

COMPANY REGISTRATION NUMBER: 04027768
CHARITY REGISTRATION NUMBER: 1084715



Headway Sussex Ltd
Company Limited by Guarantee
Unaudited Financial Statements
31st March 2023

Headway Sussex Ltd

Company Limited by Guarantee

Financial Statements

Year ended 31st March 2023

| | Page |
|--|-------------|
| Trustees' annual report (incorporating the director's report) | 1 |
| Independent examiner's report to the trustees | 14 |
| Statement of financial activities (including income and expenditure account) | 15 |
| Statement of financial position | 16 |
| Notes to the financial statements | 17 |

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31st March 2023.

Reference and administrative details

| | |
|---|--|
| Registered charity name | Headway Sussex Ltd |
| Charity registration number | 1084715 |
| Company registration number | 04027768 |
| Principal office and registered office | Headway House Reedens Jackies Lane Newick East Sussex BN8 4QX |
| Independent examiner | Kim Lo FCA PRB Accountants LLP Kingfisher House Hurstwood Grange Hurstwood Lane Haywards Heath West Sussex RH17 7QX |

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

The financial statements have been prepared in compliance with the Charity's Memorandum and Articles of Association, FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

Chairman's Report

This has been another successful year for Headway Sussex as we continued to get back to a more normal service post pandemic. As always, I am in awe of the work done by the full team of Trustees, Management, Staff and Volunteers.

We continue to make positive plans to develop our services and extend our reach across Sussex.

There is no doubt a strong need for our charity and enquiries are at an all-time high reflecting changes in social care and the growing awareness of the valuable help and assistance we can provide.

During the year we delivered our services both face to face and via our outreach programme.

We maintained a level of critical hospital liaison service whenever we were allowed into the hospitals and hope to develop this further in the coming year.

The online support groups that were started up have continued across the county to assist clients to focus on progressing in their lives.

We were delighted to welcome Ian Foster into the role of CEO during the year and he brings a passion for our organisation to the team. We are very grateful for the grants and support we have received from all quarters, especially from East Sussex County Council, Brighton & Hove Council and The Charity Bank.

Whilst we finished the year with a loss of £69,163 we remain in a strong financial position due to the ownership of our property in Newick and the ongoing support from Charity Bank.

My thanks go to all our Trustees, Staff and Volunteers who have contributed their time and efforts to the charity this year.

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

Chief Executive's Report

A year of recovery and optimism

2022-2023 was a period of consolidation and renewed determination to get back on track and to return to normal services following the emergence from the Covid lockdown. We continued to welcome back clients in person whilst some were still apprehensive and continued to prefer to meet up with us online.

It was also time to refocus on our commitment to extend services into West Sussex against a growing waiting list of referrals. Key to this was the introduction of a client service system (ECLIPSE), making communication more effective and accessible amongst staff. This was particularly important for those delivering remote outreach services around the county. We started to look at where to focus the delivery of our services in West Sussex, based around the location of clients on our waiting list.

The strength and guidance of the experienced Headway Board of Trustees continued to be invaluable in helping us get back on track and refocus on our strategy. We had some major staff changes during the year with the resignation of Jennie Musgrove (CEO) our accountant (John Ashby) and our Digital Marketing and Fund-Raising Manager (Jo Grange). Headway Sussex wishes to thank these staff for their energy and dedication they devoted to their roles. I am pleased to record that all three positions were filled and the services we provide did not suffer. We were also supported by Occupational Therapy students and Social Work students from Brighton University throughout the year who proved very popular with clients.

With new staff members and funding coming in from trusts and grants, clients were able to benefit from new activities (art, gardening, pottery and Just Bowls). We managed to secure some funding for, and to launch our Response and Callback Service. This has proved invaluable in improving our response to calls and email enquiries for support and general information about Acquired Brain Injury. We entered talks with local organisations for fundraising and sponsorship initiatives. Community fundraisers ran, cycled and crafted for us and the Counselling Partnership which was relaunched last year proved invaluable to the 37 clients and carers who accessed the service. reconvened to deliver sessions in person as well as online.

Financial Review of the Year

The main aim across the year was to sustain the viability of the charity and to proactively manage the financial impact and other consequences that were still evident due to the pandemic. Revenue this year reduced by around 15% compared to the previous year.

