# HEADWAY SWINDON AND DISTRICT

England & Wales · Charity number 1021036

## Details

| | |
|---|---|
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 02665296 |
| **Registered** | 1993-05-18 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | Ground Floor<br>Avocet House<br>The Dorcan Complex<br>Faraday Road<br>Swindon<br>SN3 5HQ |
| **Phone** | 01793674820 |
| **Email** | admin@headwayswindon.org.uk |
| **Website** | www.headwayswindon.org.uk |

## Activities

**Objects:** 1) TO RELIEVE PERSONS RESIDENT IN SWINDON WILTSHIRE AND THE SURROUNDING AREA WHO HAVE SUFFERED HEAD INJURY OR BRAIN DAMAGE THROUGH ILLNESS OR ACCIDENT 2) AND TO ASSIST THEIR FAMILIES INCLUDING CO-HABITEES AND DEPENDANTS OF SUCH PERSONS WHO ARE IN NEED AS IS CHARITABE IN LAW

**Activities:** The charity provides advice and support to the adult survivors of acquired and traumatic brain injury, their families and carers. The charity runs a headway house which as well as providing a safe meeting place also provides facilities for improving social and educational skills. Through cognitive exercises, games, projects, discussion, art and music, headway helps clients rediscover skills they e

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** People With Disabilities

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## Geography

- **Area of benefit:** SWINDON AND SURROUNDING AREA
- Swindon
- Wiltshire

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2024-12-31 | £393,709 | £386,886 | - | - |
| 2023-12-31 | £333,487 | £359,955 | - | - |
| 2022-12-31 | £382,754 | £389,496 | - | - |
| 2021-12-31 | £366,654 | £368,057 | - | - |
| 2020-12-31 | £411,186 | £395,464 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| Anthony John Cook | | 2024-02-18 |
| DANIEL GREEN | | 2013-09-16 |
| IAN JOHN MICHAEL REYNOLDS | | |
| NEIL SHARLAND | | 2015-09-28 |
| STUART BRAZINGTON | | |

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**HEADWAY SWINDON AND DISTRICT**

England & Wales - Charity number 1021036

# Accounts

REGISTERED COMPANY NUMBER: 02665296 (England and Wales)
REGISTERED CHARITY NUMBER: 1021036

# HEADWAY SWINDON AND DISTRICT

## UNAUDITED FINANCIAL STATEMENTS
## FOR THE YEAR ENDED
## 31 DECEMBER 2024

# HEADWAY SWINDON AND DISTRICT

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## FOR THE YEAR ENDED 31 DECEMBER 2024


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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of 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

### Objectives and aims

The charity's purpose is set out in the objects set out in its governing documents:

1 To relieve persons resident in Swindon, Wiltshire and the surrounding area who have suffered head injury or brain damage through illness or accident.

2 To assist their families including co-habitees and dependents of such persons who are in need as is charitable in law.

We review our objectives, aims and activities on an annual basis. Our aims remain as follows:

Headway Swindon is committed to making a positive change in the lives of people with a brain injury, their families and their carers by providing help, information and ongoing support. are We listen to those with brain injuries to find out what's important to them and then provide a tailored Cognitive Rehabilitation Therapy programme of tasks and activities to help them achieve their goals. At Headway Swindon, people with brain injuries come first and are valued and respected. We committed to helping each and every one reach their full potential so that they can be themselves and live as independent lives as possible. We believe that all brain injuries matter - no injury is too slight to ignore or too severe to lose hope. Everyone recovers at their own pace and some people can continue to develop new pathways in their brain for many years after injury. Headway Swindon is committed to raising public and professional awareness of acquired brain injury and the needs of people with brain injuries, their families and their carers.

Our vision is to be recognised as the regional centre of excellence for cognitive rehabilitation offering the latest techniques and programmes available to maximise independence and quality of life, whilst offering a full programme of support and information to carers and families of brain injury survivors.

The charity receives fees from local authorities towards the costs of the charity's services provided to service users. Fees are also received from private users and the NHS. The remaining costs of the charity are met by income generated by grants and from fundraising and donations.

