



**DIRECTORS  
REPORT  
2023-24**

Reg. Charity No. 1008798

Company No. 2686647

Charity registration number 1008798

Company registration number 02686647 (England and Wales)

**HEADWAY BIRMINGHAM & SOLIHULL  
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES AND FINANCIAL  
STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

# HEADWAY BIRMINGHAM & SOLIHULL

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mrs J E Campbell Mr J Cassidy Mr D Chater Mr P Durham Mr R Langton Mr C Jones Miss S J Murrell Mr W O Hughes	(Appointed 21 March 2024) (Appointed 6 September 2023) (Appointed 25 April 2023)
<b>Secretary</b>	Mr R Langton	
<b>Charity number</b>	1008798	
<b>Company number</b>	02686647	
<b>Registered office</b>	Leighton House 20 Chapel Rise Rednal Birmingham West Midlands B45 9SN	
<b>Auditor</b>	BK Plus Audit Limited 2 Highlands Court Cranmore Avenue Solihull West Midlands B90 4LE	
<b>Patron</b>	Professor Toni Belli	
<b>Chief Executive</b>	Sue Tyler	

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# HEADWAY BIRMINGHAM & SOLIHULL

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# HEADWAY BIRMINGHAM & SOLIHULL

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### *FOR THE YEAR ENDED 31 MARCH 2024*

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charitable group's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

Our Mission is "to promote greater understanding of all aspects of brain injury and provide support, information and services for people who have sustained brain injury, their families and carers".

#### **Our Objectives are to:**

- Promote awareness of brain injury & its consequences and actively seek to reduce potential incidents.
- Make services known to newly brain injured people/families at the earliest stage and throughout the whole journey
- Provide information, advice and support services for people with brain injuries, their families, carers and concerned professional people
- Provide specialised rehabilitative activities to assist people with brain injury to regain independence, continued recovery and re-integration into the community
- Develop links with appropriate agencies & establish working partnerships
- Maintain good governance, management and staff ratios

#### **Code of Ethics**

Headway Birmingham & Solihull have a set of six core values that will flow through our culture and behaviour and to which all employees, volunteers and Trustees are committed to. Every day, we do our best to put our values into action through our work and our relationships with our users, business partners, communities and one another.

# HEADWAY BIRMINGHAM & SOLIHULL

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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The six core values are:

**- Putting 'People First'**

We support & care for our clients as we would like to be treated ourselves. Users will be treated with dignity and respect and we will always act in their best interest. We value all individuals and celebrate diversity.

**- Being 'Safe'**

Every client, person who works for or comes into contact with, Headway Birmingham & Solihull should be treated with dignity and respect and feel that they are in a safe and supportive environment.

**- Being open, honest & accountable**

We are open and honest with others and ourselves. We ensure that our interactions with people are above reproach and we maintain the confidentiality of those we work with. We accept constructive criticism. We accept responsibility & hold ourselves accountable for our work, actions and our results.

**- Striving for Excellence**

We strive to deliver a service we are proud of through continuous improvements and are dedicated to providing the highest quality across all services. All staff should be passionate about the cause and be willing to give a bit more than '9 to 4' when the work requires this. We want Staff to be proud of their work and uphold our good name.

**- Being professional & ethical**

The charity and all who work for us shall always uphold the highest levels of institutional integrity and personal conduct. People work cohesively across all departments for the good of the whole of Headway BS and recognise and respect the value and strengths of each other.

**- Doing 'more with less'**

We use resources to the full, waste nothing and do only what we can do best as specialists. We strive to maintain our principles by the ability to organize all our assets - physical, financial and human - for maximum productivity. In this way, our services will be delivered with the highest quality and efficiency at the least possible cost providing excellent 'value for money'.

**Public benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. They believe the provision of the range and services listed in this report enables Headway Birmingham & Solihull to meet its obligation to provide public benefit.

**Volunteers**

Headway Birmingham & Solihull greatly benefit from the support of volunteers where appropriate and is extremely grateful for the contribution they make to the work of the charity. Whilst volunteer numbers have dropped over the years, we have managed to recruit enough to meet most of our vacancies and continue to attract student placements. We also have a core of 'long term' volunteers who help form the core of our teams.

# HEADWAY BIRMINGHAM & SOLIHULL

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2024*

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### **Achievements and performance**

*Significant activities and achievements against objectives*

#### **How do we measure success?**

As part of the wider 5-Year Strategy for the charity, we are committed to achieving results to meet our overall company objectives. We have many systems for monitoring results to ensure we keep evidence of our results in a clear and accessible format. Every department works towards set performance targets each year which are based on the aims, objectives and their performance indicators for each service. These target indicators are set in line with the Strategy and play a major part in the overall development of the charity and framework for future planning. Each Service Manager also identifies each of the targets that are relevant to specific staff and these are monitored on their quarterly staff review, so that everyone is involved.

The results give us a true indication of what we are achieving, or not, as well as identifying ways to improve. These measures also provide crucial outcomes which tell us if we are making a difference to people who have received our services. Each year following completion of the results the relevant managers update and add to the measures to ensure they remain appropriate and meet the changing needs of our users and services.

#### **Overall Review**

Though still recovering from the COVID closures and then dealing with the impact of the Cost of Living Crisis, we did feel that we were starting to see positive changes during 2023-24.

Recruitment started to improve and we managed to fill all our vacancies across the year. We also received a small uplift from the councils, which at least helped us to maintain the Living Wage. We also introduced more benefits for staff as well as Menopause and Working Carer Champions.

We did, however, continue to face difficulties with getting new client referrals allocated to Birmingham City Council (BCC) Social Workers, with some taking as long as 6 months. We received more referrals than ever before but found it impossible to reach our requisite number of placements, due to lack of new starters. Whilst we welcome a good 'turnaround' and strive to be able to move people on, this is not conducive to our economic situation if we cannot then replace them. The situation was further aggravated later in the year with the effective 'bankruptcy' of our main funder Birmingham Council with the obvious concern for us as to future funding. We managed to meet with stakeholders and local councilors to discuss our concern and received some positive feedback. However, we feel that the lack of social workers continues to be the main problem and unlikely to change anytime soon. In the meantime, we continue to spend many hours chasing allocations, just to maintain the numbers.

