

EDINBURGH HEADWAY GROUP

Registered Number: SC138081

Registered Charity: SC006528

Annual Report and Financial Statements

For the year ended 31 March 2023



EDINBURGH HEADWAY GROUP
Annual Report and Financial Statements
For the year ended 31 March 2023

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EDINBURGH HEADWAY GROUP

Report of the Directors

For the year ended 31 March 2023

The Directors are pleased to present their annual Directors' report together with the financial statements of the charity for the year ended 31 March 2023 which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes. The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS102).

Aims, objectives and activities

The principal objectives of Edinburgh Headway Group continue to be to:

- Provide rehabilitative services and support for adults who have suffered certain forms of brain injury which were sudden in onset and occurred after birth
- Deliver support for such persons, their relatives and carers
- Advance the education of the public in all aspects of head injury and the consequences thereof

Acquired Brain Injury and its effects

A brain injury can happen through a fall, a road accident, sports injury, infection, tumour and stroke. It can affect who we are, the way we think, act and feel. It can affect memory and thought processes, physical ability, speech and language, swallowing, memory, thought processing and behaviour.

Brain injury is more common than people think. **Every 90 seconds someone is admitted to hospital in the UK with an acquired brain injury related illness - this could be from a head injury, stroke or other cause.**

Survivors may have complex long-term difficulties that change their personality, their relationships and their ability to function independently. For families this change can be traumatic as they can find themselves as a full-time carer of a person whose nature and personality has radically changed. This is particularly difficult if it is your son or daughter.

After a brain injury it is critical to access early tailored specialist rehabilitation for more positive outcomes for individuals. We work with health professionals, the brain injury survivor and their families to design a program of activities that meet the needs of the individuals with the aim of improving everyday functioning and maintaining a positive outlook on life.

Edinburgh Headway Group outcomes

Edinburgh Headway Group is the only specialist charity in Edinburgh that supports the needs of people with an acquired brain injury after discharge from hospital. We work closely with Headway UK, the Scottish Brain Injury Rehabilitation Unit, other Edinburgh hospitals, GPs and social workers to identify individuals who need rehabilitative support to help reduce social isolation and encourage re-integration into society.

For people with a brain injury (our members) we seek to:

- Build confidence and increase socialisation skills
- Improve health and wellbeing
- Reduce social isolation and depression
- Build coping strategies to assist in different social situation and environments

Rehabilitation is the process of helping an individual achieve the highest level of function, independence, and quality of life as possible.

Our **Early Intervention Project** (part-funded by Edinburgh Health & Social Care Partnership) provides fast-tracked, supported and preventative services for up to 20 adults diagnosed with a brain injury in Edinburgh to access our tailored rehabilitation programme for 6 hours (1 day) per week. Individual progress is monitored on a 6-monthly basis. The Project reduces the burden on social works, re-hospitalisation and assists individuals in their recover and their return to life in the community.

Activities, achievements and performance

Despite restructuring and staff vacancies for part of the year, we continued to deliver an adjusted programme of support, enabling adults with an ABI to improve their outcomes. We also provided intensive support to people caring for someone with an ABI. This included:

- We continued to deliver a blended online and telephone service to a small number of our members.

EDINBURGH HEADWAY GROUP

Report of the Directors

For the year ended 31 March 2023

- We have listened to our members and carers and adapted our service and activities to meet their needs and desires.
- We have linked with community support networks, partner charities and our health and social care partners to enable us to respond to the rehabilitation needs of our members and share resources.
- We utilised technology to deliver our rehabilitation services online to maintain continuity to their daily structure, such as:
 - on-line group and 1:1 cognitive activities for our adults with brain injury
 - on-line group and 1:1 physical rehabilitation videos and live sessions
 - created private Facebook to ensure our service users can keep connected, maintain friendships and provide a forum for peer support.