How we deliver our objectives and aims

The charity is principally engaged in the provision of a day care centre providing cognitive and social rehabilitation and support for clients with brain injuries, and their families and carers. The centre is run at Avocet House, The Dorcan Centre, Swindon this is also the registered office of the charity.

Main focus for the year

In 2024, we have dedicated our efforts to expanding our client base and strengthening our presence within the community. Through engagement with GP surgeries, Social Prescribers, Hospitals, and the voluntary sector, we have successfully raised awareness and provided crucial support.

Our Hospital Liaison services have been instrumental in offering timely intervention to patients and their families during critical moments. Face-to-face interactions have proven invaluable in supporting individuals recovering from brain injuries.

We have enhanced our approach to assessment by refining the use of tools like QOLIBRI and Outcome Star. This improvement allows us to maintain high-quality data, enabling better monitoring of our services and more effective promotion of brain injury support.

A significant milestone has been the establishment of our client forum group, which empowers individuals to have a voice in Headway's direction and advocate for the needs of those with brain injuries. Additionally, we've updated our promotional materials, such as our website and leaflet, to better connect with and support the community.

## OBJECTIVES AND ACTIVITIES

### Who used and benefited from our services?

The total number of clients that were funded for help from our service throughout the year was 65. Client numbers remained relatively steady throughout the year, dropping from 58 in the first quarter to 56 by the end of the year. We continue to work alongside health and social care professionals building our profile, supporting the referral process and enabling more people to gain the support of our services.

### Public benefit

Who used and benefited from our services?

The majority of clients who attended the Headway Swindon centre in 2024 are Swindon residents (56), with (7) resident in Wiltshire, and (2) in Oxfordshire. 65% of our attendees were male, an increase from the previous year (61%), and beginning to move away from reflecting the national statistics on brain injury (55% Male, 45% Female - although this data is now over five years old). Our service is available to adults, with 2024 attendees' ages ranging from 23-80, and is based on an initial assessment where we gather information about their injury and how it affects them to ensure we can help the individual and that they feel comfortable in our environment.

Equal access for all people is very important for us and we take care to make everyone welcome, irrespective of protected characteristics. We welcome diversity within our staff team, volunteers and attendees, and strive to reach all communities. The specialist requirements for assisting children preclude the charity from providing services to children with brain injury under the age of sixteen.
We are very conscious that brain injury does not only affect the individuals who attend our centre, it can also have a major impact on their families, friends and carers. We provide advice and support, through our helpline or in person, and have a resource centre full of information to help people understand the effects of brain injury.

Public benefit areas

The public benefit provided by the charity is the provision of information, services and support to people with a brain injury, and their families and carers, who live in Swindon and the surrounding including Wiltshire, Gloucestershire, Oxfordshire and Berkshire. 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 and objectives and in planning future activities and are satisfied that the public benefit requirements are fully met. There are no private benefits made available to the charity's Trustees.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

This year we were able to provide 82 sessions each week a mixture of 1:1 and group sessions. This allows people to gain the personal tailored support of, have the time to discuss worries and concerns as well as supporting them with correspondence and encouraging goal setting and achievements. Group sessions encourage peer support and reduce isolation, build self-esteem and work on their collective goals such as communication, memory and cooking and budgeting.

Each attendee has a dedicated keyworker with whom every 12 weeks they review, set goals and outcomes and ensure their well-being is being monitored. This is in line with their person-centered plans and their progress towards these goals and outcomes is monitored to show progress of these goals and outcomes.

The focus of the goals and outcomes were around the following:
" Cognitive abilities
" Community Links
" Life skills
" Building confidence, social skills/behaviours
" Learning skills
" Communication
" Mental well-being
" Health & Well-being
" Brain injury Cognitive Behaviour Therapy
" Brain injury education

As a charity fundraising is important to be able to fund many activities to enable attendees to achieve these outcomes and provide a holistic variety of activities.

We value working with other professional bodies within the community and this year we were able to continue to work with CGL to support attendees with substance misuse. Signposting to other services is vital in ensuring people gain a variety of support. Working in this way also builds connections within the community to better understand brain injury and the effects of brain injuries.

We continue to offer well-being calls when attendees are not able to attend. Our focus is also to support families of people with brain injuries to provide advice and a listening ear in challenging times. We have also provided bespoke support to and advice to attendees about benefits and how to manage their finances, support medical appointments and in some cases providing prompts to attend appointments for those with memory problems.