We have played a big part in BCC Day Service Reform and have been part of the Co-production team. We feel that the BCC new plans for 2024-25 will be of benefit for HBS and we will continue to work with them to be included in the new commissioning framework.

We were really pleased to be able to equip our Therapy suite and start to recruit the team to start our Wellbeing & Therapy services. There was a slow start due to recruitment issues, but we still managed to meet most Lottery targets and were able to move into Year 2. We were also extremely grateful to the Lottery, who awarded us a further grant to help with the cost of living rises so avoiding the need to scale down the project. We look forward to moving this onwards and upwards.

We feel extremely grateful and proud that we have survived the difficulties of the past few years and that despite having to tweak and restructure, we have still managed to maintain all of the post-COVID services. In fact we have managed to introduce new services, which mean we are heading towards a model that support our users on the brain injury journey, across all of the pathways we have aimed for. We now just want to continue to seek greater future economic stability for the Charity.

# HEADWAY BIRMINGHAM & SOLIHULL

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### **Services for people with Acquired Brain Injury (ABI)**

We continued to struggle with obtaining funding for new clients to start but still managed to move many more people on during the year. Unfortunately, funding ceased for Shencare and this left many clients at Leighton House needing to source alternative transport. Luckily this did not impact our placement figures.

The highlight of the year was the opening of the Wellbeing Therapy Suite at Sutton House. This officially opened in November 2023 with a coordinator, physiotherapist, speech therapist and therapy assistants in place. This new service had started to develop nicely by the year end.

Our first VAP (Vocational Assistance Programme) started in May 2023 and has proved successful, with the clients all achieving their goals and reporting how much they benefitted and enjoyed the course.

The Daily Living Skills at Sutton House also started this year due to the generous grant awarded for equipment and adaptations. The clients have made good progress in this area and are working towards personal, transferrable goals.

#### **Family & Carer Services**

The work of the team continued to pick up since the events of recent years. One of the biggest challenges the team faced were the many outcomes and specific demands now required by funders/stakeholders. With the Forward Carers Hub, we now have to focus more on Carer Assessments in order to meet payment targets. This has become quite intense and meant a different way of working, resulting in less face-to-face support time with families.

We were fortunate to be awarded a further grant for Birmingham Carers to set up a couples counselling service.

We were delighted to start up a new partnership with Birmingham Disability Resource Centre to support 'maximising income' and look forward to working with them.

Despite the significant changes, as well as being new to many aspects of the role, the new team manager has settled in well and is 'steering the ship' forwards admirably.

#### **Lifestyle Services**

With Lifestyles (as with ABI Services) we noticed that since COVID we had still struggled to get the sold hours up to previous targets. We therefore had to do some more re-structuring in order to bring our staff costs down in line with selling less hours. We did this through Supervisors covering some clients. We also lost the luxury of the 'floating support workers' and made a change so that the hourly rate paid no longer covers the user's worker holidays or bank holidays, so no worker now on these days. The unfunded post of Brain Injury Keyworker also had to finish.

At the year end, we then also had to reduce the target sold hours to 600 and have staffing to meet this amount. With all these adjustments, this means that we will start the new year with a 'break even' budget for the first time ever in Lifestyle services.

By the year end, we had been successful in recruiting more people and seem to be building a more permanent team.

# HEADWAY BIRMINGHAM & SOLIHULL

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### Fundraising, Publicity and Partnerships

Despite fundraising continuing to be even more difficult, we still exceeded our fundraising targets for the year, raising over £78k. There was a noticeable shift in the amount of reporting now required for even the smaller grants and this in turn takes up considerably more time.

We decided to draw a close on our Fun Runs, as since COVID, we had found it harder to attract sufficient numbers of runners, and time spent organising the events seemed to outweigh the gain. Instead, we re-introduced Sky Diving which proved very successful.

We also became part of the annual Wheel'n'Walk event in Cannon Hill Park, a fully inclusive event involving several local disability charities.

Our social media presence continued to grow throughout the year, with positive engagement through both Facebook and X (formerly twitter).

- Our new Minibus finally arrived in October 2023 thanks to funds raised
- The return to the Sky Dive raised £6,000
- Our Grant Raffle raise £2,500
- Successful with grant applications to Sport Birmingham (£11,414) and National Grid (£3,780) enabling us to offer new sports at all three of our Hubs
- 21 people joined us on Wheel'n'Walk 2023 helping raise over £1,500
- The total amount raised through Trusts being over £30k
- Over £5k raised by individuals who fundraised on our behalf
- Over £13k raised through fundraising events

#### Charity Shops

Our charity shops continue to be a much-valued source of income that is unrestricted and can therefore support our core running costs.

Customers regularly compliment both Dave & Kev, our drivers, when collecting and delivering items. This service has proved a big hit, both for delivering furniture items, but also collecting larger donations.

Following our struggle since COVID to recruit volunteers, we actually saw a significant improvement in 2023 and by the year end had met our required volunteer helper targets.

We are proud that our shops are well-kept and always have good window displays, whilst at the same time, we make it our policy to keep prices low. This seems to be a formula that works and we very much hope to find our fourth charity shop in 2024.

- All the shops together achieved a profit of over £23K donated to the charity
- We had many great windows displays to represent different seasons and events
- Rubery profit increased for the first time since opening
- We saw an increase in the number of brain injured clients working as shop volunteers

#### Quality

Lifestyle Services continued to meet the standards required of the Care Quality Commission and currently hold a GOOD rating. We continue to assess against our internal standards but have no formal external audit yet for any service other than Lifestyles. Due to CQC making changes to their systems this year, we are still waiting for an updated rating.

We reviewed all our Quality tools during 2023-24 and introduce new systems to include Carer Friendly Quality Standards and Charity Framework.

# HEADWAY BIRMINGHAM & SOLIHULL

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### Operations/Buildings

There has been a significant amount of additional time spent in the Finance Department this year due to an increased high debtors list and making many changes to adjust to cost of living issues. Following a great deal of hard work, the team managed to reduce the debtors by more than half by year end. The external auditors complimented the Finance team on improving their systems and level of debtors/creditors.

