

Company no. 04699611
Charity no. 1097407

Headway Somerset
Report and Unaudited Financial
Statements
31 December 2023

Headway Somerset

Reference and administrative details

For the year ended 31 December 2023

Company number	04699611
Charity number	1097407
Registered office and operational address	First Floor Victoria House Victoria Street Taunton Somerset TA1 3FA
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Susan Cable Gloria Clark Lewis Janes resigned 7 December 2023 Alyson Norman Martin Pettingell Claire Stoneman Ian Topping
Chief executive officer	Kathryn White appointed September 2023 Liz Simmons resigned September 2023
Bankers	HSBC Bank PLC 1 Middle Street Yeovil Somerset BA20 1LR
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

Headway Somerset

Report of the trustees

For the year ended 31 December 2023

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Vision and objectives

The vision of Headway Somerset is to improve the quality of life for everyone with an acquired brain injury together with their families and carers living in the county of Somerset. This is achieved by providing a flexible, expert service offering information, rehabilitation and support. The vision and objectives of the charity were reviewed in 2022. The work of Headway Somerset covers the following core areas:

- Hospital liaison: an early intervention programme for acquired brain injury (ABI) patients, families and supporters guiding them to specialist areas of support in the post hospital rehabilitation phase of recovery;
- Rehabilitation programmes: centre based activities run in five locations across Somerset at different times throughout the week. This work is supported by outreach in the community where necessary and appropriate;
- Volunteer support and buddying: training volunteers to support the aims of the charity working alongside people living with acquired brain injury in the community to provide a range of social and support opportunities; and
- Partnership development: raising awareness and understanding of acquired brain injury with a wide range of other Somerset based organisations and developing positive collaborations.

Benefits delivered to users of our services in 2023

Our staff worked with dedication and professionalism throughout 2023 to deliver a broad range of support services and build new partnership opportunities.

The hospital liaison team directly supported 154 acquired brain injury patients, and 116 of their family members/supporters through regular attendance at Yeovil District Hospital, Musgrove Park Hospital, the specialist Somerset Neuro Rehab Centre based at Dene Barton, Taunton, as well as other community hospitals. Through the year the team provided nearly 1,500 appointments to these individuals, supporting them through the challenge and assisting them to access their rights. The team also delivered 14 education sessions attended by 49 family carers/supporters.

Rehabilitation services provided outcome-focused support to 40 people living with complex and long-term impairments caused by their acquired brain injury. Weekly attendance at our centres in Bridgwater, Taunton, Yeovil, West Camel and Henton ensures people have the high quality and specialist care needed to improve or sustain their function, wellbeing, physical and mental health. Additionally, the team has provided individual community-based outreach rehabilitation to a number of individuals supporting them with particularly challenging situations.

Headway Somerset

Report of the trustees

For the year ended 31 December 2023

The 'Making Headway' buddying project unfortunately lost three volunteers this year as a change in their personal circumstances meant they could not continue in this role. Finding people with the qualities, skills and time to be effective buddies has become increasingly difficult. Despite this, the project has provided fortnightly facilitated online group sessions for isolated people with acquired brain injury to connect with each other for peer support, and has delivered 8 drop-in cafes across Somerset. These have enabled local people impacted by or with an interest in acquired brain injury to access information, individual support and guidance, and reduced the barriers to access experienced by people in rural areas.

The 'Talking Headway' information and support line has provided 300 hours of specialist skilled staff to make it easier for people living with acquired brain injury to receive timely help. People phone/email with a vast array of queries and needs, and are supported through information, practical advice, signposting and emotional care.

Other ways Headway Somerset has expanded its work for people living with acquired brain injury in 2023 include:

- In April 2023 we organised and hosted a Conference at the Taunton Racecourse which was attended by 85 professionals and lead stakeholders. Feedback received was positive and the event raised awareness and understanding of acquired brain injury and our charity;
- Yeovil Rehabilitation Centre hosted an Open Day in May and were pleased to welcome people living with ABI and their family members as well as visitors from the Department of Work and Pensions and other agencies. Making Headway volunteers provided a cafe area and ran a crafting session. This provided an opportunity for people to see what we offer at our centres, to meet the staff team and access help and support;
- In November 2023 we co-delivered a training workshop about acquired brain injury and executive functioning with two of our rehabilitation clients to 100 social care workers. Feedback included *'Just thought I'd share with you that Headway Somerset delivered an excellent presentation today as part of the Carnival of Practice. Sam, James and Steve were excellent – it was really powerful.'*; and
- The Henry Smith Charity awarded us a three-year grant, to enable us to provide help at critical moments for more families and support networks. In November 2023 we added a Project Coordinator to lead the development of our new 'Get Connected' project. This provides a tailored programme of ABI education awareness sessions, improved access to recovery guidance, rehabilitation assistance, and peer support networks.