Our Day Centre remained open throughout the year providing in person, group lead rehabilitation services as below:

- Independent living skills e.g. computer skills, cooking, gardening#
- Physical activity fitness classes - Tai Chi, Seated Yoga, ball games
- One to one gym programmes to provide personalised rehabilitative exercise programmes
- Creative Therapeutic Activities – including music, art and creative writing
- Alternative therapeutic treatments such as reflexology
- Social opportunities to develop social and cognitive skills
- Peer Support Programmes building coping and recovery strategies
- Respite for carers to provide a valuable short break from caring. We introduced a once monthly carers space at our premises where unpaid carers can attend for peer support, therapeutic activities, holistic therapy and socialisation
- Information, advice and support to individuals with an ABI and their carers

We are all extremely proud of our efforts and achievements, realising we have made a difference to those living with a brain injury. During the 12 months to 31 March 2023 we:

- Produced and distributed 12 monthly newsletters communicating with c800 individuals
- Worked directly with 54 brain-injured individuals providing them with rehabilitation activities, support, companionship, stability and purpose
- Delivered a comprehensive weekly programme of activities totalling:
 - 576 cognitive rehabilitation activity sessions
 - 1,536 physical rehabilitation sessions
 - 288 Group physical exercise sessions
 - 576 art therapy sessions
 - 192 Cooking Group sessions
 - 288 holistic treatment sessions
 - 188 art and creative writing sessions
 - 60 gardening sessions
 - 96 mindfulness sessions
- Delivered training to staff, volunteers and a wide circle of professionals from other organisations and charities across Edinburgh on Brain Injury Awareness, Challenging Behaviour and Epilepsy Awareness. Our staff and volunteers receive training on National Care Standards, Protection of Vulnerable Adults, Health and Safety, Boundaries, Confidentiality and First Aid

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Report of the Directors
For the year ended 31 March 2023

- Provided intensive 1:1 information/ emotional support to carers
- Assisted 19 individuals with a brain injury through our Early Intervention Project

Our Volunteer Co-ordinator also provided support to 34 volunteers. Volunteers contributed 1,350 hours in the year. The Directors greatly appreciate this excellent and essential help towards the success of the Charity.

Financial review

We welcomed grants and donations from many sources during the year under review, for which we are extremely grateful. Support also continued from the City of Edinburgh Council, NHS Lothian, Thompsons Solicitors and Digby Brown for our varied programme of activities.

The deficit for the year was £88,275 (2022: surplus £6,390) as disclosed in the Income and Expenditure Account and Statement of Financial Activities on page 8. This deficit includes unrealised losses of £46,479 (2022: unrealised gains of £18,893). The balances of £139,673, £651,530 and £33,893 have been carried forward in the General Fund, Designated Fund and Restricted Funds respectively, giving total funds of £825,096 (2022: £913,371).

Reserves Policy

The Directors continually review the financial requirements of the charity and have concluded that, following the move to leased premises the target funds to be held by the charity are as follows:

Unrestricted General Fund	£165,000
Property Lease and Working Capital Fund	£500,000
Property Dilapidation Fund	Allocate funds at £5,000 pa over life of lease

The annual operating expenditure is budgeted to be approximately £330,000 pa and the target general reserve is six months of operating costs.

The Property Lease and Working Capital Fund is to underwrite the estimated rent cost over the 15-year lease term and effectively guarantee working capital shortfalls and operations of the charity in an environment of unpredictable income streams from donations, grants & fundraising.

The Property Dilapidation Fund is to accrue funds against future dilapidation costs at the end of the lease term.

Investment Policy

Under its Memorandum and Articles of Association, the charity has power to make any investment which the Directors see fit. The investment advisers, Brewin Dolphin, hold a discretionary authority to manage the investment portfolio on behalf of the charity.

Stock market capital values have made disappointing losses in the year ending 31 March 2023; the total value of investments has decreased from £613,780 in 2022 to £561,996 in 2023. The Investment Portfolio produced £14,540 of net investment income during the year.

Plans for Future Periods

The charity plans to carry out the following:

- Retain and attract high quality staff and volunteers
- Introduce and adapt flexible working models where appropriate
- Provide a blended mix of activities and increase the number of individuals with an ABI partaking in our rehabilitation projects
- Continue to provide our specialist Carers Service and source new funders for this project
- Continue to develop effective partnerships with others to increase collaborative working across the city and beyond
- Diversify and expand our income streams to allow us to develop and continue to improve our programme of rehabilitation projects to enable those with a brain injury, and their families and carers, to attain the highest possible quality of life
- Remain committed to promoting understanding and awareness of acquired brain injury in the wider community through collaborative partnerships

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Report of the Directors
For the year ended 31 March 2023

Structure, governance and management

Edinburgh Headway Group was incorporated in April 1992 as a company limited by guarantee and on 26 May 1992 acquired the net assets of the Edinburgh Headway Group, a trust which had been formed in 1982. It has received permission from the Registrar of Companies to omit the word "limited" from the company name. It is a charity recognised by HM Revenue and Customs and registered with OSCR.