Our regular volunteer workforce is vital in supporting our team and attendees. We also offer student work placements for T-Level, City & Guilds and Degree qualifications.

## FINANCIAL REVIEW

### Financial position

Operational Income

The majority of our income comes from the daily rate that we charge clients to attend the centre, the majority of whom are supported by social services. We also receive an annual grant of £32,200 from Swindon Borough Council (SBC) towards the infrastructure that is required to support all Swindon residents.
Due to an increase in attendances and an uplift to our fee, operational income increased to £294,362 vs £260,828 in 2023.

Fundraising

Grant income decreased from £9,661 to £4000. This difference was due to a lack of capacity in the team to drive grant applications. We are looking at ways we can remedy this in 2025.

Our income from donations and fundraising events increased from £24,193 to £54,553. This was due to a legacy of £35,000 being received.

As always, the Trustees are very grateful to those who support Headway Swindon & District in work that is widely acknowledged to be necessary. Donations make all the difference to our clients.

Operational costs

Expenditure stayed relatively inline with the previous year at £359,043 from £359,955. Our largest expense is staffing costs which rose slightly from £234,955 to £240,948, largely accounted for by the wage increase decided on in our annual pay review.

The rent will be subject to a 5-year rent review, next due in October 2025, in line with local market rates. The expected cost for building dilapidations are being written off over 10 years. We continue to work with our landlord to reduce our footprint.

Performance review

The financial outcome for the year was a surplus of £ £34,666. This was due to a greater number of attendances recorded across the year (current clients requesting additional sessions) and a concerted effort to implement more prudent and effective strategies to increase financial stability and ensure the sustainability of the charity.

### Reserves policy

Reserves are reviewed periodically to ensure that, as far as possible, they are maintained at a level that will enable the service to continue for a period of approximately eight months following a cessation or diminution of current income. The reserves policy also considers the financial commitment arising from the terms of the lease that Headway Swindon and District has entered into in respect of its premises. Reserves also need to be built so that if we cannot stay and refurbish our current premises at lease end in 2030 the charity will have sufficient reserves to fund another move and refurbishment project. £80,000 has been set aside so far towards refurbishment, repairs and/or dilapidations costs. Reserves in 2024 meet the reserves policy of 8 months operational cost.

## FUTURE PLANS

Our priority for 2025 is to continue to ensure that the voice of people with lived experience is championed and heard. To work on strengthening the services we provide, work together with partners to provide early intervention and prevention strategies for people with ABI/TBI injuries.

Working alongside voluntary and statutory sectors we aim to improve on the great work provided in 2024. Increase our presence with Great Western Hospital through our Hospital Liaison service, providing support to patients, families and staff at the right time in their recovery. Work collaboratively with Swindon Borough Council, Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board and Swindon VCSE to benefit people within our catchment area.

Strengthen our client forum to support Headway Swindon to be a presence in the community and be a voice for people with ABI/TBI. Develop our carer/family support services expanding from a drop-in service.

In 2025, we remain dedicated to advocating for and empowering individuals with ABI/TBI, ensuring they receive the support they need at every stage of their journey. By fostering meaningful collaborations, enhancing our services, and amplifying the voices of those with lived experience, we will continue to make a lasting impact in our community. Together, we will build a more inclusive and supportive future for all.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

Headway Swindon is a company limited by guarantee (number 2665296), incorporated in November 1991, and registered as a charity (number 1021036) in May 1993. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In event of the company being wound up members are required to contribute an amount not exceeding £1.

### Recruitment and appointment of new trustees

Recruitment and appointment of the Management Committee

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity.

The trustees undertake a skills audit to ensure that collectively they have sufficient expertise and experience to ensure the charity is managed effectively.

Trustees are familiar with the practical work of the charity having been encouraged to spend time in the centre interacting with clients and staff. Trustees are encouraged to attend courses offered by organisations such as Voluntary Action Swindon and Wiltshire Community Foundation, and to read the Charity Commission's guide "The Essential Trustee". Page 5

### Organisational structure

Headway Swindon is affiliated to Headway the brain injury association, a registered charity (number 1025852).