At the end of 2023 we are able to report that 280 people have received a direct service from Headway Somerset and a further 450 have received an indirect service including the delivery of awareness workshops, support for friends, colleagues, employers, education providers and professionals.

Headway Somerset strives to be informed by the people who use our services. In early 2024 we conducted a survey, reaching out through a wide network to find out people's lived experiences of health and social care services in Somerset. The findings of the survey make for bleak reading with very little statutory or community based services outside of those provided by us. After careful assessment, we will use the survey results to guide our strategic decision making to ensure we are continually improving the quality of life for everyone with an acquired brain injury together with their families and carers living in the county of Somerset.

Headway Somerset

Report of the trustees

For the year ended 31 December 2023

Making a real difference to people living with ABI and raising awareness about the condition is most important to us. These are a few examples of the feedback we have received in the last year:

'Headway were fantastic and I am so grateful for all your help and support.'

'Without the support from Headway I would be sat at home on my own every day and not have made friends in the same position as me.'

'Headway is brilliant, I love coming here.'

'I just wanted to thank you for arranging the Friday evening supporters group – it was just what I needed.'

'It's thanks to Headway that I have managed to keep going.'

'Headway was such an amazing support and we wouldn't know how we would have coped without them.'

Public benefit

In planning and setting objectives the trustees have complied with the duty to have due regard to guidance published by the Charity Commission on public benefit. In particular, the trustees ensure that all of Headway Somerset's activities are aimed at improving the lives of the people who use its services and other people with acquired brain injury in Somerset. Headway Somerset does not undertake any trading activities.

Financial review

Total incoming resources were £293,049 (2022: £310,948) which is a reflection of the challenging fundraising environment. Expenditure was tightly managed, but with inflation causing higher costs the total expended was £333,450 (2022: £315,993).

Total funds at 31 December 2023 stand at £186,927 (2022: £227,328) of which £51,232 (2022: £32,682) are restricted. The trustees of Headway Somerset review the reserves policy each year. Unrestricted general reserves are needed to provide funding to enable the charity to operate in a flexible manner as well as to invest in the infrastructure and core administration of the organisation. The trustees consider it prudent to hold total reserves of a minimum of 6 months operating costs (2023: £166,725). At the year-end, total funds stood at £186,927 (2022: £227,328), which is in line with the policy. The level of reserves is monitored at the five trustee meetings held through the year.

Headway Somerset are extremely grateful for the continued support of our commissioners, Somerset County Council and Somerset Integrated Care Board, as well as funders the National Lottery Community Fund, Henry Smith Charity, Garfield Weston and SASP.

We remain very grateful for the extraordinary fundraising efforts and generosity of the individual donors and community groups who have supported Headway Somerset throughout 2023.

Headway Somerset

Report of the trustees

For the year ended 31 December 2023

After making the required enquiries, the trustees of Headway Somerset have a reasonable expectation that the charity has adequate resources available to it to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies to the financial statements.

Structure, governance and management

Headway Somerset is an independent registered charity, registered number 1097407, and also a company limited by guarantee, registered number 04699611 (England and Wales). Headway Somerset is governed by its memorandum and articles of association. Headway Somerset is affiliated to Headway, the brain injury association, charity number 1025852.

The trustees of Headway Somerset are empowered to appoint new trustees from time to time as required. Headway Somerset seeks to recruit people with a wide range of skills, knowledge and experience to bring to the governance of the organisation and to match the changing needs of the charity. Trustees are formally appointed at meetings. A trustee pack and induction is available to all new trustees. Training on all aspects of acquired brain injury is provided. Trustees receive annual safeguarding training. Headway Somerset trustees are required to disclose all relevant interests and register them and, in accordance with the charity's policy, withdraw from decisions where a conflict of interest arises or might be perceived to arise. All trustees of Headway Somerset give their time freely and no remuneration was paid in the year.