The Executive Committee is made up of the Directors and is responsible for the policy and direction of the charity.

A Manager is appointed to manage the day to day activities of the charity. To facilitate effective operations the Manager has delegated authority, within the terms of the delegation approved by the Directors, for operational matters including finance, employment and provision of services.

In this reporting year the Executive Committee met 6 times in person and/or online (or a combination of both).

All our directors bring to the Committee a range of skills and expertise, such as: neurological rehabilitation, legal, property, investments, property management and accounting experience. Representation is also made from a survivor of an ABI.

In an effort to maintain a broad skill mix, Directors are requested to provide a list of their skills and, in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Executive Committee. We are always on the lookout for new Committee members, so if you are interested in helping please contact us.

Risk management

The Directors have considered and documented the major risks to which the charity is exposed and have taken steps to establish systems and procedures in order to mitigate those risks. In summary:

- The most significant risks affecting the charity are financial and operational
- The charity must continue to diversify its services to ensure that services can be delivered in a flexibly appropriate manner
- The charity must strive to retain and attract high quality staff, management and trustees
- The charity must maintain income, cash flow and reserves to pay property rental costs and fulfil its aims. A fundraising strategy is in place with agreed targets
- A professional fundraiser is contracted to work with the Manager to seek financial support from a variety of charities and trusts, donors and corporate sponsors
- The Directors review fundraising progress at each Management Committee meeting and are responsible for the management and renewal of the Professional Fundraiser's contract
- The day service fee structure will continue to be reviewed, balancing the requirements of the charity and its members against affordability in these challenging times
- The Directors are keeping under review the replacement of local Council grant funding in favour of procurement contracts. As a small charity, with limited resources and expertise in procuring services, this presents challenges to the charity going forward. The Directors, therefore, recognise the need to diversify income streams to ensure that the charity does not become dependent on a single source of funding
- The Directors have agreed a target reserve of six months operational costs and a Property Lease and Working Capital Fund to underwrite estimated property rental costs over a 15-year lease term to guarantee working capital shortfalls and operations of the charity in an environment of unpredictable income streams from donations, grants and fundraising
- The charity's recruitment, induction, training and succession planning programmes are kept under review to manage loss of key staff, skills and experience and minimise operational impact on key projects and priorities

Pay Policy for staff

Staff salaries are reviewed annually and generally an inflationary increase is applied. In 2022/23, job roles were reviewed and awards applied in line with local market wages. The charity, as required by law, has a workplace pension scheme in place that meets auto-enrolment pension rules.

We would like to thank our staff, volunteers, supporters and members for their significant and highly appreciated contributions over the year – without which none of the charity's essential work would be possible.

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Report of the Directors
For the year ended 31 March 2023

Reference and administrative information

Company Number: SC138081

Charity Registration Number: SC006528

Registered office

Unit 4, 27 Pepper Place
Edinburgh
EH16 4BB

Independent Examiner

Ingela Louise Presslie
Whitelaw Wells, Chartered Accountants and Statutory Auditors, 9 Ainslie Place, Edinburgh, EH3 6AT

Bankers

Royal Bank of Scotland, 17 Comiston Road, Edinburgh, EH10 6AA
Virgin Money plc, 9 – 11 Castle Street, Edinburgh EH2 3AH

Investment advisers

Brewin Dolphin, 6th Floor, Atria One, 144 Morrison Street, Edinburgh, EH3 8EX

Solicitors

Addleshaw Goddard LLP, 19 Canning Street, Edinburgh, EH3 8EH

Honorary Patron: The Right Hon. Lord Emslie

The Directors of the charity serving during the year and since the year end were as follows:

Executive Committee:

Directors:	A Ley (Chair)	
	D Williamson CA	
	F Watt	
	R Matheson CA (Treasurer)	(resigned 30 September 2022)
	A J Fitzgerald	
	N Khan-Juhoor	(resigned 30 June 2022)
	S Rutherford	
	S White	
	A Ferguson	
	K Dawson	(appointed 25 October 2022)
Secretary:	M Keenan	(resigned 13 June 2022)
Chief Executive:	M Keenan	(resigned 13 June 2022)
EHG Manager:	P O'Toole	(appointed 26 June 2022)

EDINBURGH HEADWAY GROUP
Report of the Directors
For the year ended 31 March 2023

Responsibilities of the Board of Directors

Company law requires the Board of Directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the Board of Directors 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 company will continue in business.