Further building work was also completed at Sutton House in 2023, which included opening up the Physio room in the Therapy Suite upstairs and fitting out the new kitchen area to start up the Daily Living Skill sessions.

We have many rooms/spaces not utilised outside of service times and so, as part of our income generation plan, we aim to try and generate new income by hiring out these spaces in 2024.

- As a result of securing new phone and photocopier contracts, we will save over £7k over 3 years
- We have completed the required Cyber Essential Certificates
- 72% of staff enrolled in Company Pensions
- All computers were updated as part of the 5 yearly rotations
- COVID numbers reduced, but we still had 36 cases
- We managed to sell the MPV and replaced this with a new minibus

#### Personnel Matters

Due to maternity leave and staff cover, the department struggled to cope with meeting the needs of the Charity. This placed further pressure on the other managers within the organisation. This issue will be further addressed when a Personnel Manager is appointed to the department in April 2024

Over the period, we started to see new volunteers coming through and gained many more students. Recruitment was still slow but had started to pick up somewhat by the year end and we did manage to fill all vacancies.

#### Future Plans

We look forward to going into the new year with no real deficit and hope that we can work with Birmingham Council towards establishing greater financial stability over the next few years. We aim to be able to maintain all new services once the lottery grants end and provide our 'vision' of services for all areas along the brain injury journey.

# HEADWAY BIRMINGHAM & SOLIHULL

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### Financial review

The results for the year are shown on page 14.

Our clients are funded by a combination of Local Authorities, personal independence payments (PIP's) and self-funding. During 2022 the local council agreed an uplift of 5.45% for Birmingham clients, enabling us to increase our daily fees charged for existing clients and new ones. We still have a number of clients paying much less than the basic rate and we continue to work through trying to get this resolved

We are extremely grateful for the various grants and donations from Companies together with other income, that help subsidise our rates and the various services of supporting individuals and families of people with ABI. The Charity continues to have an ongoing professional structure able to support the delivery of our services and help towards securing the future, thanks to the support of volunteers and staff, and sound financial management.

#### Financial and risk management objectives and policies

The Executive Board having looked at the main risks to the organisation, for example, not receiving any grant funding, or a possible fall in number of clients due to the financial restraints of Authorities, has established a policy whereby we should maintain unrestricted funds to cover between 3 and 6 months of expenditure.

The Governance Code requires the Trustees and CEO to assess and report on the prospects of the Charity and whether the business is a going concern. In considering this requirement, the Directors have taken into account the Charity's forecast cash flows, liquidity and expected operational activities.

The Management Committee have reviewed, risk-assessed and advised the Board of the Charity's going concern having considered continued impact on services since Covid-19 and the latest Cost of Living Crisis. Having due regard to these matters the Directors have a reasonable expectation the Charity has adequate resources to remain a going concern.

#### Reserves policy

The budget for 2024/25 anticipates expenditure of £2.1 million during the year, indicating that unrestricted reserves should be in the range of £650k to £750k. Unrestricted funds at 31 March 2024 were £691,833.

#### Events since the year end

Information relating to events since the end of the year is given in the notes to the financial statements.

#### Structure, governance and management

##### Governing document

The Charitable group is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs J E Campbell

Mr J Cassidy

Mr D Chater

Mr P Durham

Mrs R Kinning

Mr R Langton

Mr C Jones

Miss S J Murrell

Mr W O Hughes

(Resigned 29 April 2024)

(Appointed 21 March 2024)

(Appointed 6 September 2023)

(Appointed 25 April 2023)

# HEADWAY BIRMINGHAM & SOLIHULL

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### Recruitment and appointment of new trustees

When selecting individuals for appointment as trustees, emphasis is placed on the prospective trustees' skills, knowledge and experience needed for effective administration of the charity.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

#### Trustee directors

In accordance with our Articles of Association directors are elected by company members at the Annual General Meeting. In addition, the Executive Board has powers to fill any vacancies by co-option during the year. Due to the Coronavirus Pandemic and the various restrictions, it was not possible to hold normal Board Meetings throughout the year. The disciplines of monthly progress reports and Key Performance Indicators were maintained and circulated to all the Directors. Regular contact between the Chair of Trustees and the Chief Executive ensured strict monitoring of overall performance. In addition Board Meetings were held by video conference to discuss and approve key decisions. Following agreement of the Strategic Plan the proposed Budget for the following year is formally approved by the Executive Board. Quarterly reconciliations of Income and Expenditure are produced during the year to monitor progress against this agreed Budget. This was of key importance during this year as the full implications of the Pandemic unfolded.

#### Qualifying third party indemnity provisions

The Charity has Indemnity insurance in place in respect of the Officers of the Charity at a cost of £227 per annum.

#### Organisational structure

A carers' group for the relatives of head-injured persons in the West Midlands was formally established in 1983 and first registered as a charity in 1987. As activities expanded a more formal organisational structure was required and hence Headway (West Midlands) Ltd was constituted in 1992. On 21st March 2016, the Charity passed a special resolution changing its name to Headway Birmingham & Solihull from Headway (West Midlands) Ltd. It is a private company, limited by guarantee, registered at Cardiff, No. 2686647 and a registered charity, No. 1008798. Our principal aims concern the relief of suffering from the effects of brain injury. The Memorandum and Articles of Association impose no unusual restrictions on the way in which the company may operate nor lay down specific investment powers. We are affiliated to Headway UK - the Brain Injury Association, based at Nottingham.

#### Induction and training of new trustees

Trustees must make available to each new trustee on their first appointment: a copy of the Memorandum and any amendments made to it, a copy of the Charity's latest Annual Report and statement of accounts. Headway Birmingham & Solihull should emphasise the responsibilities of the Trustees detailed in the report.

