

**Charity Registration No. 1092578**

**Company Registration No. 04068994 (England and Wales)**

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**HEREFORDSHIRE HEADWAY**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

# HEREFORDSHIRE HEADWAY

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Dr. P.N. Hawker H. W. R Ponting T.J. Evans P. H. Harper G.O. Blyth A. Bolton R. Harrison Dr J. G. Mackie	(Appointed 15 May 2025) (Appointed 11 September 2025) (Appointed 12 June 2025)
<b>Secretary</b>	G.O. Blyth	
<b>Chief Executive Officer</b>	S. T. Heptinstall	
<b>Charity number</b>	1092578	
<b>Company number</b>	04068994	
<b>Registered office and principal address</b>	Headway House Trenchard Avenue Credenhill Hereford Herefordshire HR4 7DX	
<b>Independent examiner</b>	David Farebrother BSc (Hons) BFP ACA Kendall Wadley LLP Granta Lodge Malvern Worcestershire WR14 2JS	
<b>Bankers</b>	Barclays Bank plc 1-3 Broad Street Hereford HR4 9BH	

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# HEREFORDSHIRE HEADWAY

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# HEREFORDSHIRE HEADWAY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2025

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The Trustees present their annual report and financial statements for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association dated 06 September 2000 as amended by a Special Resolution dated 15 November 2001, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

The Charities Objects are:

- To promote the relief, rehabilitation and re-enablement of persons who have suffered acquired brain injury (the users) and reside in the areas covered by the county of Herefordshire and its immediate environs and the relief and support of the carers of such persons.
- The provision in the interests of social welfare of recreational (including sporting) occupational respite and educational facilities for the users and their carers.
- The provision of support information advice and counselling for the users, their relatives or other persons caring for the users or anyone with an interest in acquired brain injury.
- The promotion of research into the treatment prevention and prevention of deterioration of acquired brain injury on terms that such research is published.

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. Services have been developed to maximise public benefit. Such services include the provision of a Day Centre delivering clinical and life-style enablement services, mentoring, respite care, local information, awareness raising and support for individuals and professionals.

Herefordshire Headway was entered on the register of charities 25 years ago. Since this time, we have supported many hundreds of people and their families who have been affected by the devastating effects of acquired brain injury (ABI) providing relevant and specific support to meet individual needs.

# HEREFORDSHIRE HEADWAY

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

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### Achievements and performance

Challenges related to funding care as well as other financial support for those with an ABI and their families remained central during 2024-25. New welfare reforms put pressure on service users to defend their right to disability support, through the reassessment of Personal Independence Payments (PIP) etc. Other public spending cuts also put a strain on families as well as the Councils ability to fund its community's health and social welfare needs.

For Herefordshire Headway the last year has been one of change and transition. In April, our CEO of 12 years retired, alongside the Finance Controller and Lead Nurse. A well-respected Trustee also stepped down and there was a change of Chair.

Stephen Heptinstall stepped into the CEO role, supported by a new Finance Controller. An Advertising and Fundraising Lead was appointed but did not stay beyond a few months. It was decided not to re-advertise this post until the new CEO had settled in and could assess what was required.

Despite the challenges that change brings Herefordshire Headway has been able to grow the services it provides ABI sufferers and their families. We successfully bid to the National Lottery Community Fund (NLCF) with the aim of expanding our service offer at the Centre as well as in the community for 2025-26.

Funding remains challenging. Although we now have representation on the Integrated Care Stroke Board, we still do not receive any NHS funding. However, this recruitment onto the Board alongside planned hospital liaison visits will strengthen Herefordshire Headways position with healthcare colleagues across Herefordshire and Worcestershire Integrated Care System.

We have renewed our Council Contract this year which helped to secure the funding for several attendees. The new management team has maintained excellent relations with our colleagues in the Living Well - Adults Commissioning team. Herefordshire Headway continues to work closely with the Community Wellbeing Directorate of Herefordshire Council to ensure those with ABI and their families receive the support they need in our County.

