 | 31.3.23 |
|----------------------------------------|---------------|---------------|
| | £ | £ |
| Brought forward | 24,360 | 29,071 |
| Released to incoming resources in year | (24,360) | (29,071) |
| Income deferred in year | 38,285 | 24,360 |
| | <u>38,285</u> | <u>24,360</u> |

19. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 31.3.24 | 31.3.23 |
|----------------------------|---------------|---------------|
| | £ | £ |
| Within one year | 28,750 | 21,250 |
| Between one and five years | 42,500 | 41,250 |
| | <u>71,250</u> | <u>62,500</u> |

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Unrestricted funds £ | Restricted funds £ | 31.3.24 Total funds £ | 31.3.23 Total funds £ |
|---------------------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| Fixed assets | 1,916 | 2,818 | 4,734 | 6,952 |
| Investments | - | - | - | 1 |
| Current assets | 137,557 | 623 | 138,180 | 101,742 |
| Current liabilities | (49,588) | - | (49,588) | (32,188) |
| | <u>89,885</u> | <u>3,441</u> | <u>93,326</u> | <u>76,507</u> |

21. MOVEMENT IN FUNDS

| | At 1.4.23 £ | Net movement in funds £ | At 31.3.24 £ |
|---------------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 72,094 | 17,791 | 89,885 |
| Restricted funds | | | |
| SEIF fund | 1,293 | (132) | 1,161 |
| Big Lottery Fund | 3,120 | (840) | 2,280 |
| | <u>4,413</u> | <u>(972)</u> | <u>3,441</u> |
| TOTAL FUNDS | <u>76,507</u> | <u>16,819</u> | <u>93,326</u> |

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 239,284 | (221,493) | 17,791 |
| Restricted funds | | | |
| SEIF fund | - | (132) | (132) |
| The Hospital Saturday Fund | 3,000 | (3,000) | - |
| National Lottery Community Fund | 42,315 | (42,315) | - |
| Energise Me | 6,939 | (6,939) | - |
| Big Lottery Fund | - | (840) | (840) |
| | <u>52,254</u> | <u>(53,226)</u> | <u>(972)</u> |
| TOTAL FUNDS | <u>291,538</u> | <u>(274,719)</u> | <u>16,819</u> |

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

21. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

| | At 1.4.22 £ | Net movement in funds £ | At 31.3.23 £ |
|----------------------------|----------------------|----------------------------------|----------------------|
| Unrestricted funds | | | |
| General fund | 44,843 | 27,251 | 72,094 |
| Restricted funds | | | |
| SEIF fund | 1,461 | (168) | 1,293 |
| The Hospital Saturday Fund | 5,562 | (5,562) | - |
| Big Lottery Fund | - | 3,120 | 3,120 |
| | <u>7,023</u> | <u>(2,610)</u> | <u>4,413</u> |
| TOTAL FUNDS | <u><u>51,866</u></u> | <u><u>24,641</u></u> | <u><u>76,507</u></u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 255,069 | (227,818) | 27,251 |
| Restricted funds | | | |
| SEIF fund | - | (168) | (168) |
| The Hospital Saturday Fund | - | (5,562) | (5,562) |
| Bridging the Gap | 1,167 | (1,167) | - |
| National Lottery Community Fund | 3,529 | (3,529) | - |
| Energise Me | 991 | (991) | - |
| Big Lottery Fund | 4,000 | (880) | 3,120 |
| | <u>9,687</u> | <u>(12,297)</u> | <u>(2,610)</u> |
| TOTAL FUNDS | <u><u>264,756</u></u> | <u><u>(240,115)</u></u> | <u><u>24,641</u></u> |

Social Enterprise Investment Fund (SEIF)

This funding has been awarded to allow the charitable company to adapt to the new financing and operating processes in social care. The fund has been used to obtain PQASSO accreditation, improved ability to assess impact and also to upgrade IT systems and the website. Some of this funding has been used to fund tangible fixed assets and therefore £1,161 of the balance on this fund represents the net book value of these assets at the balance sheet date. Depreciation on these assets in future years will be attributed to this fund.

The Saturday Hospital Fund

Grant funding received from The Saturday Hospital Fund for the Early Intervention Support programme.

Bridging the Gap Fund

Grant funding received from Portsmouth County Council.

National Lottery Community Awards For All Fund

**HEADWAY PORTSMOUTH & SOUTH-EAST
HAMPSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

21. MOVEMENT IN FUNDS - continued

Grant funding received from the National Lottery Community Fund for the Cognitive Reablement Programme.

Betty Messenger

Grant funding received from Betty Messenger to provide telephone and face to face support to users after the Covid-19 pandemic.

Big Lottery Fund

Grant funding received from Big Lottery Fund for the purchase of laptops. The laptops were acquired during the year. The balance of £2,280 on this fund represents the net book value of these assets at the balance sheet date. Depreciation on these assets in future years will be attributed to this fund.

Energise Me

Grant funding received from Energise Me for the Investing in Communities project.

22. RELATED PARTY DISCLOSURES

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

23. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members. No one member has control of the charitable company.

24. SHARE CAPITAL AND LIABILITY OF MEMBERS

The charitable company is a company limited by guarantee and its members have undertaken to contribute to the assets of the company in the event of it being wound such amounts as may be required not exceeding £10.