#### Key management remuneration

The trustees comprise the board of directors, who are also the Charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing, controlling and operating the Charity on a day-to-day basis. All trustees give their time freely and no trustee received remuneration in the year ending 31 March 2024. The remuneration paid to the Charity's employees is reviewed annually and a performance related increase is made where appropriate. The pay is benchmarked against pay levels for other roles with similar responsibilities elsewhere within the sector and we have also maintained our Real Living Wage employer status.

#### Related parties

Headway Birmingham & Solihull Trading Limited derives its income from Headway Birmingham & Solihull's charity shop outlets. Any profits generated by the Charity's subsidiary company are donated to the charity.

#### Auditor

In accordance with the company's articles, a resolution proposing that BK Plus Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

## HEADWAY BIRMINGHAM & SOLIHULL

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2024*

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#### Disclosure of information to auditor

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

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



Mr D Chater  
Trustee

21 October 2024

# HEADWAY BIRMINGHAM & SOLIHULL

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

*FOR THE YEAR ENDED 31 MARCH 2024*

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

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charitable group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charitable group and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charitable group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# HEADWAY BIRMINGHAM & SOLIHULL

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

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#### Opinion

We have audited the financial statements of Headway Birmingham & Solihull (the 'Charitable group') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable group's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

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

#### Conclusions relating to going concern

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

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

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

#### Other information

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

We have nothing to report in this regard.

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

# HEADWAY BIRMINGHAM & SOLIHULL

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

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#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Charitable group and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

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

#### **Auditor's responsibilities for the audit of the financial statements**

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

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

- Enquiry of management, those charged with governance around actual and potential litigation and claims;
- Enquiry of entity staff to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.
- Performing audit work over the risk of understatement of income including substantive testing and obtaining corroborated explanations from Management.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

# HEADWAY BIRMINGHAM & SOLIHULL

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF HEADWAY BIRMINGHAM & SOLIHULL

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#### Use of our report

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*BK Plus Audit Limited*

Paul Mannion FCCA, FCA (Senior Statutory Auditor)  
for and on behalf of BK Plus Audit Limited

21 October 2024

Chartered Certified Accountants  
Statutory Auditor

2 Highlands Court  
Cranmore Avenue  
Solihull  
West Midlands  
B90 4LE

# HEADWAY BIRMINGHAM & SOLIHULL

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b><u>Income and endowments from:</u></b>							
Donations and legacies	3	11,813	100,914	112,727	34,176	31,208	65,384
<b><u>Charitable activities</u></b>							
ABIP	5	871,563	-	871,563	830,882	-	830,882
Lifestyle services	5	503,604	-	503,604	408,264	-	408,264
F & C services	5	-	176,023	176,023	-	140,420	140,420
Wellbeing	5	4,244	-	4,244	-	-	-
Other trading activities	4	238,923	-	238,923	223,857	-	223,857
Investments	6	3,191	-	3,191	990	-	990
Other income	7	13,000	-	13,000	-	-	-
<b>Total income</b>		<b>1,646,338</b>	<b>276,937</b>	<b>1,923,275</b>	<b>1,498,169</b>	<b>171,628</b>	<b>1,669,797</b>
<b><u>Expenditure on:</u></b>							
Raising funds	8	152,597	-	152,597	164,286	-	164,286
Charitable activities	9	1,578,436	292,146	1,870,582	1,380,280	190,982	1,571,262
<b>Total expenditure</b>		<b>1,731,033</b>	<b>292,146</b>	<b>2,023,179</b>	<b>1,544,566</b>	<b>190,982</b>	<b>1,735,548</b>
<b>Net expenditure for the year/</b>							
<b>Net movement in funds</b>		<b>(84,695)</b>	<b>(15,209)</b>	<b>(99,904)</b>	<b>(46,397)</b>	<b>(19,354)</b>	<b>(65,751)</b>
Fund balances at 1 April 2023		776,528	367,308	1,143,836	822,925	386,662	1,209,587
<b>Fund balances at 31 March 2024</b>		<b>691,833</b>	<b>352,099</b>	<b>1,043,932</b>	<b>776,528</b>	<b>367,308</b>	<b>1,143,836</b>

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

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

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

# HEADWAY BIRMINGHAM & SOLIHULL


## CONSOLIDATED AND CHARITY BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	Group 2024 £	2023 £	Charity 2024 £	2023 £
<b>Fixed assets</b>					
Tangible assets	15	734,563	714,902	734,067	713,821
Investments	14	-	-	100	100
		<u>734,563</u>	<u>714,902</u>	<u>734,167</u>	<u>713,921</u>
<b>Current assets</b>					
Debtors	17	143,485	132,844	153,657	168,357
Cash at bank and in hand		253,332	391,494	234,177	346,007
		<u>396,817</u>	<u>524,338</u>	<u>387,834</u>	<u>514,364</u>
<b>Creditors: amounts falling due within one year</b>	18	<u>(87,448)</u>	<u>(95,404)</u>	<u>(78,069)</u>	<u>(84,449)</u>
Net current assets		<u>309,369</u>	<u>428,934</u>	<u>309,765</u>	<u>429,915</u>
<b>Total assets less current liabilities</b>		<u><u>1,043,932</u></u>	<u><u>1,143,836</u></u>	<u><u>1,043,932</u></u>	<u><u>1,143,836</u></u>
<b>Income funds</b>					
Restricted funds	20	352,099	367,308	352,099	367,308
Designated funds	21	-	24,000	-	24,000
Unrestricted funds		691,833	776,528	691,833	776,528
		<u>1,043,932</u>	<u>1,143,836</u>	<u>1,043,932</u>	<u>1,143,836</u>

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

The financial statements were approved by the Trustees on 21 October 2024

  
 Mr D Dhater  
 Trustee

Company registration number 02686647

# HEADWAY BIRMINGHAM & SOLIHULL

## CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2024

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	Notes	2024 £	£	2023 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	28		(98,021)		55,566
<b>Investing activities</b>					
Purchase of tangible fixed assets		(56,332)		(22,454)	
Proceeds from disposal of tangible fixed assets		13,000		-	
Investment income received		3,191		990	
<b>Net cash used in investing activities</b>			(40,141)		(21,464)
<b>Financing activities</b>					
<b>Net cash used in financing activities</b>			-		-
<b>Net (decrease)/increase in cash and cash equivalents</b>			(138,162)		34,102
Cash and cash equivalents at beginning of year			391,494		357,392
<b>Cash and cash equivalents at end of year</b>			<u>253,332</u>		<u>391,494</u>

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# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

##### Charity information

Headway Birmingham & Solihull is a private company limited by guarantee incorporated in England and Wales. The registered office is Leighton House, 20 Chapel Rise, Rednal, Birmingham, West Midlands, B45 9SN.