### Financial review

During the year income amounted to £183,333 (2024: £261,166) and expenditure to £261,552 (2024: £245,999). Of the income £54,305 (2024: £69,473) was derived from services provided under contract for Herefordshire County Council (Day Opportunities and the Outreach Services schemes). Overall, this resulted in a net deficit for the year of £78,219 (2024: net surplus of £15,167). At the year end the reserves of the Charity amounted to £379,723 (2024: £457,942), comprising restricted funds of £88 (2024: £134,822), designated funds of £180,792 (2024: £36,470) leaving general funds of £198,843 (2024: £286,650).

Unrestricted Charity reserves (excluding designated funds) not required to support fixed assets now stand at £198,843 and represent approximately 9 months of unrestricted operating costs. After taking into account all requirements for holding reserves the Trustees regard this level of reserves as both reasonable and prudent.

We are pleased to report that management, fundraising and administration costs remain under control and an improved pricing structure for delivered services is maintaining a stable funding base for the continued development of services and facilities in pursuance of our charitable objectives.

The Trustees monitor risk using the risk register which is an integral part of the annual business planning process. Annual planning takes place in January each year the final plan being ratified prior to April and then monitored throughout the year. The Trustees are satisfied that systems are in place to mitigate exposure to the major risks.

# HEREFORDSHIRE HEADWAY

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

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### Structure, governance and management

The Charity is a company limited by guarantee governed by its Memorandum of Articles of Association dated 6 September 2000 as amended by a Special Resolution dated 15 November 2001. It is registered as a Charity with the Charities Commission, number 1092578, and is exempt from corporation and income tax on its charitable income.

All members of the Board of Trustees exercise their authority in the capacity as Directors under the relevant company legislation and as Trustees of the Charity. Given the company's charitable status the term 'Trustee' rather than 'Director' is used throughout.

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

Dr. P.N. Hawker

W. J. Finn

(Resigned 13 March 2025)

H. W. R Ponting

T.J. Evans

P. H. Harper

G.O. Blyth

A. Bolton

(Appointed 15 May 2025)

R. Harrison

(Appointed 11 September 2025)

Dr J. G. Mackie

(Appointed 12 June 2025)

As set out in the Articles of Association one third of the Trustees retire by rotation each year but only if at least two Trustees will remain in office. Any member entitled to vote at a general meeting may propose one member for appointment or reappointment as a Trustee. The number of Trustees shall be at least five and not more than ten all of whom must be members. All the Trustees co-opted under section 3.7 of the Articles of Association serve until the AGM following their appointment when they may seek election as Trustee.

Training is provided as necessary using guidance provided by the Charity Commission and the wider Headway network.

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.

The Board of Trustees, which meets regularly, governs the Charity. A Chief Executive is appointed by the Trustees to manage the day to day activities of the Charity. To facilitate effective operations the Chief Executive has delegated authority for these day to day operational matters. Remuneration of staff is approved by the Board having due regard to the tasks undertaken by the relevant members of staff.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

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

**P. H. Harper**

Trustee

Dated: 10 December 2025



# HEREFORDSHIRE HEADWAY

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF HEREFORDSHIRE HEADWAY

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I report to the Trustees on my examination of the financial statements of Herefordshire Headway (the Charity) for the year ended 31 March 2025.

#### **Responsibilities and basis of report**

As the Trustees of the Charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

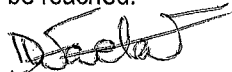
Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act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

#### **Independent examiner's statement**

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

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements 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 financial statements to be reached.