Headway Swindon has a Management Committee of 4 members who meet every 3 months and are responsible for the strategic direction and financial oversight of the charity. A finance sub-committee of trustees plus the Chief Executive Officer meet as and when appropriate (a minimum of twice a year).

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive Officer together with the Operations Manager. The Chief Executive Officer is responsible for ensuring that charity delivers the services specified, key performance indicators are met and requirements of funders are fulfilled. They manage the staff team and ensure adequate training and development opportunities are provided. The Operations Manager supports the day to day operation of the centre and look at the introduction of new grant funded projects and services.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Related parties

Headway Swindon and District has no related parties transactions.

### Risk management

The Management Committee, together with the Chief Executive, have established a risk register for the charity that is reviewed at least annually. Where possible systems or procedures have been established to mitigate these risks. Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, clients and visitors to the centre. Adherence to the Headway UK Governance and Service Standards, audited annually, ensures that we consistently deliver a quality service.

## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered Company number

02665296 (England and Wales)

### Registered Charity number

1021036

### Registered office

Ground Floor, Avocet House
The Dorcan Complex, Faraday Road
Dorcan
SWINDON
Wiltshire
SN3 5HQ

### Trustees

The trustees serving during the year and since the year end were as follows:

Mr I J M Reynolds
Mr S Brazington
Mr D Green
Mr N Sharland
Mr A J Cook

### Company Secretary

Mr D Green

### Independent Examiner

Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

### Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

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

Approved by order of the board of trustees on 5 June 2025 and signed on its behalf by:




Mr S Brazington - Trustee

**Independent examiner's report to the trustees of Headway Swindon and District ('the Company')**
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2024.

**Responsibilities and basis of report**
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

**Independent examiner's statement**
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I. Sumbler

Mr I Sumbler FCCA

Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

Date: 6.6.2025

## HEADWAY SWINDON AND DISTRICT

## STATEMENT OF FINANCIAL ACTIVITIES
## (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
## FOR THE YEAR ENDED 31 DECEMBER 2024

| | Notes | Unrestricted funds £ | Restricted funds £ | **2024 Total funds £** | 2023 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | | **51,625** | **-** | **51,625** | 21,139 |
| **Charitable activities** | 5 | | | | |
| Charitable Community | | **329,048** | **4,000** | **333,048** | 304,790 |
| Fundraising activities | 3 | **2,928** | **-** | **2,928** | 3,054 |
| Investment income | 4 | **6,108** | **-** | **6,108** | 4,504 |
| **Total** | | **389,709** | **4,000** | **393,709** | 333,487 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | | | | | |
| Charitable Community | | **352,567** | **6,476** | **359,043** | 359,955 |
| **NET INCOME/(EXPENDITURE)** | | **37,142** | **(2,476)** | **34,666** | (26,468) |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | **342,652** | **9,568** | **352,220** | 378,688 |
| **TOTAL FUNDS CARRIED FORWARD** | | **379,794** | **7,092** | **386,886** | 352,220 |

The notes form part of these financial statements

## STATEMENT OF FINANCIAL POSITION
## 31 DECEMBER 2024

| | Notes | Unrestricted funds £ | Restricted funds £ | **2024 Total funds £** | 2023 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Intangible assets | 11 | **741** | **891** | **1,632** | 4,061 |
| Tangible assets | 12 | **86,635** | **5,821** | **92,456** | 106,917 |
| | | **87,376** | **6,712** | **94,088** | 110,978 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 13 | **71,330** | **-** | **71,330** | 71,683 |
| Cash at bank and in hand | | **309,183** | **380** | **309,563** | 260,225 |
| | | **380,513** | **380** | **380,893** | 331,908 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 14 | **(8,095)** | **-** | **(8,095)** | (10,666) |
| **NET CURRENT ASSETS** | | **372,418** | **380** | **372,798** | 321,242 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | **459,794** | **7,092** | **466,886** | 432,220 |
| **PROVISIONS FOR LIABILITIES** | 16 | **(80,000)** | **-** | **(80,000)** | (80,000) |
| **NET ASSETS** | | **379,794** | **7,092** | **386,886** | 352,220 |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | **379,794** | 342,652 |
| Restricted funds | | | | **7,092** | 9,568 |
| **TOTAL FUNDS** | | | | **386,886** | 352,220 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements 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 charitable company.