The Board of Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Directors:



A Ley (Chair)
Edinburgh Headway Group
Registered No: SC006528

Date: 29th September 2023

INDEPENDENT EXAMINER'S REPORT
TO THE DIRECTORS AND MEMBERS OF EDINBURGH HEADWAY GROUP
FOR THE YEAR ENDED 31 MARCH 2023

I report on the accounts for the year ended 31 March 2023 as set out on pages 8 to 19.

Respective responsibilities of the Trustees and the Independent Examiner

The charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's Trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Charities Accounts (Scotland) Regulations 2006 (as amended) does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

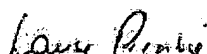
Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44 (1)(a) of the 2005 Act, Regulation 4 of the 2006 Accounts Regulations (as amended) and sections 381, 382 and 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended)

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ingela Louise Presslie CA
Whitelaw Wells Chartered Accountants

9 Ainslie Place
Edinburgh EH3 6AT

Date: 29th September 2023

EDINBURGH HEADWAY GROUP
Statement of Financial Activities incorporating the Income & Expenditure Account
For the year ended 31 March 2023

	<u>Note</u>	<u>General Funds</u> £	<u>Designated Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2023</u> £	<u>Total 2022</u> £
Income and endowments from:						
Donations		49,616	-	28	49,644	61,119
Charitable activities:	2					
Specialist services for those affected by brain injuries		100,538	-	77,063	177,601	238,586
Investment income		15,165	-	-	15,165	14,022
Other income		1,233	-	-	1,233	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		166,552	-	77,091	243,643	313,727
Expenditure on:						
Raising funds:						
Investment manager's fees		4,824	-	-	4,824	5,414
Fundraising costs		22,699	-	-	22,699	22,048
Charitable activities:						
Specialist services for those affected by brain injuries	4	145,010	13,934	98,606	257,550	302,197
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure		<hr/> 172,533	<hr/> 13,934	<hr/> 98,606	<hr/> 285,073	<hr/> 329,659
Net (expenditure) before investment Gains/(losses)		<hr/> (5,981)	<hr/> (13,934)	<hr/> (21,515)	<hr/> (41,430)	<hr/> (15,932)
Unrealised (losses)/gains on investments	8	-	(46,479)	-	(46,479)	18,893
Realised (losses)/gains on investments		-	(366)	-	(366)	3,429
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net (expenditure)/income		<hr/> (5,981)	<hr/> (60,779)	<hr/> (21,515)	<hr/> (88,275)	<hr/> 6,390
Transfers between funds	12	(1,744)	-	1,744	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds		<hr/> (7,725)	<hr/> (60,779)	<hr/> (19,771)	<hr/> (88,275)	<hr/> 6,390
Funds brought forward		147,398	712,309	53,664	913,371	906,981
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Funds carried forward		<hr/> 139,673	<hr/> 651,530	<hr/> 33,893	<hr/> 825,096	<hr/> 913,371

All activities relate to continuing operations.

There are no recognised gains and losses other than those included above.