We are now in the third year of our National Lottery Reaching Communities Fund Grant. The Grant was to cover a three-year period to support the charity through the process of change to become a more locally based community-facing organisation. This is being achieved through delivery of a Headway Living Well Programme with the focus on setting up new accessible support services in more town-based venues across East Sussex and Brighton and Hove. The year 1 grant ran from September 2020. Year 2 (2021-2022) ran until end of September 2022. Year 3 (2022-2023) runs until the end of September 2023.

We continued to deliver the National Lottery Living Well Programme serving town communities through our three Hubs at Newick, Brighton and Eastbourne.

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

Headway's plan to shift away from a single site at Newick to reach and support people living with brain injury across town communities remains integral to all changes and decisions. Our key objective continues to deliver reablement and the wellbeing support people need closer to their home.

We have continued the use of the Newick Annexe building as a suitable delivery venue for our clients. It is now open for group work with our clients on a Wednesday and Friday. We ran groups at Possibility House in Brighton all day on a Tuesday and Faraday House Eastbourne on a Monday afternoon. As the referrals continue to increase, we are planning to increase the number of days we operate out of the three hubs. This coincides with our strategic aim to increase our service provision in the various community venues.

The new client database system (ECPLISE) was launched and went live in October 2022. This database will help us to successfully collect detailed client information which is available to Support workers digitally during their outreach visits to clients.

Following the lockdown, we have now fully returned to seeing clients face to face in both one-to-one and group work sessions. Staff were encouraged by observing clients within groups gaining confidence and that our support could help reduce worry, anxiety and social isolation, still evident because of the impact of the Covid restrictions.

Throughout the year we developed and reenergised our Living Well Support Group service provision in five locations - Brighton and Hove, Eastbourne, Crawley, Bognor Regis and Worthing. In addition to these we have continued to grow our on-line options for this service. These meetings give the opportunity for everyone living with an ABI, to meet other people in similar situations. They give people a chance to exchange information and get advice from the facilitators, speakers, and each other in an understanding and supportive setting. New friendships are often formed, providing an ongoing source of help and support. Mutual support and expertise through lived experience are central to the running of the groups which are attended by brain injury survivors, family carers and friends.

Commitment to cover West Sussex

Following the amalgamation with West Sussex Headway, our strategy and aims have been revisited to reflect this geographical enlargement of our services and to provide services spanning the whole of East and West Sussex, Brighton and Hove.

We have concentrated on extending the service provision in West Sussex beyond the existing two support groups. We have developed another support group in Crawley and continue to run the two evening support groups in Worthing and Bognor. Much valued volunteers have also continued to offer their time and expertise.

We have also secured partnership funding through George Ide to appoint a Living Well Hospital Liaison Facilitator to St. Richards hospital in Chichester.

Information Technology

Over the year Headway received external IT advice and support provided by a valued volunteer (Steve Tritton). He has supported us for over 7 years, and we are extremely grateful for his expertise and guidance.

We have now secured our support through ABCOM who are a locally based firm. This will ensure the continued security of our systems and provide support when we need it.

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

Digital Transformation

Given the nationwide shift to a digital culture Headway uses phones and laptops for more agile remote and home working. Staff and volunteers are now able to communicate more speedily and with ease and videos, photos and soundbites have been easy to publish. We have continued to hold many of our Headway meetings online eliminating time, cost and stress of travel.

Outcomes were: -

- ☐ staff digital skills markedly improved as Headway devoted time to induct people in using online conferencing for Support Group meetings and other communications including access to webinars
- ☐ greater efficiency and improved online messaging and publicity to reach more people
- ☐ delivering virtual Support Groups broke down barriers for some clients and carers experiencing difficulties in accessing support through technology
- ☐ one to one support for clients, family members and carers in using smart phones and tablets to join activities, promoting wellbeing through digital inclusion
- ☐ this included a long-term loan of tablets where there was no alternative
- ☐ virtual groups enabled clients to return to the safe environment of groups and allowed new and isolated clients to join for the first time, increasing connections and links to services and opportunities
- ☐ increasing zoom groups gradually allowed old friends and new to meet and catch up on how they were coping with all the changes encountered
- ☐ clients developed new skills and shared enjoyable activities including online quizzes
- ☐ piloting of mixed media groups enabled clients willing and able to re-enter a face-to-face environment whilst others unable to participate could still join and feel part of personal groups

Our Digital Marketing and Fundraising Programme Lead has updated our website which now plays a pivotal role in raising Headway's profile and enabling digital service delivery. This has accelerated the development of online services, raised our profile and increased Headway's opportunity of increasing our income through fundraising.