Headway Somerset has six trustees and the board meets five times a year. Additional meetings may be held as required. There are a Finance Sub-Committee and a Fundraising Sub-Committee which are both chaired by trustees. Whilst the trustees have ultimate responsibility for the governance of the charity, the day to day management of the charity is the responsibility of the Chief Executive Officer, Liz Simmons through to September 2023, and Kathryn White from September 2023. Headway Somerset has a Staff Pay Policy and staff remuneration is reviewed by the Finance Sub-Committee in December each year.

The trustees have assessed the major risks to which Headway Somerset is exposed and this is recorded in a Risk Register. The Risk Register is updated and is presented three times a year at trustee meetings.

Headway Somerset is registered with the Fundraising Regulator thus demonstrating its good fundraising practice and commitment to following the Code of Fundraising Practice. Headway Somerset employs paid professional staff to organise fundraising and to coordinate the activities of our supporters across Somerset. The Fundraising Sub-Committee sets the Fundraising Strategy and is comprised of trustees and staff. The Volunteering, Fundraising and Communications Manager attends each trustee meeting to provide a report. Headway Somerset does not use external paid fundraising personnel or organisations. All personal information collected by Headway Somerset during fundraising activity is confidential and will not be disclosed to any third party. No one employed by Headway Somerset or volunteering on behalf of Headway Somerset will accept commission or bonuses for fundraising activities on behalf of the organisation.

Headway Somerset

Report of the trustees

For the year ended 31 December 2023

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity 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, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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 are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 25 April 2024 and signed on their behalf by

Martin PETTINGELL

Martin Pettingell - Chair

Independent examiner's report

To the trustees of

Headway Somerset

I report to the trustees on my examination of the accounts of Headway Somerset (the charitable company) for the year ended 31 December 2023, which are set out on pages 8 to 25.

Responsibilities and basis of report

As trustees of the charitable 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 charitable 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 charitable company'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 charitable company'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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable 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.

William Guy Blake

Date: 25 April 2024

William Guy Blake ACA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Headway Somerset

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 December 2023

	Note	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Income from:					
Donations	3	-	27,587	27,587	29,782
Charitable activities	4	73,630	185,400	259,030	278,287
Other trading activities	5	-	140	140	2,680
Investments		-	6,292	6,292	199
Total income		<u>73,630</u>	<u>219,419</u>	293,049	<u>310,948</u>
Expenditure on:					
Raising funds		-	31,392	31,392	30,349
Charitable activities		<u>55,080</u>	<u>246,978</u>	302,058	<u>285,644</u>
Total expenditure	7	<u>55,080</u>	<u>278,370</u>	333,450	<u>315,993</u>
Net income / (expenditure) and net movement in funds	8	18,550	(58,951)	(40,401)	(5,045)
Reconciliation of funds:					
Total funds brought forward		<u>32,682</u>	<u>194,646</u>	227,328	<u>232,373</u>
Total funds carried forward		<u>51,232</u>	<u>135,695</u>	186,927	<u>227,328</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 17 to the accounts.

Headway Somerset

Balance sheet

As at 31 December 2023

	Note	£	2023 £	2022 £
Fixed assets				
Tangible assets	11		732	2,486
Current assets				
Debtors	12	38,679		6,145
Current asset investments		150,700		-
Cash at bank and in hand		<u>40,833</u>		<u>259,820</u>
		230,212		265,965
Liabilities				
Creditors: amounts falling due within 1 year	14	<u>(44,017)</u>		<u>(41,123)</u>
Net current assets			<u>186,195</u>	<u>224,842</u>
Net assets	16		<u>186,927</u>	<u>227,328</u>
Funds	17			
Restricted funds			51,232	32,682
Unrestricted funds				
Designated funds			25,000	35,000
General funds			<u>110,695</u>	<u>159,646</u>
Total charity funds			<u>186,927</u>	<u>227,328</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

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

Approved by the trustees on 25 April 2024 and signed on their behalf by

Ian Topping

Ian Topping - Treasurer

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves and confirmed future funding. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

1. Accounting policies (continued)

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

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

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of staff costs:

	2023	2022
Raising funds	8.6%	10.1%
Charitable activities	91.4%	89.9%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Computer equipment	33% straight line
Office equipment	33% straight line
Fixtures & fittings	15% reducing balance

Items of equipment are capitalised where the purchase price exceeds £500.

j) Debtors

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

k) Current asset investments

Current asset investments consist of cash held on deposit in interest bearing accounts which is held for investment purposes rather than to meet short term cash commitments as they fall due.

l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1. Accounting policies (continued)

m) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

o) Operating leases

Rentals paid under operating leases are charged to the statement of financial activities as they fall due.

p) Pension costs

The charity operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

q) Accounting estimates and key judgements

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

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

The key source of estimation uncertainty that has a significant effect on the amounts recognised in the financial statements is depreciation, as detailed in note 1(i).