The notes on pages 10 to 19 form part of these financial statements

EDINBURGH HEADWAY GROUP

Balance Sheet

As at 31 March 2023

	Notes	£	2023 £	2022 £
Fixed Assets	7		132,546	147,576
Investments	8		561,996	613,780
			<hr/>	<hr/>
			694,542	761,356
Current Assets				
Debtors and prepayments	10	15,981		7,206
Cash at bank and on deposit		140,771		173,227
		<hr/>		<hr/>
		156,752		180,433
Creditors: amounts falling due within one year	11	(26,198)		(28,418)
		<hr/>		<hr/>
Net current assets			130,554	152,015
			<hr/>	<hr/>
Total net assets			825,096	913,371
			<hr/>	<hr/>
Funds	12			
Restricted funds			33,893	53,664
Unrestricted funds:				
Designated funds		651,530		712,309
General funds		139,673		147,398
		<hr/>		<hr/>
			791,203	859,707
			<hr/>	<hr/>
Total funds			825,096	913,371
			<hr/>	<hr/>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for year to 31 March 2023. The members have not required the company to obtain an audit of financial statements for the year to 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006.
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for each financial year in accordance with the requirement of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Directors on 29th September 2023 and signed on their behalf by:



Chairman

A Ley

The notes on pages 10 to 19 form part of these financial statements

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements
For the year ended 31 March 2023

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The accounts have been prepared in accordance with 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 (FRS102) (effective 1 January 2019) – Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Edinburgh Headway Group meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless stated in the relevant accounting policy note(s).

b) Preparation of the accounts on a going concern basis

The Directors are of the view that the immediate future of the Trust for the next 12 to 18 months is secure and that on this basis, the assessment of the Directors is that the charity is a going concern. The Directors assessment of going concern includes the continued impact of COVID-19 on the charity for a period of 12 months from the date of signing of these financial statements.

c) Cash flow exemption

The charity has taken advantage of the exemption from the requirement to prepare a Statement of Cash Flows as permitted under FRS102 and the Charities FRS102 SORP.

Income recognition

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Grants

Revenue grants are credited to the Statement of Financial Activities when the charity is unconditionally entitled to the funds. Any income which is specified by the funder for a period out with the one under review is treated as deferred.

Fundraising, donations and legacies

Fundraising, donations and legacy income is normally credited in the year in which it is receivable.

Donated assets

Donated assets have been included in the accounts at cost equivalent, where this figure can be reliably estimated. All asset donations are included under designated funds to be included in the fixed asset fund.

Investments and investment income

Investments have been included in the balance sheet at fair value which is considered to be the same as market value. Realised and unrealised gains and losses are recognised in Statement of Financial Activities in the period to which they relate.

Income from investments is credited to the income and expenditure account in the year in which it is receivable.

Financial Instruments

Financial instruments comprise financial assets and financial liabilities which are recognised when the charity becomes a party to contractual provisions of the instrument. They are classified as “basic” in accordance with FRS102 and are accounted for at the settlement amount due, which equates to the cost. Financial assets comprise cash and other debtors. Financial liabilities comprise other creditors.

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2023

1. Accounting policies (continued)

Expenditure and irrecoverable VAT

All expenditure is accounted for on an accruals basis and is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Cost of raising funds includes all costs associated with generating income from all sources other than from undertaking charitable activities i.e. general donations, membership and fundraising activities;
- Expenditure on charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Edinburgh Headway Group is not registered for VAT and expenditure includes VAT where applicable.

Allocation of support costs

Where possible, expenditure has been charged directly to charitable expenditure. Where this is not possible the expenditure has been allocated on the basis of time spent by staff on each activity.

Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The cost of minor additions costing less than £500 are not capitalised.

Depreciation is provided on all fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected useful life as follows:

Equipment	3 to 5 years
Leasehold Improvements	straight line over lease term (15 years)

Pensions

The Group operates a stakeholder pension scheme available to all employees.

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2023

2. Income from Charitable Activities

	Unrestricted	Designated	Restricted	2023	2022
	£	£	£	£	£
Grants					
Agnes Hunter Charitable Trust	-	-	6,127	6,127	-
Anton Jurgens Trust	-	-	-	-	3,000
British Humane Society	-	-	-	-	4,500
Capricorn Energy Plc	-	-	-	-	5,000
Chest, Heart & Stroke Scotland	-	-	-	-	37,826
City of Edinburgh Council	-	-	50,028	50,028	51,658
Edinburgh Airport	-	-	3,168	3,168	-
EVOC	-	-	10,740	10,740	-
Iron Bridge Trust	-	-	-	-	2,000
Kilpatrick Fraser	-	-	-	-	3,046
Nancy Massie Charitable Trust	-	-	3,000	3,000	3,000
NHS Lothian	20,333	-	-	20,333	20,200
One City Trust	-	-	-	-	5,084
Postcode Lottery	-	-	-	-	9,500
SCVO – Connecting Communities Fund	-	-	-	-	3,768
Thompsons	9,000	-	-	9,000	32,680
Grants < £2,500	2,000	-	4,000	6,000	8,165
Other income					
Day service fees	69,205	-	-	69,205	48,430
Training & miscellaneous income	-	-	-	-	729
TOTAL	100,538	-	77,063	177,601	238,586

Income from charitable activities was £177,601 (2022: £238,586) of which £100,538 was unrestricted (2022: £113,301) and £77,063 (2022: £125,285) was restricted.