The Living Well Programme

The Living Well Programme Lottery funding was allocated to cover the following: -

- ☐ Extra day and evening Living Well Support Groups and workshops
- ☐ Appointment of a member of staff to initiate and develop the Response and Call Back service
- ☐ Low-cost specialist counselling, affordable by and accessible to those who need it most
- ☐ Vital additional capacity for the development of our Hospital Liaison at Royal Sussex County Hospital Brighton and Princess Royal Hospital, Haywards Heath

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

Our two part-time Programme Lead roles continued to develop and support the team of Wellbeing Support Workers who are delivering our services.

We continued to coordinate a vibrant Programme of group support activities and extend our Living Well Support Group Programme workshops for clients offered out in our community venues, in client's own homes, outside settings and online. The aim is to continue working collaboratively through partnerships.

In summary the overall aim of all our service provision is to deliver a locally based approach, promote and offer greater choice and control, personal wellbeing, rehabilitation and reablement, independence, improved quality of life, social interaction and inclusion. Also, to work through individual Headway Link Workers and be more efficient with a common purpose to fully embrace and increase use of social media and digital communication.

Connections

Headway connects with VCSE, NHS, adult social care and community partner organisations to raise awareness and to leverage additional free and low-cost specialist information and resources across these sectors to benefit clients, carers and staff. Examples have been -

Public Sector

- NHS Critical Care Nursing - experiences in ICU
- Brighton and Hove City Council - training and development courses and Healthy Lifestyles Team
- DWP - awareness raising for work coaches advising on benefits and PIP
- Brighton and Sussex University Hospital - expert speakers
- NHS ICB and Continuing Healthcare colleagues - links and Support Plan
- Hospital Liaison Service Lead - membership of UK and Sussex Brain Injury Forum
- University of Brighton - BSC and MSC OT and Social Work student placements
- Sussex Trauma Network - participation alongside NHS and other specialist providers
- Hospital Liaison Service Lead - liaison with rehabilitation practitioners (ward-level, other specialists)

Voluntary and Community Sector

- MIND - liaison on mental health and access to services
- St Lukes and Money Advice Plus / Possability People - welfare benefits and PIP
- Media Trust - digital training via Charity Spring School
- Membership and information - through VCSE organisations Brighton and Hove, East and West Sussex
- Headway UK regional meetings - including regular briefings.
- Carer Services organisations - liaison and referrals

Business

- Developing partnerships with Cardinal, Field Fisher and George Ide and other businesses to fund specific posts
- Independent practitioners and Counsellors - Headway Counselling Partnership set up and actively counselled 37 clients amounting to 308 hours.

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

Support and Wellbeing Activity Delivered

- 53 Support Groups were held in Brighton and Hove & East Sussex (including online access) for 278 participants
- 30 Support Groups were held in West Sussex for 282 participants
- 359 Activity Groups based in our three Centre based hubs were held across Brighton & Hove and East Sussex for 3610 participants
- 5860 client support hours were delivered via individual Community Outreach
- 48 Future Groups for 338 participants continued across the year for clients with moderate support needs focusing on achieving optimum independence, reintegrating into communities or returning to work
- Our 5 counsellors saw 37 clients. On average each client had 9 sessions
- In the first six months our Response and callback service received 709 calls.

Volunteering and Fundraising

It was another year of wonderful community support through fundraising, volunteering and donations. We would not be able to operate without the support of our wonderful network of donors. On behalf of clients and carers, the Trustees and Headway Team are sincerely grateful and thank everyone who supported us.