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

2. Prior period comparatives - statement of financial activities

	Restricted £	Unrestricted £	2022 Total £
Income from:			
Donations	-	29,782	29,782
Charitable activities	92,907	185,380	278,287
Other trading activities	-	2,680	2,680
Investments	-	199	199
Total income	92,907	218,041	310,948
Expenditure on:			
Raising funds	-	30,349	30,349
Charitable activities	71,455	214,189	285,644
Total expenditure	71,455	244,538	315,993
Net income / (expenditure) and net movement in funds	21,452	(26,497)	(5,045)

3. Income from donations

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Community donations	-	17,320	17,320	18,192
Donations from individuals	-	9,009	9,009	4,413
Gift aid reclaimed	-	1,167	1,167	377
Corporate donations	-	91	91	6,000
Gifts in kind	-	-	-	800
Total income from donations	-	27,587	27,587	29,782

All income from donations during the prior year was unrestricted.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

4. Income from charitable activities

	Restricted	Unrestricted	2023 Total
	£	£	£
Grants received			
The National Lottery Community Fund	36,840	-	36,840
The Henry Smith Charity	27,200	-	27,200
Garfield Weston	-	25,000	25,000
Somerset Community Grant	-	9,000	9,000
Cooper Associates	5,000	-	5,000
Somerset Activity & Sports Partnership	2,815	-	2,815
Tesco Community Funds / Groundwork UK	1,375	-	1,375
Clark Foundation	400	-	400
Other income from charitable activities			
Somerset Social Services	-	123,183	123,183
Client fees	-	28,217	28,217
Total income from charitable activities	73,630	185,400	259,030

Prior period comparative

	Restricted	Unrestricted	2022 Total
	£	£	£
Grants received			
The National Lottery Community Fund	71,944	-	71,944
Garfield Weston	-	25,000	25,000
Somerset Community Grant	13,165	-	13,165
Taunton Women's Aid	2,673	-	2,673
Wessex Water	2,500	-	2,500
Arnold Clark Foundation	-	2,000	2,000
Somerset West and Taunton Business Grant	-	1,500	1,500
The Screwfix Foundation	1,500	-	1,500
Tesco Community Grant	1,125	-	1,125
Douglas Arter Foundation	-	500	500
Moto in the Community Trust	-	500	500
Other income from charitable activities			
Somerset Social Services	-	119,239	119,239
Client fees	-	27,377	27,377
Somerset Integrated Care System (Formerly Somerset Clinical Commissioning Group)	-	9,264	9,264
Total income from charitable activities	92,907	185,380	278,287

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

5. Income from other trading activities

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Other fundraising events	-	140	140	2,372
Secondment income	-	-	-	300
Merchandise	-	-	-	8
	<hr/>	<hr/>	<hr/>	<hr/>
Total income from other trading activities	-	140	140	2,680

All income from other trading activities in the prior year was unrestricted.

6. Government grants

The charitable company received government grants from the National Lottery Community Fund to fund charitable activities. The total value of such grants in the period ending 31 December 2023 was £36,840 (2022: £71,944). There are no unfulfilled conditions or contingencies attaching to this grant.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

7. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2023 Total £
Staff costs (note 9)	19,744	209,607	41,761	271,112
Premises costs	-	14,650	8,547	23,197
Travel and subsistence	-	2,801	-	2,801
Office and admin costs	-	893	12,863	13,756
Telephone and internet	-	-	2,396	2,396
Event costs	4,668	-	-	4,668
Accountancy & professional fees	-	-	8,302	8,302
Insurance	-	-	1,232	1,232
Printing, postage and stationery	-	-	118	118
Advertising and marketing	-	-	4,244	4,244
Depreciation	-	-	1,624	1,624
Sub-total	24,412	227,951	81,087	333,450
Allocation of support and governance costs	6,980	74,107	(81,087)	-
Total expenditure	31,392	302,058	-	333,450

Governance costs were £2,130 (2022: £2,010).