The notes form part of these financial statements



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## STATEMENT OF FINANCIAL POSITION - continued
## 31 DECEMBER 2024

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

The financial statements were approved by the Board of Trustees and authorised for issue on 5 June 2025 and were signed on its behalf by:

DocuSigned by:
34F0D357602A431...

Mr S Brazington - Trustee

The notes form part of these financial statements

## 1. CHARITY INFORMATION

The charity is incorporated, limited by guarantee and registered at the Charity Commission for England & Wales.

The registered office is Avocet House, The Dorcan Complex, Faraday Road, Swindon, SN3 5HQ.

These financial statements are presented in British Pounds (GBP), which is the charity's functional and presentational currency.

## 2. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**
The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Improvements to property | - Over the term of the lease |
| Fixtures and fittings | - 15% on reducing balance |
| Computer equipment | - 25% on cost |

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.



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## 2. ACCOUNTING POLICIES - continued

**Fund accounting**
Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 3. FUNDRAISING ACTIVITIES

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Fundraising events | **2,928** | 3,054 |

## 4. INVESTMENT INCOME

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Deposit account interest | **6,108** | 4,504 |

## 5. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 2024 | 2023 |
|---|---|---|---|
| | | £ | £ |
| Client funding | Charitable Community | **294,362** | 260,828 |
| Daily client contributions | Charitable Community | **2,486** | 2,101 |
| Contract payment | Charitable Community | **32,200** | 32,200 |
| Grants | Charitable Community | **4,000** | 9,661 |
| | | **333,048** | 304,790 |

Grants received, included in the above, are as follows:

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Local authority services | **-** | 9,661 |
| Voluntary sector grants | **4,000** | - |
| | **4,000** | 9,661 |

## 6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Depreciation - owned assets | **15,783** | 17,770 |
| Deficit on disposal of fixed assets | **96** | 193 |
| Computer software amortisation | **2,429** | 2,429 |



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## 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2024 nor for the year ended 31st December 2023.

## 8. STAFF COSTS

The average monthly number of employees during the year was as follows:

| | 2024 | 2023 |
|---|---|---|
| | **12** | 12 |
| Charitable activities | | |

No employees received emoluments in excess of £60,000.

No employees received a salary in excess of £60,000.

## 9. INDEPENDENT EXAMINERS FEES

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Statutory accounts production & external scrutiny | 2,808 | 2,304 |
| | 2,808 | 2,304 |

## 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds | Restricted funds | Total funds |
|---|---|---|---|
| | £ | £ | £ |
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 21,139 | - | 21,139 |
| **Charitable activities** | | | |
| Charitable Community | 300,904 | 3,885 | 304,789 |
| Fundraising activities | 3,055 | - | 3,055 |
| Investment income | 4,504 | - | 4,504 |
| **Total** | 329,602 | 3,885 | 333,487 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| Charitable Community | 352,773 | 7,182 | 359,955 |
| **NET INCOME/(EXPENDITURE)** | (23,171) | (3,297) | (26,468) |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | 365,822 | 12,866 | 378,688 |
| **TOTAL FUNDS CARRIED FORWARD** | 342,651 | 9,569 | 352,220 |



continued...

## 11. INTANGIBLE FIXED ASSETS

| | Computer software £ |
|---|---|
| **COST** | |
| At 1 January 2024 and 31 December 2024 | **12,144** |
| **AMORTISATION** | |
| At 1 January 2024 | **8,083** |
| Charge for year | **2,429** |
| At 31 December 2024 | **10,512** |
| **NET BOOK VALUE** | |
| At 31 December 2024 | **1,632** |
| At 31 December 2023 | 4,061 |