Our Digital Fundraising & Digital Marketing Lead took over the management of community fundraisers so our Trust & Grants Lead could concentrate on larger projects. We were in awe of local fundraiser, Judy Tilbury, who continued to be a powerhouse of making and selling masks and intricate beaded Christmas decorations for us. It also became apparent that it was a time-consuming task to find and manage community fundraisers. The Fundraising & Marketing Committee took the decision to support those that came to us with fundraising plans in place, rather than securing places in expensive events and looking for participants to take part.

We continue to value our team of volunteers who welcome visitors and assist our Support groups across the county. Volunteers also help to maintain the grounds at Newick, delivering produce to the office from the Walled Garden, as well as those who brought in their own machinery to cut the lawns and carry out general gardening tasks. The National Trust sent a team of volunteers to help clear the orchard area of brambles. This has been a fantastic partnership in which we have also taken our clients to visit their gardens. This is a continuing positive relationship.

We are still trying to recruit Trustees to the Board from a broad background to create greater diversity and expertise in order to guide Headway in the future.

We maintain our commitment to work with a combined team of staff and volunteers as valued members of the Headway team. Headway Sussex aims to remain a charity and voluntary organisation strengthened through an equal partnership with expert volunteers.

Important acknowledgements for the year include: -

- Judy Tilbury – a dedicated and generous supporter of Headway Sussex who has worked tirelessly making and selling many items including facemasks and intricate beaded Christmas decorations all of which raised funds for us.
- Sheffield Park (National Trust) volunteers who helped with our ground maintenance.
- Collecting boxes that were displayed in local stores and Public Houses which helped to raise our profile and provide valuable funds

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

Governance and Management

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association.

The objects of the charity are the rehabilitation and care of people who suffer brain injuries and who reside in East and West Sussex and adjoining counties and the provision of such services and facilities as are required from time to time by such persons.

Trustees

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

| Trustee | Profession | Board Role |
|---|--|---|
| Michael Gaughan | Non-Executive Director | Chair of Trustees & Finance Committee |
| Henrik Bjorn | Retired Banker | Finance Committee |
| Mark O'Hara | Chartered Accountant | Chair of Finance Committee |
| Andrew Kean Resigned 16/02/2023 | Chartered Accountant | Finance Committee |
| Lucy Morewood | Marketing Manager | Fundraising & Marketing Committee |
| Michele Fleming | Retired Occupational Therapist Former CEO | Fundraising & Marketing Committee Lottery Committee |
| Ian Foster Resigned 01/01/2023 | Parent of a son with a brain injury | Client and Carer Engagement Lead |
| Dr John Norris | Consultant Neurosurgeon | NHS engagement |
| Jonathan Clement | Senior Partner in law firm specialising in personal injury | Standards & Compliance Committee |
| Claire Glasgow – Appointed 05/05/2022 | Senior Associate in the Personal Injury team of a law firm | Counselling Feedback Coordinator, Standards and Compliance Committee Member |
| Tara Lacey – Appointed 01/06/2022 | Programme management for the NHS | Standards & Compliance Committee Member |

The Patron of the Charity is Baroness Julia Cumberledge.

Trustee Andrew Kean stood down after several years of service on the Board and Chair of the Finance Committee. We are very grateful to Andrew for the financial advice and guidance he offered the charity.

Ian Foster stood down as a Trustee to take on the role of CEO.

We continued to actively seek Trustees through a digital campaign across our social media channels and web site. Trustees were sought from West Sussex, and we are very keen to widen the gender balance and diversity of the board.

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

Board Governance Committees are Finance, Fundraising and Marketing, Standards and Compliance and all Committees meet regularly across the year. In addition, we set up a Site development subcommittee to explore potential development of the Newick site.

Audits and Inspections

There were no audits or inspections during this period.

Related Parties

The Charity is affiliated to Headway UK, the national brain injury Charity.

Future of Headway Sussex

In 2020/2021 financial year the Board agreed a new draft Strategy for 2021-2024. The following summarises key points from the Strategy: -

Vision

Headway's vision is to remain a trusted specialist provider organisation so that people with brain injury right across Sussex are supported to rebuild lives and to live well.