##### 1.1 Accounting convention

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

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

The financial statements consolidate the results of the charity and its wholly owned subsidiary Headway Birmingham & Solihull Trading Limited. The results of the subsidiary are consolidated within the statement of Financial Activities (SOFA) on a line by line basis.

##### 1.2 Going concern

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

##### 1.3 Charitable funds

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

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charitable group.

##### 1.4 Income

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

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

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

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies (Continued)

Assets for distribution are recognised only when distributed. Assets given for use by the Charitable group are recognised when receivable. Stocks of undistributed donated goods are not valued for balance sheet purposes.

##### 1.5 Expenditure

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

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

##### 1.6 Tangible fixed assets

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

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

Freehold land and buildings	2% on costs
Leasehold improvements	Straight line over the life of the lease
Fixtures and fittings	50% on cost and 25% on cost
Motor vehicles	20% on cost
Craft equipment	100% on cost

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

##### 1.7 Impairment of fixed assets

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

##### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.9 Financial instruments

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

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

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

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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### 1 Accounting policies

(Continued)

#### ***Basic financial assets***

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

#### ***Basic financial liabilities***

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

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

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

#### ***Derecognition of financial liabilities***

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

#### **1.10 Employee benefits**

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

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

#### **1.11 Retirement benefits**

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

#### **1.12 Stock**

The Charity receives donated goods which are sold in its subsidiary's Charity shops. Donated goods are not recognised as stock as it is impractical to reliably measure the fair value of donated goods.

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 2 Critical accounting estimates and judgements

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

**Recoverability of debtors** - Management are required to estimate prudent provision for any amounts considered irrecoverable. The value of the provision is estimated and reviewed annually to ensure accuracy.

**Useful economic life of non-current assets** - Management estimate the useful economic life of non-current assets based on the period over which the asset is expected to be used and provide for depreciation accordingly. Where an indication of impairment is identified the estimation of recoverable value requires estimation.

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

#### 3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	11,813	-	11,813	20,783	-	20,783
Grants	-	100,914	100,914	13,393	31,208	44,601
	<u>11,813</u>	<u>100,914</u>	<u>112,727</u>	<u>34,176</u>	<u>31,208</u>	<u>65,384</u>
<b>Grants receivable for core activities</b>						
Birmingham City Council Grant	-	-	-	13,393	-	13,393
Leighton House - Heating Grants	-	-	-	-	5,550	5,550
Minibus Grants	-	6,260	6,260	-	13,750	13,750
Sutton House - DLS Grant	-	-	-	-	7,398	7,398
Sutton House - Gym Grant	-	-	-	-	350	350
Activities Grants	-	15,424	15,424	-	4,160	4,160
Sports England	-	11,415	11,415	-	-	-
National Lottery Community Fund - Wellbeing Hub	-	58,573	58,573	-	-	-
National Lottery Community Fund - Vocational Assistance Programme	-	9,242	9,242	-	-	-
	<u>-</u>	<u>100,914</u>	<u>100,914</u>	<u>13,393</u>	<u>31,208</u>	<u>44,601</u>

## HEADWAY BIRMINGHAM & SOLIHULL

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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3 Income from donations and legacies (Continued)

4 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	28,149	18,383
Charity shop income	210,774	205,474
Other trading activities	<u>238,923</u>	<u>223,857</u>

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

5 Charitable activities	ABIP		Lifestyle F & C services		Wellbeing		Total		Lifestyle F & C services		Total		
	2024	£	2024	£	2024	£	2024	£	2023	£	2023	£	
Income generating charitable activities:	871,563		503,604		176,023		4,244		830,882		408,264		1,379,566
Analysis by fund													
Unrestricted funds	871,563		503,604		-		4,244		830,882		408,264		1,239,146
Restricted funds	-		-		176,023		-		-		-		140,420
	871,563		503,604		176,023		4,244		830,882		408,264		1,379,566

ABIP- Aquired Brain Injury Programme  
F & C services-Family and Carer Services

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	3,191	990

7 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Net gain on disposal of tangible fixed assets	13,000	-

8 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Trading costs		
Staff costs	81,695	70,537
Support costs	70,902	93,749
	<u>152,597</u>	<u>164,286</u>

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

9 Expenditure on charitable activities	ABIP		Lifestyle		F and C services		Wellbeing		Total		ABIP		Lifestyle		F and C services		Total	
	2024	£	2024	£	2024	£	2024	£	2024	£	2023	£	2023	£	2023	£	2023	£
<b>Direct costs</b>																		
Staff costs	562,327		464,261		116,453		64,255		1,207,296		505,010		396,240		83,690		984,940	
Depreciation and impairment	32,077		2,007		1,794		-		35,878		40,475		6,151		1,092		47,718	
Premises	97,981		-		-		26,129		124,110		117,761		-		-		117,761	
Communication and IT costs	9,599		6,403		988		1,476		18,466		9,308		6,165		1,122		16,595	
Motor and travel costs	13,425		14,863		2,403		363		31,054		8,961		16,732		2,886		28,579	
Sundry expenses	12,983		1,226		2,397		6,884		23,490		10,327		3,584		337		14,248	
Legal and professional fees	2,160		6,125		2,016		508		10,809		2,914		5,623		1,848		10,385	
Activities and associated costs	16,149		(332)		1,914		2,099		19,830		14,826		430		591		15,847	
	<u>746,701</u>		<u>494,553</u>		<u>127,965</u>		<u>101,714</u>		<u>1,470,933</u>		<u>709,582</u>		<u>434,925</u>		<u>91,566</u>		<u>1,236,073</u>	
<b>Share of support and governance costs (see note 10)</b>																		
Support	195,463		125,368		53,051		9,914		383,796		208,977		65,087		49,122		323,186	
Governance	8,504		4,725		1,959		665		15,853		7,914		2,506		1,583		12,003	
	<u>950,668</u>		<u>624,646</u>		<u>182,975</u>		<u>112,293</u>		<u>1,870,582</u>		<u>926,473</u>		<u>502,518</u>		<u>142,271</u>		<u>1,571,262</u>	
<b>Analysis by fund</b>																		
Unrestricted funds	912,660		623,092		-		42,684		1,578,436		882,423		497,134		723		1,380,280	
Restricted funds	38,008		1,554		182,975		69,609		292,146		44,050		5,384		141,548		190,982	
	<u>950,668</u>		<u>624,646</u>		<u>182,975</u>		<u>112,293</u>		<u>1,870,582</u>		<u>926,473</u>		<u>502,518</u>		<u>142,271</u>		<u>1,571,262</u>	