3. Staff costs

The aggregate staff costs were:

	2023	2022
	£	£
Salaries	136,599	194,059
Social security costs	4,944	10,394
Pension costs	3,633	4,217
	145,176	208,670

The charity considers its key management personnel comprise the directors, Manager and Chief Executive (to date of resignation), (Previous Year: Directors, Chief Executive and ABI Planning Manager). The total employment benefits including employer pension contributions of the key management personnel was £50,352 (2022: £90,101). No employee received emoluments in excess of £60,000 in the current or previous year. The average number of employees, during the year was 7.0 (2022 – 10.9).

4. Analysis of Expenditure on Charitable Activities	Core Activities	Group Activities	Support Services	FA/Gym Equip' Fund	Total 2023	Total 2022
	£	£	£	£	£	£
Direct Costs						
Salaries and wages (note 3)	78,112	19,638	47,426	-	145,176	208,670
Recruitment	4,259	-	-	-	4,259	2,490
Training	490	-	83	-	573	810
Therapy and activity costs	575	17,484	1,693	-	19,752	3,887
Transport costs	61	-	314	-	375	-
Volunteer expenses	12	-	-	-	12	116
Care Inspectorate	428	-	428	-	856	856
Support Costs						
Property and equipment costs	38,803	102	2,822	-	41,727	41,082
Equipment hire	-	-	-	-	-	317
Insurance	1,935	-	1,073	-	3,008	2,842
Depreciation (Note 7)	13,933	-	-	3,048	16,981	18,123
Loss on disposal of fixed assets	-	-	-	908	908	-
Printing, Postage, stationery & tel/IT	10,723	-	2,238	-	12,961	11,571
Miscellaneous	940	-	125	-	1,065	1,312
Legal & Professional fees	5,442	-	975	-	6,417	5,666
Governance Costs						
Professional fees	1,350	-	-	-	1,350	1,365
Independent Examiner's/auditors' fees	1,880	-	250	-	2,130	3,090
	<u>158,943</u>	<u>37,224</u>	<u>57,427</u>	<u>3,956</u>	<u>257,550</u>	<u>302,197</u>

Expenditure on charitable activities was £257,550 (2022: £302,197) of which £158,943 was unrestricted (2022: £185,725) and £98,607 (2022: £116,472) was restricted. The charity identifies its support and governance costs and allocates these to charitable activities based on invoiced costs or on the basis of time spent by staff on each activity. No remuneration was paid to any member of the Executive Committee during the year (2022 - £Nil). Travel reimbursements amounting to £nil were requested by the Directors (2022 - £nil).

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2023

5. Net Income/(Expenditure) For The Year

This is stated after charging (crediting):	2023	2022
	£	£
Depreciation	16,981	18,123
Loss on disposal of fixed assets	908	-
Operating lease costs	30,000	30,317
Auditors remuneration: audit fees	-	3,090
Independent examiner's fees	2,130	-

6. Summary analysis of expenditure and related income for charitable activities

	Core Activities	Group Activities	Support Services	Gym/ Equip	TOTAL
	£	£	£	£	£
Costs (note 4)	(158,943)	(37,224)	(57,427)	(3,956)	(257,550)
Direct grant/donation support	31,333	19,240	53,655	4,168	108,396
Service fees, training and activity income	69,205	-	-	-	69,205
Net (cost funded from other income)/ surplus carried forward	<u>(58,405)</u>	<u>(17,984)</u>	<u>(3,772)</u>	<u>212</u>	<u>(79,949)</u>