D W Farebrother BSC (Hons) BFP ACA  
Kendall Wadley LLP

Granta Lodge  
71 Graham Road  
Malvern  
Worcestershire  
WR14 2JS

Dated: 10 December 2025

# HEREFORDSHIRE HEADWAY

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

Current financial year		Unrestricted funds general 2025 £	Unrestricted funds Designated 2025 £	Restricted funds 2025 £	Total 2025 £	Total 2024 £
	Notes					
<b>Income from:</b>						
Donations and legacies	3	42,801	-	-	42,801	126,527
Charitable activities	4	135,112	-	-	135,112	130,872
Investments	5	5,420	-	-	5,420	3,767
<b>Total income</b>		183,333	-	-	183,333	261,166
<b>Expenditure on:</b>						
Raising funds	6	22,786	-	-	22,786	9,283
Charitable activities	7	228,975	-	9,791	238,766	236,716
<b>Total expenditure</b>		251,761	-	9,791	261,552	245,999
<b>Net income/(expenditure)</b>		(68,428)	-	(9,791)	(78,219)	15,167
Transfers between funds	12	(19,379)	144,322	(124,943)	-	-
<b>Net movement in funds</b>		(87,807)	144,322	(134,734)	(78,219)	15,167
<b>Reconciliation of funds:</b>						
Fund balances at 1 April 2024		286,650	36,470	134,822	457,942	442,775
<b>Fund balances at 31 March 2025</b>		198,843	180,792	88	379,723	457,942



# HEREFORDSHIRE HEADWAY

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

FOR THE YEAR ENDED 31 MARCH 2025

Prior financial year		Unrestricted funds general 2024 £	Unrestricted funds Designated 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes				
<b>Income from:</b>					
Donations and legacies	3	68,006	-	58,521	126,527
Charitable activities	4	130,872	-	-	130,872
Investments	5	3,767	-	-	3,767
<b>Total income</b>		202,645	-	58,521	261,166
<b>Expenditure on:</b>					
Raising funds	6	9,283	-	-	9,283
Charitable activities	7	185,804	-	50,912	236,716
<b>Total expenditure</b>		195,087	-	50,912	245,999
<b>Net income and movement in funds</b>		7,558	-	7,609	15,167
<b>Reconciliation of funds:</b>					
Fund balances at 1 April 2023		279,092	36,470	127,213	442,775
<b>Fund balances at 31 March 2024</b>		286,650	36,470	134,822	457,942

# HEREFORDSHIRE HEADWAY

## BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
<b>Fixed assets</b>					
Tangible assets	13		174,792		165,224
<b>Current assets</b>					
Debtors	14	20,541		19,486	
Cash at bank and in hand		217,367		283,221	
		237,908		302,707	
<b>Creditors: amounts falling due within one year</b>	15	(32,977)		(9,989)	
Net current assets			204,931		292,718
<b>Total net assets</b>			379,723		457,942
<b>Income funds</b>					
Restricted funds	17		88		134,822
<u>Unrestricted funds - general</u>					
Designated funds		180,792		36,470	
General unrestricted funds		198,843		250,180	
			379,635		286,650
			379,723		457,942

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

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

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

The accounts were approved by the Trustees on 10 December 2025

P. H. Harper  
Trustee

Company Registration No. 04068994



# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2025**

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### **1 Accounting policies**

#### **Charity information**

Herefordshire Headway is a private company limited by guarantee and a charity registered in England and Wales. The registered office is Headway House, Trenchard Avenue, Credenhill, Hereford, Herefordshire, HR4 7DX.

#### **1.1 Accounting convention**

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

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

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

#### **1.2 Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future and that there are no material uncertainties about its ability to continue. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

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

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

Restricted funds are subject to specific conditions by donors 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.

#### **1.4 Income**

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

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

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

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Liabilities are recognised by the charity where a contractual obligation exists or for goods services received that have not been invoiced.

Expenditure is allocated to funds in accordance with the nature of activity to which that expenditure relates. Staff costs are allocated to the relevant funds on a time spent basis.

#### 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	Nil
Improvements to freehold property	5% Straight Line
Greenhouse and kiln	5% Straight Line
Fixtures, fittings & equipment	10% Straight Line
Computers	33.3% Straight Line

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

#### 1.7 Impairment of fixed assets

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

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

#### 1.9 Financial instruments

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

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

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

#### **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. Financial assets classified as receivable within one year are not amortised.