Values

- the best interest of each client and family Carer is the focus of all decisions
- always providing caring, safe support to promote wellbeing, independence and quality of life
- fully engaging clients and carers in shaping their own support and our wider services
- a warm, welcoming, listening charity: efficient, affordable and reliable.
- embracing difference and diversity in all we do
- welcoming expert volunteers as valued members of a combined workforce

Rebuilding and Extending Headway

For survivors of acquired brain injury life can change overnight and demand for our support is high. Headway Sussex will use future investment for growth and development to future-proof and sustain our services and will set out priorities, costs and resources in an annual business plan.

This will be to strengthen services across East Sussex and Brighton and Hove and extend more widely into West Sussex. To be efficient in rolling out best practice through a well-trained, fully mobile, combined staff and volunteer team to increase capacity. Delivery of an agile and affordable service model for people who need our support will be achieved working more efficiently and in partnerships with a range of other experts.

Sussex covers almost 1,500 square miles with 12 District and Borough Councils and Brighton and Hove Unitary Authority. Clients and family carers are widely spread. Our shift in emphasis will be to provide place-based, specialist support across the wider area with a more flexible wellbeing service.

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

Partners and Supporters

The views of people who use our services, staff, partners, supporters and stakeholders will help shape delivery and we will strengthen engagement, gathering feedback and opinion in a range of different ways.

Headway Sussex will work proactively alongside the community, social care and the NHS partners. However, the right funding must be in place to reflect the complex and often hidden needs of the people we support. We will foster a clear understanding and stronger working partnership approach to sustain Headway's specialist support role for the Sussex community.

Headway Sussex has relied on fundraising income in the region of £100,000 per year and is indebted to the generosity of donors and supporters. We will continue to value the significant added contribution which comes from the expertise and time given by volunteers and Trustees and in fundraising.

The Living Well Programme must stand alone at the end of the grant funding in October 2023. This is a short time window of development. Headway will be transparent in presenting and sharing costs with funders. We are keen to work within collaboratives and social enterprise. We will continue to draw on best practice from the larger Headway network and organisations of excellence.

There is strong client voice in favour of far greater NHS liaison, and we need to extend our staffing in this critical area. We will therefore lobby hard to secure health and social care funding investment at the earliest point.

Reserves and Investment Policy

Trustees took action to obtain the £50,000 Bounce Back Loan to ensure adequate cashflow. This was in addition to the existing Charity Bank loan facility which provides a facility of up to £150,000.

No financial investments were made during this accounting period.

The main asset of the Charity remains the freehold property Headway House, Jackies Lane, Newick.

During 2022/2023 the Board continued to develop a plan for the future of the Newick site to underpin Headway's financial security.

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

Feedback from clients:

"I would have been lost without Headway as I was given no support or contacts for help when I left hospital after experiencing a subarachnoid brain hemorrhage in 2015 I am not blaming the hospital for that, they did a great job in keeping me alive, just that Headway and the Stroke Organisation have a VITAL role. I do hope Headway know how valuable you and Andy are at these meetings; you both do a great job, and I am sure I speak for everyone when I say how much I appreciate you both."

Pat, who participates in a Wellbeing Zoom Group

"I rang Headway, and I cannot tell you how absolutely relieved I felt that I had been heard."

A survivor who received telephone support

"Thank you again so much. Thank you is such a much-used word and can never convey the meaning behind it. You have really helped me gain new insights safely and supported me so well over these last few months. Bless you..."

A recipient of the Counselling Partnership

"When I first came here, I didn't feel left out because everyone has the same problem"

Leigh who attends a Wellbeing Group

"It makes me feel relaxed and I'm meditating. It's a lovely feeling when you've been tense and you can just relax.

You don't have to think too hard."

Wayne, talking about being part of the Pottery Group

Headway Sussex Recap



Day Trips:
National Trust Sheffield Park



"Since having access to Headways services, I have been able to accept my brain injury and progress with this new stage of my life."



Hub
Activities



Support Groups:
Futures Group

"Headway Sussex has helped me to leave my flat whenever I feel like it and in doing so, I have regained a huge amount of my confidence & strength back."

"I felt nervous coming to Headway Sussex. I needed help from Stroke. I started to come along in June 2023. You helped me to find my confidence. Thank you a whole heaps."