7. Fixed Assets

	Leasehold Improvements	Computer Equipment	Fixtures & Fittings	Total
	£	£	£	£
COST				
At 1 April 2022	190,780	13,837	31,735	236,352
Additions	-	1,590	1,269	2,859
Disposals	-	-	(2,270)	(2,270)
At 31 March 2023	<u>190,780</u>	<u>15,427</u>	<u>30,734</u>	<u>236,941</u>
DEPRECIATION				
At 1 April 2022	50,054	9,769	28,953	88,776
Charge for the year	12,855	2,863	1,263	16,981
Released on disposal	-	-	(1,362)	(1,362)
At 31 March 2023	<u>62,909</u>	<u>12,632</u>	<u>28,854</u>	<u>104,395</u>
NET BOOK VALUE				
At 31 March 2023	<u>127,871</u>	<u>2,795</u>	<u>1,880</u>	<u>132,546</u>
At 31 March 2022	<u>140,726</u>	<u>4,068</u>	<u>2,782</u>	<u>147,576</u>

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2023

8. Investments	2023	2022
	£	£
Fair value at 1 April 2022	604,977	585,449
Disposals at opening Market Value	(84,110)	(97,845)
Additions at cost	78,891	98,480
Unrealised (losses)/gains	(46,479)	18,893
	<hr/>	<hr/>
Fair value at 31 March 2023	553,279	604,977
Cash held as part of portfolio	8,717	8,803
	<hr/>	<hr/>
	561,996	613,780
	<hr/>	<hr/>
Cost at 31 March 2023	533,494	530,164
	<hr/>	<hr/>

All investments are listed on the UK stock exchange.

9. Taxation

Edinburgh Headway Group is a charity and is recognised as such by HM Revenue & Customs for taxation purposes. As a result, there is no liability to taxation on any of its income.

10. Debtors	2023	2022
	£	£
Other debtors	15,018	7,192
Prepayments	963	14
	<hr/>	<hr/>
	15,981	7,206
	<hr/>	<hr/>

11. Creditors: amounts falling due within one year

	2023	2022
	£	£
Other creditors	10,592	12,599
Social security and other taxes	3,262	4,463
Deferred income	12,344	11,356
	<hr/>	<hr/>
	26,198	28,418
	<hr/>	<hr/>

Deferred Income

	2023	2022
	£	£
Balance at 1 April 2022	11,356	653
Released to Statement of Financial Activities	(11,356)	(653)
Amount received and deferred during the year	12,344	11,356
	<hr/>	<hr/>
	12,344	11,356
	<hr/>	<hr/>

Deferred income represents service fees and grants received in advance.

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2023

12. Funds

	As at 1 April 2022 £	Income £	Expenditure £	Transfers £	Gains/ (Losses) on Investments	As at 31 Mar 2023 £
Restricted Funds						
<u>Support Services</u>						
Early Intervention Service	2,184	47,528	(49,712)	-	-	-
Physical Rehabilitation	4,166	6,127	(7,714)	-	-	2,579
Group Activities	36,245	19,268	(37,224)	1,375	-	19,664
Equipment fund	11,069	4,168	(3,956)	369	-	11,650
Total restricted funds	53,664	77,091	(98,606)	1,744	-	33,893
Unrestricted Funds						
General fund	147,398	166,552	(172,533)	(1,744)	-	139,673
Designated Project funds						
Property Lease Fund	550,504	-	-	(5,000)	(46,845)	498,659
Property Dilapidation Fund	20,000	-	-	5,000	-	25,000
Fixed Asset Fund	141,805	-	(13,934)	-	-	127,871
Total designated funds	712,309	-	(13,934)	-	(46,845)	651,530
Total unrestricted funds	859,707	166,552	(186,467)	(1,744)	(46,845)	791,203
TOTAL FUNDS	913,371	243,643	(285,073)	-	(46,845)	825,096

Restricted Funds

The City of Edinburgh Council's Health and Social Care Partnership provide a contribution towards costs for the ABI Early Intervention Project.

Physical Rehabilitation Project – Funding from Agnes Hunter Charitable Trust and Capricorn Energy to part-fund our gym supervisor post which supports physical rehabilitation of our members.

Group Activities includes Carers Project, Art/Creative Therapy Group, Practical Skills Group, Outings & Activities Group, Cooking Project, Garden Group and Walking Group funded by a range of funders including the Community Health & Wellbeing Fund and Nancy Massie Charitable Trust.