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 10 Support costs allocated to activities

	2024	2023
	£	£
Staff costs	269,418	244,139
Depreciation	793	851
Premises Cost	89,793	95,871
Communication and IT	21,711	23,266
Motor & travel costs	4,624	3,515
Sundry expenses	19,572	14,697
Legal and professional	15,657	9,128
Activities & associated	24,416	16,925
Interest payable	5,031	4,253
Governance costs	19,536	16,293
	<u>470,551</u>	<u>428,938</u>
<b>Analysed between:</b>		
Fundraising	70,902	93,749
ABIP	203,967	216,891
Lifestyle	130,093	67,593
F and C services	55,010	50,705
Wellbeing	10,579	-
	<u>470,551</u>	<u>428,938</u>

### 11 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	19,536	16,293
Depreciation of owned tangible fixed assets	36,671	48,569
Profit on disposal of tangible fixed assets	(13,000)	-
	<u>42,207</u>	<u>64,862</u>

### 12 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Charitable group during the year.

### 13 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Charity staff	86	73
Trading company staff	6	7
	<u>92</u>	<u>80</u>

## HEADWAY BIRMINGHAM & SOLIHULL

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

#### 13 Employees (Continued)

Employment costs	2024	2023
	£	£
Wages and salaries	1,445,264	1,204,911
Social security costs	90,210	76,029
Other pension costs	22,935	18,676
	<u>1,558,409</u>	<u>1,299,616</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024	2023
	Number	Number
£60,000 - £70,000	<u>1</u>	<u>-</u>

Contributions totalling £1,320 (2023: £1,320 ) were made to defined contribution pension schemes on behalf of employees whose emoluments exceed £60,000.

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024	2023
	£	£
Aggregate compensation	<u>135,631</u>	<u>125,584</u>

#### 14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

15	Tangible fixed assets									
	Group	Freehold land and buildings	Leasehold improvements	Fixtures and fittings	Motor vehicles	Craft equipment	Total			
		£	£	£	£	£	£			£
	<b>Cost</b>									
	At 1 April 2023	814,300	63,811	106,327	101,582	5,092	1,091,112			
	Additions	-	-	5,207	51,125	-	56,332			
	Disposals	-	-	-	(18,500)	-	(18,500)			
	At 31 March 2024	814,300	63,811	111,534	134,207	5,092	1,128,944			
	<b>Depreciation and impairment</b>									
	At 1 April 2023	157,755	23,074	97,063	93,226	5,092	376,210			
	Depreciation charged in the year	11,958	5,957	7,885	10,871	-	36,671			
	Eliminated in respect of disposals	-	-	-	(18,500)	-	(18,500)			
	At 31 March 2024	169,713	29,031	104,948	85,597	5,092	394,381			
	<b>Carrying amount</b>									
	At 31 March 2024	644,587	34,780	6,586	48,610	-	734,563			
	At 31 March 2023	656,545	40,737	9,264	8,356	-	714,902			

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 15 Tangible fixed assets

(Continued)

#### Charity

	Freehold land and buildings £	Leasehold improvements £	Fixtures and Motor vehicles fittings £	Craft equipment £	Total £
<b>Cost</b>					
At 1 April 2023	808,845	63,811	99,031	5,092	1,078,361
Additions	-	-	5,207	-	56,332
Disposals			(18,500)		(18,500)
At 31 March 2024	808,845	63,811	104,238	5,092	1,116,193
<b>Depreciation and impairment</b>					
At 1 April 2023	152,300	23,074	90,848	5,092	364,540
Depreciation charged in the year	11,958	5,957	7,300	-	36,086
Disposals			(18,500)		(18,500)
At 31 March 2024	164,258	29,031	98,148	5,092	382,126
<b>Carrying amount</b>					
At 31 March 2024	644,587	34,780	6,090	-	734,067
At 31 March 2023	656,545	40,737	8,183	-	713,821

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 15 Tangible fixed assets (Continued)

The carrying value of land included in land and buildings comprises:

	2024	2023
	£	£
Freehold	644,587	656,545
Short leasehold	34,780	40,737
	<u>679,367</u>	<u>697,282</u>

### 16 Investments

The investment comprises of a 100% holding of the ordinary share capital of Headway Birmingham & Solihull Trading Limited, a company registered in England and Wales.

The principle activity of Headway Birmingham & Solihull Trading Limited is that of operating charity shops.

The profits earned by the subsidiary are donated to the charity. A summary of the subsidiary's results are shown below.