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

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

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

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

#### **1.10 Employee benefits**

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

#### **1.11 Retirement benefits**

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

#### **1.12 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

### 2 Critical accounting estimates and judgements

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

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

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 3 Donations and legacies

	Unrestricted funds general	Restricted funds	Total 2025	Total 2024
	£	£	£	£
Donations and gifts	12,851	-	12,851	16,711
Grants	29,000	-	29,000	109,021
Membership fees	950	-	950	795
	<u>42,801</u>	<u>-</u>	<u>42,801</u>	<u>126,527</u>
<b>For the year ended 31 March 2024</b>	<u>68,006</u>	<u>58,521</u>		<u>126,527</u>
<b>Included above are grants received from:</b>				
Masonic Arrow	-	-	-	500
Bernard Sunley Foundations	-	-	-	5,000
E F Bulmer Trust	7,500	-	7,500	-
The Eveson Trust	-	-	-	30,000
Co-op Local Community Fund	-	-	-	3,435
Jordans Trust	20,000	-	20,000	20,000
The Mainfold Charity	1,500	-	1,500	-
Hereford Lions Club	-	-	-	1,000
The Clothworkers' Foundation	-	-	-	15,000
Lottery - Stay Well/Stay Safe	-	-	-	34,086
	<u>29,000</u>	<u>-</u>	<u>29,000</u>	<u>109,021</u>

### 4 Charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Daily attendance income	52,611	47,000
Services provided under contract	54,305	69,473
Ancillary trading income	22,457	8,742
Formal Licence Agreement Income	5,739	5,657
	<u>135,112</u>	<u>130,872</u>

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	5,420	3,767

### 6 Raising funds

	2025 £	2024 £
<u>Fundraising costs of grants and donations - unrestricted</u>		
Staging fundraising events	7,573	-
Staff costs	15,213	9,283
Fundraising costs of grants and donations - unrestricted	22,786	9,283

### 7 Charitable activities

	2025 £	2024 £
Staff costs	58,028	84,070
Depreciation	11,958	11,950
Subcontractor fees	35,661	36,883
Running costs	720	1,454
Transport	171	2,697
Food costs	993	1,036
Bank charges	387	297
	107,918	138,387
Share of support costs (see note 8)	108,789	83,413
Share of governance costs (see note 8)	22,059	14,916
	238,766	236,716
<b>Analysis by fund</b>		
Unrestricted funds - general	228,975	185,804
Restricted funds	9,791	50,912
	238,766	236,716

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 8 Support costs

	Support costs	Governance costs	2025	2024	Basis of allocation
	£	£	£	£	
Staff costs	73,233	15,213	88,446	58,603	Time spent
Printing, postage and stationery	1,504	-	1,504	1,243	See 1.5
Heating and lighting	9,833	-	9,833	7,035	"
Insurance	8,527	-	8,527	7,670	"
Water rates	506	-	506	620	"
Telephone	2,503	-	2,503	3,534	"
Repairs and renewals	4,622	-	4,622	6,346	"
Waste and cleaning	2,835	-	2,835	2,676	"
Computer costs	2,490	-	2,490	2,112	"
Health, safety and training	2,531	-	2,531	1,776	"
Sundry expenses	205	-	205	1,081	"
Membership and affiliations	-	840	840	815	Governance
Legal and professional costs	-	3,046	3,046	1,878	Governance
Independent examiners fee	-	2,960	2,960	2,940	Governance
	<u>108,789</u>	<u>22,059</u>	<u>130,848</u>	<u>98,329</u>	
Analysed between Charitable activities	<u>108,789</u>	<u>22,059</u>	<u>130,848</u>	<u>98,329</u>	

### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or travelling expenses during the year. Donations of £255 were received from trustees without conditions (2024 - £Nil).

### 10 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Administration and support	5	3
Direct services	9	9
Total	<u>14</u>	<u>12</u>



# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 10 Employees

(Continued)

Employment costs	2025 £	2024 £
Wages and salaries	154,237	146,092
Social security costs	5,279	3,709
Other pension costs	2,171	2,155
	<u>161,687</u>	<u>151,956</u>

During the year termination payments comprising redundancy, payments in lieu of notice and holiday pay of £nil (2024 - £6,923) were made.

Of the 14 (2024 - 12) members of staff employed, 1 is full time (2024 - 1) and 13 are part time (2024 - 11).