Equipment Fund – This represents the net book value of a variety of gym and other equipment purchased following targeted fundraising campaigns and in the current year includes funding for a treadmill that was purchased after the year end.

General Fund

The General Fund is to be used for general purposes aimed at the furtherance of the charity's objectives.

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2023

12. Funds (cont'd)

Designated Funds

The Property Lease Fund has been set up to underwrite the lease rentals for the 15-year lease term and the Property Dilapidation Fund's purpose is to maintain a fund for dilapidation costs at the end of the lease term.

The Fixed Asset Fund represents the net book value of unrestricted fixed assets.

Transfer between funds

Restricted Funds

£1,744 was transferred from general funds to meet the shortfall of income on the Creative Therapies project and the Cooking Project. Garden Group funds were used to part purchase a polytunnel and funds transferred to the Equipment fund.

Property Dilapidation Fund

£5,000 was transferred from the Property Lease Fund to provide for future dilapidation costs at the end of the lease term in accordance with the reserves policy.

	As at 1 April 2021 £	Income £	Expenditure £	Transfers £	Gains/ (Losses) on Investments	As at 31 Mar 2022 £
Restricted Funds						
<u>Support Services</u>						
Early Intervention Service	6,393	40,061	(44,270)	-	-	2,184
Tailored Talks	183	37,826	(38,009)	-	-	-
Volunteer Coordinator	2,474	-	(2,492)	18	-	-
Physical Rehabilitation	-	5,000	(834)	-	-	4,166
Group Activities	17,502	45,823	(27,121)	41	-	36,245
Equipment fund	8,001	6,814	(3,746)	-	-	11,069
Total restricted funds	34,553	135,524	(116,472)	59	-	53,664
Unrestricted Funds						
General fund	168,065	178,203	(198,811)	(59)	-	147,398
Designated Project funds						
Property Lease Fund	533,182	-	-	(5,000)	22,322	550,504
Property Dilapidation Fund	15,000	-	-	5,000	-	20,000
Fixed Asset Fund	156,181	-	(14,376)	-	-	141,805
Total designated funds	704,363	-	(14,376)	-	22,322	712,309
Total unrestricted funds	872,428	178,203	(213,187)	(59)	22,322	859,707
TOTAL FUNDS	906,981	313,727	(329,659)	-	22,322	913,371

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2023

13. Analysis of net assets between funds	Restricted Funds	Unrestricted Fund	Designated Fund	Total Funds
Current Year	£	£	£	£
Balances at 31 March 2023	33,893	139,673	651,530	825,096
Represented by:				
Fixed assets	4,675	-	127,871	132,546
Investments	-	38,337	523,659	561,996
Net current assets	29,218	101,336	-	130,554
	33,893	139,673	651,530	825,096
Analysis of net assets between funds	Restricted Funds	Unrestricted Fund	Designated Fund	Total Funds
Previous Year	£	£	£	£
Balances at 31 March 2022	53,664	147,398	712,309	913,371
Represented by:				
Fixed assets	5,771	-	141,805	147,576
Investments	-	43,276	570,504	613,780
Net current assets	47,893	104,122	-	152,015
	53,664	147,398	712,309	913,371

14. Capital

The Group has no Share Capital as it is a company limited by guarantee. Each Director has agreed to contribute up to £1 in the event of the company being wound up. At the Balance Sheet date there were 8 members (2022: 9).

15. Indemnity Insurance

The Group arranged indemnity insurance cover in respect of the Directors, employees and volunteers at a cost of £67 (2022- £292).

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2023

16. Operating Lease Commitments

	2023	2023	2022	2022
	Land &	Other	Land &	Other
	Buildings		Buildings	
	£	£	£	£
Expiring:				
Within one year	30,000	-	30,000	-
Within one to five years	120,000	-	120,000	-
In greater than five years	158,750	-	188,750	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

17. Related Party Transactions

No one individual had control of the charity during the year. Grants totalling £9,000 (2022: £32,680) were received from, and fees of £nil (2022: £600) were payable to, Thompson's Solicitors Scotland, a partnership in which Stewart White is Senior Associate.