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

7. Total expenditure (continued)

Prior year comparative

	Raising funds £	Charitable activities £	Support and governance costs £	2022 Total £
Staff costs (note 9)	21,415	190,710	53,347	265,472
Premises costs	-	13,801	6,964	20,765
Tuition and training	-	-	505	505
Travel and subsistence	-	2,437	-	2,437
Office and admin costs	-	335	7,678	8,013
Telephone and internet	-	-	2,609	2,609
Event costs	135	-	-	135
Accountancy & professional fees	-	-	11,967	11,967
Insurance	-	-	737	737
Printing, postage and stationery	-	-	452	452
Depreciation	-	-	2,901	2,901
Sub-total	21,550	207,283	87,160	315,993
Allocation of support and governance costs	<u>8,799</u>	<u>78,361</u>	<u>(87,160)</u>	<u>-</u>
Total expenditure	<u><u>30,349</u></u>	<u><u>285,644</u></u>	<u><u>-</u></u>	<u><u>315,993</u></u>

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

8. Net movement in funds

This is stated after charging:

	2023	2022
	£	£
Depreciation	1,624	2,901
Operating lease payments	3,450	3,450
Trustees' reimbursed expenses	Nil	Nil
Trustees' remuneration	Nil	Nil
Independent examiner's remuneration (excluding VAT)	1,775	1,675

9. Staff costs and numbers

Staff costs were as follows:

	2023	2022
	£	£
Salaries and wages	256,372	250,879
Social security costs	10,426	10,310
Pension costs	4,314	4,283
	271,112	265,472

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the trustees and the Chief Executive Officer. The total employee benefits of the key management personnel were £37,240 (2022: £42,109).

	2023	2022
	No.	No.
Average head count	16	16

10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

11. Tangible fixed assets

	Computer equipment £	Office equipment £	Fixtures and fittings £	Total £
Cost				
At 1 January 2023	19,563	670	9,094	29,327
Disposals in year	-	-	(777)	(777)
At 31 December 2023	19,563	670	8,317	28,550
Depreciation				
At 1 January 2023	18,345	428	8,068	26,841
Charge for the year	1,218	242	164	1,624
On disposals	-	-	(647)	(647)
At 31 December 2023	19,563	670	7,585	27,818
Net book value				
At 31 December 2023	-	-	732	732
At 31 December 2022	1,218	242	1,026	2,486

12. Debtors

	2023 £	2022 £
Trade debtors	4,731	4,051
Prepayments	3,277	2,094
Accrued income	30,671	-
	38,679	6,145

13. Current asset investments

	2023 £	2022 £
Cash held on deposit	150,700	-

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

14. Creditors : amounts due within 1 year

	2023 £	2022 £
Trade creditors	8	970
Accruals	8,523	5,869
Other taxation and social security	3,743	2,558
Other creditors	939	923
Deferred income (see note 15)	<u>30,804</u>	<u>30,803</u>
	<u><u>44,017</u></u>	<u><u>41,123</u></u>

15. Deferred income

	2023 £	2022 £
At 1 January 2023	30,803	23,756
Deferred during the year	30,804	30,803
Released during the year	<u>(30,803)</u>	<u>(23,756)</u>
At 31 December 2023	<u><u>30,804</u></u>	<u><u>30,803</u></u>

Deferred income relates to contract income received in advance.

16. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	732	732
Current assets	51,232	25,000	153,980	230,212
Current liabilities	<u>-</u>	<u>-</u>	<u>(44,017)</u>	<u>(44,017)</u>
Net assets at 31 December 2023	<u><u>51,232</u></u>	<u><u>25,000</u></u>	<u><u>110,695</u></u>	<u><u>186,927</u></u>
Prior year comparative	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	2,486	2,486
Current assets	32,682	35,000	198,283	265,965
Current liabilities	<u>-</u>	<u>-</u>	<u>(41,123)</u>	<u>(41,123)</u>
Net assets at 31 December 2022	<u><u>32,682</u></u>	<u><u>35,000</u></u>	<u><u>159,646</u></u>	<u><u>227,328</u></u>