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

### 11 Taxation

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

### 12 Transfers

In the current year a transfer of £124,943 was made from restricted funds to the new designated fixed asset fund and a transfer of £19,379 was also made from unrestricted funds into the designated fixed asset fund.

This is to reflect the fact that assets purchased from restricted funds have no further restriction on their use within the charitable objectives and creation of a designated fixed asset fund will enable the free reserves of the charity to be more clearly reflected.

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 13 Tangible fixed assets

	Freehold Land and buildings	Improvements to freehold property	Greenhouse and kiln	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£	£	£
<b>Cost</b>						
At 1 April 2024	30,470	175,541	14,955	23,274	34,630	278,873
Additions	-	20,467	-	1,056	-	21,523
At 31 March 2025	30,470	196,008	14,955	24,330	34,630	300,396
<b>Depreciation</b>						
At 1 April 2024	-	62,279	3,394	13,343	34,630	113,646
Depreciation charged in the year	-	8,777	748	2,433	-	11,958
At 31 March 2025	-	71,056	4,142	15,776	34,630	125,604
<b>Carrying amount</b>						
At 31 March 2025	30,470	124,955	10,813	8,554	-	174,792
At 31 March 2024	30,470	113,262	11,561	9,931	-	165,224

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 14 Debtors

	2025 £	2024 £
<b>Amounts falling due within one year:</b>		
Trade debtors	12,483	13,922
Prepayments and accrued income	8,058	5,564
	<u>20,541</u>	<u>19,486</u>

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

	2025 £	2024 £
Other taxation and social security	4,022	1,975
Trade creditors	-	189
Accruals	28,955	7,825
	<u>32,977</u>	<u>9,989</u>

#### 16 Retirement benefit schemes

	2025 £	2024 £
<b>Defined contribution schemes</b>		
Charge to profit or loss in respect of defined contribution schemes	2,171	2,155

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

#### 17 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 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Refurbishment building and equipment	114,862	-	(7,350)	(107,512)	-
Gardening fund	2,640	-	(240)	(2,400)	-
Workshop Tools	280	-	-	(280)	-
Refurbishment Equipment	6,283	-	(1,478)	(4,805)	-
Groundwork UK Landscaping Fund	8,252	-	(614)	(7,638)	-
Replacement Pottery Kiln	2,417	-	(109)	(2,308)	-
National Emergency Trust					
DCMS fund	88	-	-	-	88
	<u>134,822</u>	<u>-</u>	<u>(9,791)</u>	<u>(124,943)</u>	<u>88</u>

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 17 Restricted funds

(Continued)

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Refurbishment building and equipment	101,212	21,000	(7,350)	-	114,862
Gardening fund	2,880	-	(240)	-	2,640
Workshop Tools	280	-	-	-	280
Refurbishment Equipment	7,761	-	(1,478)	-	6,283
Groundwork UK Landscaping Fund	8,866	-	(614)	-	8,252
Lottery Project	-	34,086	(34,086)	-	-
Replacement Pottery Kiln	2,526	-	(109)	-	2,417
National Emergency Trust					
DCMS fund	88	-	-	-	88
Music Therapy Fund	3,600	-	(3,600)	-	-
Physpeech Therapy Fund	-	3,435	(3,435)	-	-
	<u>127,213</u>	<u>58,521</u>	<u>(50,912)</u>	<u>-</u>	<u>134,822</u>

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

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### **17 Restricted funds**

**(Continued)**

**Building Refurbishment** - This fund represents grants received from The Bailey Thomas Charitable Fund, Santander Foundation, Sylvia Waddilove, The Sobell Foundation, Novum Law, The Clothworkers' Foundations, Bernard Sunley, Morrisons Foundation, ACT Foundation and the Co-op Local community Fund. The aim of these grants is to assist with the costs of improving our premises. This fund also represents grants received from The Bernard Sunley Foundation and The Clothworkers Foundation, who assisted with the workshop refurbishment.

**Gardening Fund** - This fund represents a grant received from Jules Thorne and Gillian Bulmer. The aim of these grants is to assist with the costs of improving the garden equipment, in particular the greenhouse.