Woodworking:



Art Therapy

Headway Sussex Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31st March 2023

Trustees' responsibilities statement

The trustees, who are also directors for the purposes 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 charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' annual report and the strategic report were approved on 19/12/23 and signed on behalf of the board of trustees by:


Michael Gaughan - Chairman and Director

Headway Sussex Ltd

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Headway Sussex Ltd

Year ended 31st March 2023

I report to the trustees on my examination of the financial statements of Headway Sussex Ltd ('the charity') for the year ended 31st March 2023.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the 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 the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), 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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.



Kim Lo FCA
Independent Examiner

19th December 2023

Kingfisher House
Hurstwood Grange
Hurstwood Lane
Haywards Heath
West Sussex
RH17 7QX

Headway Sussex Ltd

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

31st March 2023

| | | 2023 | | | | 2022 |
|--|------|-------------------------|-----------------------|----------------------|------------------|------------------|
| | Note | Unrestricted funds £ | Restricted funds £ | Endowment funds £ | Total funds £ | Total funds £ |
| Income and endowments | | | | | | |
| Donations and legacies | 5 | 19,737 | 185,794 | — | 205,531 | 203,828 |
| Charitable activities | 6 | 182,656 | — | — | 182,656 | 253,420 |
| Investment income | 7 | 380 | — | — | 380 | 232 |
| Total income | | <u>202,773</u> | <u>185,794</u> | <u>—</u> | <u>388,567</u> | <u>457,480</u> |
| Expenditure | | | | | | |
| Expenditure on raising funds: | | | | | | |
| Costs of raising donations and legacies | 8 | 24,572 | 1,153 | — | 25,725 | 13,502 |
| Expenditure on charitable activities | 9 | <u>260,978</u> | <u>171,027</u> | <u>—</u> | <u>432,005</u> | <u>482,099</u> |
| Total expenditure | | <u>285,550</u> | <u>172,180</u> | <u>—</u> | <u>457,730</u> | <u>495,601</u> |
| Net expenditure and net movement in funds | | | | | | |
| | | <u>(82,777)</u> | <u>13,614</u> | <u>—</u> | <u>(69,163)</u> | <u>(38,121)</u> |
| Reconciliation of funds | | | | | | |
| Total funds brought forward | | <u>10,064</u> | <u>1,783</u> | <u>534,438</u> | <u>546,285</u> | <u>584,407</u> |
| Total funds carried forward | | <u>(72,713)</u> | <u>15,397</u> | <u>534,438</u> | <u>477,122</u> | <u>546,285</u> |

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Headway Sussex Ltd

Company Limited by Guarantee

Statement of Financial Position

31st March 2023

| | | 2023 | | 2022 | |
|--|------|---------|----------|---------|---------|
| | Note | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible fixed assets | 14 | | 538,557 | | 551,718 |
| Current assets | | | | | |
| Stocks | 15 | - | | 1,679 | |
| Debtors | 16 | 56,180 | | 121,840 | |
| Cash at bank and in hand | | 127,033 | | 65,546 | |
| | | 183,213 | | 189,065 | |
| Creditors: amounts falling due within one year | 17 | 98,001 | | 113,482 | |
| Net current assets | | | 85,212 | | 75,583 |
| Total assets less current liabilities | | | 623,769 | | 627,301 |
| Creditors: amounts falling due after more than one year | 18 | | 146,647 | | 81,016 |
| Net assets | | | 477,122 | | 546,285 |
| Funds of the charity | 19 | | | | |
| Endowment funds | | | 534,438 | | 534,438 |
| Restricted funds | | | 15,397 | | 1,783 |
| Unrestricted funds | | | (72,713) | | 10,064 |
| Total charity funds | | | 477,122 | | 546,285 |

For the year ending 31st March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorized for issue on 19/12/2023 and are signed on behalf of the board by:

Michael J Gaughan

Michael Gaughan
Trustee and Director

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31st March 2023

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Headway House Reedens, Jackies Lane, Newick, East Sussex, BN8 4QX.

2. Statement of compliance

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

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The Trustees consider there are no material uncertainties about the charity's ability to continue as a going concern.