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

17. Movements in funds

	At 1 January 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 December 2023 £
Restricted funds					
The National Lottery Community Fund	28,177	36,840	(38,401)	-	26,616
The Henry Smith Charity	-	27,200	(3,204)	-	23,996
Somerset Activity & Sports Partnership Part 1	1,000	-	(1,000)	-	-
Somerset Activity & Sports Partnership Part 2	-	2,815	(2,650)	-	165
Somerset Community Foundation	3,505	-	(3,060)	-	445
Tesco Community Funds / Groundwork UK	-	1,375	(1,375)	-	-
Clark Foundation	-	400	(390)	-	10
Cooper Associates	-	5,000	(5,000)	-	-
Total restricted funds	32,682	73,630	(55,080)	-	51,232
Unrestricted funds					
<i>Designated funds:</i>					
Garfield Weston	-	25,000	-	-	25,000
Hospital Liaison Development	20,000	-	(20,000)	-	-
Community Cafes Pilot	5,000	-	-	(5,000)	-
Family Support Worker	10,000	-	-	(10,000)	-
Rehabilitation Services	-	-	(15,000)	15,000	-
<i>Total designated funds</i>	35,000	25,000	(35,000)	-	25,000
General funds	159,646	194,419	(243,370)	-	110,695
Total unrestricted funds	194,646	219,419	(278,370)	-	135,695
Total funds	227,328	293,049	(333,450)	-	186,927

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

17. Movements in funds (continued)

Prior year comparative	At 1 January 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 December 2022 £
Restricted funds					
The National Lottery Community Fund	8,448	71,944	(52,215)	-	28,177
Taunton Women's Aid	1,782	2,673	(4,455)	-	-
Somerset Activity & Sports Partnership	1,000	-	-	-	1,000
Somerset Community Foundation	-	13,165	(9,660)	-	3,505
Wessex Water	-	2,500	(2,500)	-	-
Tesco Community Grant	-	1,125	(1,125)	-	-
The Screwfix Foundation	-	1,500	(1,500)	-	-
Total restricted funds	11,230	92,907	(71,455)	-	32,682
Unrestricted funds					
<i>Designated funds:</i>					
Garfield Weston	-	25,000	(25,000)	-	-
Hospital Liaison Development	15,000	-	-	5,000	20,000
Community Cafes Pilot	12,000	-	-	(7,000)	5,000
Family Support Worker	25,000	-	-	(15,000)	10,000
<i>Total designated funds</i>	52,000	25,000	(25,000)	(17,000)	35,000
General funds	169,143	193,041	(219,538)	17,000	159,646
Total unrestricted funds	221,143	218,041	(244,538)	-	194,646
Total funds	232,373	310,948	(315,993)	-	227,328

Purposes of restricted funds

The National Lottery Community Fund
Funds for a volunteering project called 'Making Headway'.

The Henry Smith Charity
Funds for a new project providing help to people at a time of crisis through education awareness, peer networks and rehabilitation assistance.

Somerset Activity & Sports Partnership Part 1
Funds for rehab staff and visiting specialists.

Somerset Activity & Sports Partnership Part 2
Funds for sports equipment and rehab staff.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

17. Movements in funds (continued)

Purposes of restricted funds

Somerset Community Foundation

Funds to enable strategic thinking and pause for learning post Covid-19 as well as funding for the national conference.

Tesco Community Funds / Groundwork UK

Funds to support the development and operation of the telephone support service and community cafes.

Clark Foundation

Funds to contribute to the costs of a sensory garden.

Cooper Associates

Funds to provide free counselling for children of a parent with acquired brain injury.

Purposes of designated funds

Garfield Weston

Core funding to support us as we continue to adapt to significant changes in the local NHS and social care commissioning environment, engage with the work on a proposed new neuro-rehabilitation service in Somerset and most importantly listen and respond to the needs of people living with ABI and their families.

Hospital Liaison Development

Additional match-funding to secure the service for 12 months.

Community Cafes Pilot

Costs to support a pilot service in at least two towns in Somerset improving reach of service to people with ABI. These funds were transferred to the Rehabilitation Services designated fund during the year.

Family Support Worker

To increase support to families and supporters of people with ABI. These funds were transferred to the Rehabilitation Services designated fund during the year.

Rehabilitation Services

Contribution to costs of maintaining the delivery of 6 group rehabilitation centres across Somerset.

Transfers

Reallocating designated funds to meet the funding requirements for projects in 2024.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2023

18. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2023	2022
	£	£
Amount falling due:		
Within 1 year	1,725	1,725
Within 1 - 5 years	<u>-</u>	<u>-</u>
	<u>1,725</u>	<u>1,725</u>

19. Related party transactions

There were no related party transactions during the current period. In the prior period, the total aggregate donations to the charity from 2 trustees were £101.