**Workshop Tools Fund** - This fund represents a grant received from the Co-op Community. The aim of this grant is to assist with the costs of acquiring new tools for the workshop.

**Refurbishment Equipment Fund** - This fund represents grants received from the Hedley Foundation, Beatrice Laing, Bernard Sunley, Childwick Trust and Rowland Trust. The aim of these grants is to assist with the cost of acquiring equipment for the refurbished therapy suite and day care areas.

**Groundwork UK Landscaping Fund** - This fund represents grants received from Tesco, and also the Co-op Local Community Fund, with an aim to improve the the garden at Headway House.

**The Lottery Fund** - This fund represents grants received from the National Lottery. The aim of the grant is for development of a home and community support service that allows us to work intensively with individuals, carers, families and communities at home and in their own environments, self-reliance and resilience being the core goal.

**Replacement Pottery Kiln** - This fund represents a grant received from the Sylvia Waddilove Foundation UK. The aim of this grant is to assist with the "Kiln Work" project.

**National Emergency Trust DCMS fund - IT Equipment** - This fund represents a grant received via The Herefordshire Community Foundation. The aim of this grant is to provide electronic equipment so activities can be re-delivered to clients at home, necessary as a result of Covid-19 restrictions.

**Music Therapy Fund** - represents a grant received from The D'Oyly Carte Charitable Trust to support the cost of running music therapy services.

**Physpeech Therapy Fund** - represents a grant received from the Co-op Local Community Fund to support the cost of speech therapy.

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 18 Unrestricted funds - Designated

These are unrestricted funds which are material to the Charity's activities.

	At 1 April 2024 £	Transfers £	At 31 March 2025 £
Building Refurbishment	6,000	-	6,000
Headway House	30,470	-	30,470
Designated Fixed Asset Fund	-	144,322	144,322
	<u>36,470</u>	<u>144,322</u>	<u>180,792</u>
<b>Previous year:</b>	<b>At 1 April 2023 £</b>	<b>Transfers £</b>	<b>At 31 March 2024 £</b>
Building Refurbishment	6,000	-	6,000
Headway House	30,470	-	30,470
	<u>36,470</u>	<u>-</u>	<u>36,470</u>

Building refurbishment - this fund represents grants received in 2018 from the Masonic Charitable Foundation Community Awards. This has been set aside for the costs of improving our premises.

Headway House - in 2019 Headway House was transferred to a designated fixed asset fund. This has been set aside to more clearly present the free reserves of the charity.

Designated fixed asset fund - in 2025 all other fixed assets were transferred to a designated fixed asset fund. This has been set aside to more clearly present the free reserves of the charity.

### 19 Analysis of net assets between funds

	Unrestricted funds general 2025 £	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
<b>At 31 March 2025:</b>				
Tangible assets	-	174,792	-	174,792
Current assets/(liabilities)	198,843	6,000	88	204,931
	<u>198,843</u>	<u>180,792</u>	<u>88</u>	<u>379,723</u>

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 19 Analysis of net assets between funds

(Continued)

	Unrestricted funds general 2024 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>At 31 March 2024:</b>				
Tangible assets	27,625	30,470	107,129	165,224
Current assets/(liabilities)	259,025	6,000	27,693	292,718
	<u>286,650</u>	<u>36,470</u>	<u>134,822</u>	<u>457,942</u>

#### 20 Operating lease commitments

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

	2025 £	2024 £
Within one year	1,330	785
Between two and five years	4,338	1,814
	<u>5,668</u>	<u>2,599</u>

The operating leases represent leases from third parties for the provision of office equipment and other services. The leases are negotiated over terms of 5 to 7 years and rentals are fixed for the term of the lease. There are no options in place for either party to extend the lease terms.

The charge included in the statement of financial activities in connection with these leases is £1,585 (2024 - £1,585).

#### 21 Related party transactions

There were no disclosable related party transactions during the year other than those detailed in note 9 (2024 - none).

##### Remuneration of key management personnel

The remuneration of key management personnel, considered to be 4 employees (2024 - 2) is as follows.

	2025 £	2024 £
Aggregate compensation	<u>80,312</u>	<u>56,229</u>