Although the charity had net expenditure in the year of £69,163 the balance sheet is solvent. The Trustees Report details the measures the charity has undertaken to improve the financial performance. On the basis of the cash flow performance since the year-end to date including a loan drawdown facility which has been obtained from The Charity Bank to ensure adequate cashflow, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for at least 12 months from the date of signing these financial statements. The covenant restricting the use of the charity's main asset being the land and property described in note 15 expired in September 2022 which will give the charity more options with its use to raise finance. There are also grants of £8,782 which have been deferred for future expenditure.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2023

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2023

3. Accounting policies *(continued)*

Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

| | | |
|-----------------------|---|--|
| Freehold property | - | 2% on endowed property, 10% reducing balance on other property |
| Fixtures and fittings | - | 20% reducing balance |
| Motor vehicles | - | 25% reducing balance |

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2023

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Limited by guarantee

Headway Sussex Ltd is a private company limited by guarantee.

5. Donations and legacies

| | Total Funds 2023 £ | Total Funds 2022 £ |
|-----------------------------|-----------------------------------|-----------------------------------|
| Donations and grants | | |
| Unrestricted | 19,737 | 24,677 |
| Restricted | 185,794 | 179,151 |
| | <u>205,531</u> | <u>203,828</u> |

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2023

6. Charitable activities

| | Total Funds 2023 £ | Total Funds 2022 £ |
|----------------------------------|-----------------------------------|-----------------------------------|
| Services provided under contract | <u>182,656</u> | <u>253,420</u> |

7. Investment income

| | Total Funds 2023 £ | Total Funds 2022 £ |
|---------------------|-----------------------------------|-----------------------------------|
| Rental income | 217 | 217 |
| Interest receivable | <u>163</u> | <u>15</u> |
| | <u>380</u> | <u>232</u> |

8. Costs of raising donations and legacies

| | Total Funds 2023 £ | Total Funds 2022 £ |
|----------------------------------|-----------------------------------|-----------------------------------|
| Staging fundraising events | 16,266 | 4,043 |
| Advertising and grant commission | <u>9,459</u> | <u>9,459</u> |
| | <u>25,725</u> | <u>13,502</u> |

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2023

9. Expenditure on charitable activities by activity type

| | Activities undertaken directly | Total funds 2023 | Total fund 2022 |
|--------------------------------------|--------------------------------------|---------------------|--------------------|
| | | £ | £ |
| Staff costs | | 296,856 | 332,238 |
| Premises | | 1,690 | 47,478 |
| Transport | | 5,219 | 8,278 |
| Printing, stationery and advertising | | 4,427 | 2,696 |
| Other expenses | | 83,439 | 38,866 |
| Depreciation | | 13,161 | 14,240 |
| Governance costs | | 5,220 | 5,220 |
| Staff training and recruitment | | 473 | 3,286 |
| Staff and volunteers expenses | | 2,121 | 806 |
| Day care food etc. | | 894 | 601 |
| Therapy and care | | 16,761 | 25,923 |
| Finance costs | | 1,744 | 2,468 |
| | | <u>432,005</u> | <u>482,100</u> |

10. Net expenditure

Net expenditure is stated after charging/(crediting):

| | 2023 | 2022 |
|---------------------------------------|---------------|---------------|
| | £ | £ |
| Depreciation of tangible fixed assets | <u>13,161</u> | <u>14,240</u> |

11. Independent examination fees

| | 2023 | 2022 |
|--|--------------|--------------|
| | £ | £ |
| Fees payable to the independent examiner for: Independent examination of the financial statements | <u>5,220</u> | <u>5,220</u> |

12. Staff costs

The average head count of employees during the year was 18 (2022: 22).

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

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

13. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31st March 2023

14. Tangible fixed assets

| | Freehold property | Fixtures and fittings | Motor vehicles | Total |
|---------------------------------------|----------------------|--------------------------|----------------|---------|
| | £ | £ | £ | £ |
| Cost | | | | |
| At 1st April 2022 and 31st March 2023 | 613,793 | 224,960 | 34,220 | 872,973 |
| Depreciation | | | | |
| At 1st April 2022 | 79,355 | 213,940 | 27,960 | 321,255 |
| Charge for the year | 9,367 | 2,229 | 1,565 | 13,161 |
| At 31st March 2023 | 88,722 | 216,169 | 29,525 | 334,416 |
| Carrying amount | | | | |
| At 31st March 2023 | 525,071 | 8,791 | 4,695 | 538,557 |
| At 31st March 2022 | 534,438 | 11,020 | 6,260 | 551,718 |