	2024	2023
	£	£
Turnover	210,773	205,474
Government grants (Covid)	-	-
Direct costs and administration costs	(187,688)	(164,286)
Net Profit	23,085	41,188
Amount donated to the charity	(23,085)	(41,188)
	<u>-</u>	<u>-</u>

The assets and liabilities of the subsidiary were:

	2024	2023
	£	£
Fixed assets	496	1,081
Current assets	33,635	53,834
Current liabilities	(34,031)	(54,815)
Total net assets	<u>100</u>	<u>100</u>
Aggregate share capital and reserves	<u>100</u>	<u>100</u>

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 17 Debtors

	2024	2023
Group	£	£
Trade debtors	123,358	111,466
Other debtors	3,949	4,633
Prepayments and accrued income	16,178	16,745
	<u>143,485</u>	<u>132,844</u>

	2024	2023
Charity	£	£
Trade debtors	120,002	110,882
Other debtors	-	791
Prepayments and accrued income	9,002	12,826
Amounts owed by subsidiary undertakings	24,653	43,858
<b>Total debtors</b>	<u>153,657</u>	<u>168,357</u>

### 18 Creditors: amounts falling due within one year

#### Group

	2024	2023
	£	£
Trade creditors	11,424	16,820
Other creditors	30,159	20,290
Accruals and deferred income	45,865	58,294
	<u>87,448</u>	<u>95,404</u>

#### Charity

	2024	2023
	£	£
Trade creditors	7,888	11,500
Other creditors	28,418	18,649
Accruals and deferred income	41,763	54,300
	<u>78,069</u>	<u>84,449</u>

## HEADWAY BIRMINGHAM & SOLIHULL

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

#### 19 Retirement benefit schemes

	2024	2023
Defined contribution schemes	£	£
Charge to profit or loss in respect of defined contribution schemes	18,095	14,319

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

#### 20 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
Carer's Services Fund	-	176,023	(176,023)	-
Leighton House Building Fund-Capital	295,698	-	(11,958)	283,740
Minibus Fund-Capital	7,021	-	(6,267)	754
IT Equipment Fund-Capital	1,017	-	(1,017)	-
Stained Glass repairs	2,000	-	-	2,000
Sutton House Lift Fund -Capital	26,866	-	(3,435)	23,431
Activities Fund	4,307	26,839	(19,705)	11,441
Sutton House Gym and Wellbeing Fund-Capital	10,429	-	(1,554)	8,875
Minibus Fund (2023) - Capital	13,750	6,260	(1,824)	18,186
Sutton House Kitchen/DLS	6,220	-	(2,548)	3,672
National Lottery Community Fund - Wellbeing Hub	-	58,573	(58,573)	-
National Lottery Community Fund - Vocational Assisted Programme	-	9,242	(9,242)	-
	<u>367,308</u>	<u>276,937</u>	<u>(292,146)</u>	<u>352,099</u>

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

20 Restricted funds (Continued)

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Carer's Services Fund	759	140,420	(141,179)	-
Leighton House Building Fund-Capital	307,656	-	(11,958)	295,698
Minibus Fund-Capital	13,288	-	(6,267)	7,021
IT Equipment Fund-Capital	2,127	-	(1,110)	1,017
Stained Glass repairs	2,000	-	-	2,000
Sutton House Lift Fund -Capital	44,050	-	(17,184)	26,866
Activities Fund	3,041	4,160	(2,894)	4,307
Sutton House Gym and Wellbeing Fund-Capital	13,741	350	(3,662)	10,429
Leighton House Heating Fund	-	5,550	(5,550)	-
Sutton House Kitchen/DLS	-	7,398	(1,178)	6,220
Minibus Fund (2023)-Capital	-	13,750	-	13,750
	<u>386,662</u>	<u>171,628</u>	<u>(190,982)</u>	<u>367,308</u>

## HEADWAY BIRMINGHAM & SOLIHULL

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

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#### 20 Restricted funds

(Continued)

##### **Family and Carer Services Fund**

This carer services work includes care carried out by Community Outreach workers and carer support and training co-ordinators.

##### **Leighton House Building Fund-Capital**

This restricted fund relates to the purchase and development of Leighton House in Birmingham. Leighton House is used for social rehabilitation activities for brain injured people. Grants and donations were received to fund the original property purchase and development in July 2007. During subsequent years further grants were received to facilitate the building an annex and a foyer to provide much needed accommodation. The annexe was completed during the year ended 31 March 2017 and the foyer was complete in the year ended 31 March 2020. The property is subject to depreciation charge in accordance with the charity's accounting policies. A first legal charge is held on this property by the Lottery Board in respect of grant monies paid to the Charity in order to fund the property's original purchase.

##### **Minibus Fund-Capital**

This grant was received to fund the purchase of the minibus which the Charity will use in order to transport staff, carers and clients.

##### **IT Equipment Fund-Capital**

This grant was received to purchase a new computer for use by clients and staff.

##### **Stained Glass Repairs Fund**

This grant was raised to repair the damaged stained glass window.

##### **Sutton House Lift Fund-Capital**

This fund has been raised to provide a lift for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

##### **Sutton House Gym and wellbeing Fund-Capital**

This fund has been raised to provide a gym and equipment for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

##### **Activities Fund**

This fund has been received to assist carers on the charity's premises with the provision of the social rehabilitation activities for brain injured people.

##### **Minibus Fund (2023)-Capital**

The grants have been received to fund the purchase of a minibus which the Charity will use in order to transport staff, carers and clients.

##### **Leighton House Heating Fund**

This fund was raised to repair the heating system at Leighton House.

##### **Sutton House Kitchen / DLS**

This grant was received to re-fit a Kitchen for the DLS (Daily Living Sessions) which assist brain injured people to learn/re-learn how to plan, prepare and cook which helps them understand the impact of nutrition on their wellbeing and also boost their self-confidence.

##### **National Lottery Community Fund - Vocational Assistance Programme**

The grant was to fund a pilot programme aimed at helping brain injured people move onto the next level of their recovery journey which will include specialist brain injury training, vocational training and qualification/ placement support.

##### **National Lottery Community Fund - Wellbeing Hub**

The grant is the first years funding of a 3 year programme to help fund the costs of care carried out by Community Outreach workers and care support and training co-ordinators

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 21 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Motor vehicle	24,000	-	-	(24,000)	-
General funds	752,528	1,646,338	(1,731,033)	24,000	691,833
	<u>776,528</u>	<u>1,646,338</u>	<u>(1,731,033)</u>	<u>-</u>	<u>691,833</u>
<b>Previous year:</b>	<b>At 1 April 2022 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Transfers £</b>	<b>At 31 March 2023 £</b>
Motor vehicle	16,000	-	-	8,000	24,000
General funds	806,925	1,498,169	(1,544,566)	(8,000)	752,528
	<u>822,925</u>	<u>1,498,169</u>	<u>(1,544,566)</u>	<u>-</u>	<u>776,528</u>

#### Designated Fund- Motor vehicle-Capital

This designated fund was set aside by the trustees to provide an additional or replacement motor vehicle which has been purchased during the year.