The land and buildings at Jackies Lane, Newick, are used for the charitable activities of the company. A charge dated 6 September 2002 registered over the land expired in September 2022. Buildings of £463,403 are shown at cost less depreciation. Land and buildings of £61,668 are shown at the market value at the date of endowment less a downward revaluation. The trustees are of the opinion that the net carrying amount for land and buildings fairly represents its value in use for the current purpose of charitable activities. The Trustees may alter the use of the land and property in the future. Initial consultations shown valuations for the land and property of £1.2-£1.8million with no planning permission.

15. Stocks

| | 2023 £ | 2022 £ |
|-------------------------------------|-----------|-----------|
| Finished goods and goods for resale | - | 1,679 |

16. Debtors

| | 2023 £ | 2022 £ |
|--------------------------------|-----------|-----------|
| Trade debtors | 51,275 | 89,513 |
| Prepayments and accrued income | 4,905 | 22,357 |
| Other debtors | - | 9,970 |
| | 56,180 | 121,840 |

17. Creditors: amounts falling due within one year

| | 2023 £ | 2022 £ |
|---------------------------------|-----------|-----------|
| Bank loans and overdrafts | 6,430 | 6,430 |
| Trade creditors | 31,939 | 24,637 |
| Accruals and deferred income | 29,310 | 74,410 |
| Social security and other taxes | 27,506 | 7,331 |
| Other creditors | 2,816 | 674 |
| | 98,001 | 113,482 |

Headway Sussex Ltd

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31st March 2023

18. Creditors: amounts falling due after more than one year

| | 2023 £ | 2022 £ |
|---------------------------|-----------|-----------|
| Bank loans and overdrafts | 146,647 | 81,016 |

Bank loans represent a £115,000 loan drawn down from a £150,000 facility provided by Charity Bank. The availability of the drawdown is until 30 September 2022 unless extended at the discretion of the lender. Capital repayments will commence from October 2022 for thirteen years. The loan is secured on the assets of the charity. Interest is charged at 3.5% above the base rate. The charity undertakes to maintain a minimum cash holding of £35,000 or available undrawn facility. Bank loans also represent a £50,000 covid support Bounce Back loan to be repaid over 10 years with repayments starting in June 2021, with a holiday between October 2021 and March 2022. Interest is charged at 2.5%.

19. Analysis of charitable funds

Unrestricted funds

| | At 1st April 2022 £ | Income £ | Expenditure £ | Transfers £ | At 31st March 2023 £ |
|---------------|---------------------------|-------------|------------------|----------------|----------------------------|
| General funds | 10,064 | 202,773 | (285,550) | - | (72,713) |

Restricted funds

| | At 1st April 2022 £ | Income £ | Expenditure £ | Transfers £ | At 31st March 2023 £ |
|-----------------------------|---------------------------|-------------|------------------|----------------|----------------------------|
| Advice and Support Services | - | 160,561 | (146,947) | - | 13,614 |
| Chalk Cliff Trust | - | 5,000 | (5,000) | - | - |
| Tesco | - | 15,453 | (15,453) | - | - |
| Sussex Community | - | 4,780 | (4,780) | - | - |
| Headway West Sussex | 1,783 | - | - | - | 1,783 |
| | 1,783 | 185,794 | (172,180) | - | 15,397 |

Headway West Sussex - relates to the amalgamation of reserves.

Endowment funds

| | At 1st April 2022 £ | Income £ | Expenditure £ | Transfers £ | At 31st March 2023 £ |
|-------------------|---------------------------|-------------|------------------|----------------|----------------------------|
| Freehold Property | 534,438 | - | - | - | 534,438 |

20. Registered Charges

There is a fixed charge and negative pledge over the freehold property owned by the charity in favour of the Charity Bank limited dated 16 December 2019.

There is a fixed and floating charge and negative pledge over all other freehold property and current assets of the charity in the favour of The Charity Bank Limited dated 16 December 2019.

The value of the facility provided by the Charity Bank Limited is up to £150,000.