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 22 Analysis of net assets between funds

Group	Unrestricted funds	Restricted funds	Total Unrestricted funds		Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Fund balances at 31 March 2024 are represented by:						
Tangible assets	395,905	338,658	734,563	372,380	342,522	714,902
Current assets/(liabilities)	295,928	13,441	309,369	404,148	24,786	428,934
	<u>691,833</u>	<u>352,099</u>	<u>1,043,932</u>	<u>776,528</u>	<u>367,308</u>	<u>1,143,836</u>
<b>Charity</b>						
	Unrestricted funds	Restricted funds	Total Unrestricted funds		Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Fund balances at 31 March 2024 are represented by:						
Tangible assets	395,409	338,658	734,067	371,299	342,522	713,821
Investments	100	-	100	100	-	100
Current assets/(liabilities)	296,324	13,441	309,765	405,129	24,786	429,915
	<u>691,833</u>	<u>352,099</u>	<u>1,043,932</u>	<u>776,528</u>	<u>367,308</u>	<u>1,143,836</u>

23 Capital commitments	2024	2023
	£	£
Amounts contracted for but not provided in the financial statements:		
	2024	2023
	£	£
Acquisition of property, plant and equipment	-	50,875

# HEADWAY BIRMINGHAM & SOLIHULL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 24 Operating lease commitments

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

##### Group

	2024	2023
	£	£
Within one year	47,783	85,700
Between two and five years	14,700	62,483
	<u>62,483</u>	<u>148,183</u>

##### Charity

	2024	2023
	£	£
Within one year	27,083	65,000
Between two and five years	-	27,083
	<u>27,083</u>	<u>92,083</u>

#### 25 Events after the reporting date

The sector that Headway Birmingham & Solihull and its subsidiary operates in is still experiencing the effects of Covid -19. There has been a continued impact on the number of placements and hours sold in our services. The Trustees and staff are working hard to increase the placements and overcome the difficulties with staff recruitment.

In addition, the trustees have taken steps to mitigate the effect of the worsening UK economy and increased inflation on the Charity and its subsidiary's future costs. Although the the trustees consider that an accurate estimate of the possible future impact cannot be made.

The trustees confirm that they have considered the effect of any further uncertainties as known at date of signing associated to the impact of Covid-19 and the worsening UK economy when considering the group's going concern position.

#### 26 Parent Company's Statement of Financial Activities

The Parent Company has taken advantage of the exemption permitted by Section 408 of the Companies Act 2006 and has not published its own Statement of Financial Activities. The total comprehensive income attributable to the parent company, was a deficit of £99,904 (2023: £65,751).

#### 27 Analysis of changes in net funds

The Charitable group had no material debt during the year.

## HEADWAY BIRMINGHAM & SOLIHULL

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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28 Cash generated from operations	2024	2023
	£	£
Deficit for the year	(99,904)	(65,751)
Adjustments for:		
Investment income recognised in statement of financial activities	(3,191)	(990)
Gain on disposal of tangible fixed assets	(13,000)	-
Depreciation and impairment of tangible fixed assets	36,671	48,569
Movements in working capital:		
(Increase)/decrease in debtors	(10,641)	44,380
(Decrease)/increase in creditors	(7,956)	29,358
<b>Cash (absorbed by)/generated from operations</b>	<u>(98,021)</u>	<u>55,566</u>

# THANK YOU TO OUR COMMISSIONERS & FUNDERS

Birmingham City Council, Solihull Metropolitan Borough Council  
Worcestershire City Council

Birmingham Forward Carers, Birmingham Disability Resource Centre

BVSC Ageing Better

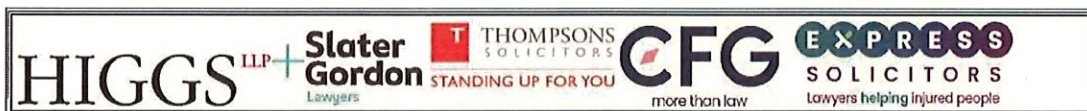
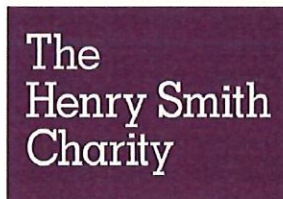
Higgs PLC Solicitors, CFG Law, Slater & Gordon, Express Solicitors, Thompsons Solicitors, Irwin Mitchell

The National Lottery Community Fund – Reaching Communities

The National Lottery Community Fund – Building Better Connections Fund

The Henry Smith Charity

Sport England, National Grid, Provincial Grand Lodge of Warwickshire



TO EVERYONE WHO  
SUPPORTED US  
THROUGHOUT THE YEAR

## Headway Birmingham & Solihull

# Services 2023-24

Headway Birmingham & Solihull has a strong reputation for delivering a wide range of services that make a real difference to people's lives. These have been specifically designed to address the specific complex needs that people with acquired brain injury may have to deal with. We work collaboratively with others, both in the public and not for profit sectors, to ensure those in our community get the best possible range of advice and support to address these individual needs.

### KEY DATA

Total users accessing  
Services over the  
year

**1,300**

**87%** of all users  
reported that they had  
made an improvement  
in at least one of their  
goal areas through  
Headway support

We received  
POSITIVE Feedback

from over

**119**

Users

Over **£25K**

income for the charity  
was generated through  
our Charity Shops

**108**

People employed across the  
year

**73**

People volunteered across  
the year

**34%**

of all clients  
accessing our services were  
from a BAME background

Users said that  
Headway had made  
a big difference

**94%**

**41**

changes/improvements  
made following user  
suggestions/requests

We supported over

**800**

Families  
across the year

**60%**

of people accessing our  
services were female,

**40%**

were male