## 12. TANGIBLE FIXED ASSETS

| | Improvements to property £ | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 January 2024 | **169,881** | **27,995** | **20,599** | **218,475** |
| Additions | **-** | **-** | **1,418** | **1,418** |
| Disposals | **-** | **(238)** | **-** | **(238)** |
| At 31 December 2024 | **169,881** | **27,757** | **22,017** | **219,655** |
| **DEPRECIATION** | | | | |
| At 1 January 2024 | **78,500** | **14,374** | **18,684** | **111,558** |
| Charge for year | **13,250** | **2,025** | **508** | **15,783** |
| Eliminated on disposal | **-** | **(142)** | **-** | **(142)** |
| At 31 December 2024 | **91,750** | **16,257** | **19,192** | **127,199** |
| **NET BOOK VALUE** | | | | |
| At 31 December 2024 | **78,131** | **11,500** | **2,825** | **92,456** |
| At 31 December 2023 | 91,381 | 13,621 | 1,915 | 106,917 |

## 13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | **2024** £ | 2023 £ |
|---|---|---|
| Other debtors | **18,610** | 43,633 |
| Prepayments and accrued income | **52,720** | 28,050 |
| | **71,330** | 71,683 |



continued...

## 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Trade creditors | **309** | 3,834 |
| Social security and other taxes | **3,575** | 3,374 |
| Other creditors | **1,403** | 1,273 |
| Accruals and deferred income | **2,808** | 2,185 |
| | **8,095** | 10,666 |

## 15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Within one year | **31,660** | 31,660 |
| Between one and five years | **126,640** | 126,640 |
| In more than five years | **29,019** | 60,679 |
| | **187,319** | 218,979 |

## 16. PROVISIONS FOR LIABILITIES

Dilapidations

No further provision of has been made in the year, leaving the total provision as at 31 December 2024 as £60,000. This is to reflect the need for a dilapidations provision on the premises at Faraday Road Dorcan to be built up over 10 years.

Redecoration

No further provision of has been made in the year, leaving the total provision as at 31 December 2024 as £12,000. This is to reflect the need to carry out decoration and replacement floor covering throughout the facility before the end of the lease term. This is in addition to any dilapidation costs that might also be incurred, and this is being built up over the same time frame.

Roof Repairs

It is anticipated that there will be a pro rata share of roof repairs likely to be required before the end of the lease term. A provision of £8,000 was made in 2017 in full to reflect the potential liability arising.



continued...

## 17. MOVEMENT IN FUNDS

| | At 1.1.24 £ | Net movement in funds £ | At 31.12.24 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **342,652** | **37,142** | **379,794** |
| **Restricted funds** | | | |
| Wiltshire Community Foundation | **808** | **(153)** | **655** |
| Co-op Community Grant 2017 | **661** | **(99)** | **562** |
| National Lottery Cook Book 2019 | **113** | **(113)** | **-** |
| National Lottery Community Fund | **959** | **(314)** | **645** |
| WCF Salesforce Fund | **2,305** | **(1,521)** | **784** |
| Scottish Power Foundation 2022 - Mental Health | **3,724** | **(558)** | **3,166** |
| TE Global - Education Workshops | **998** | **(618)** | **380** |
| Alex Ferry Foundation | **-** | **900** | **900** |
| | **9,568** | **(2,476)** | **7,092** |
| **TOTAL FUNDS** | **352,220** | **34,666** | **386,886** |

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **389,709** | **(352,567)** | **37,142** |
| **Restricted funds** | | | |
| Wiltshire Community Foundation | **-** | **(153)** | **(153)** |
| Co-op Community Grant 2017 | **-** | **(99)** | **(99)** |
| National Lottery Cook Book 2019 | **-** | **(113)** | **(113)** |
| National Lottery Community Fund | **-** | **(314)** | **(314)** |
| WCF Salesforce Fund | **-** | **(1,521)** | **(1,521)** |
| Scottish Power Foundation 2022 - Mental Health | **-** | **(558)** | **(558)** |
| TE Global - Education Workshops | **-** | **(618)** | **(618)** |
| Alex Ferry Foundation | **4,000** | **(3,100)** | **900** |
| | **4,000** | **(6,476)** | **(2,476)** |
| **TOTAL FUNDS** | **393,709** | **(359,043)** | **34,666** |



continued...

## 17. MOVEMENT IN FUNDS - continued

### Comparatives for movement in funds

| | At 1.1.23 £ | Net movement in funds £ | At 31.12.23 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 365,822 | (23,170) | 342,652 |
| **Restricted funds** | | | |
| Big Lottery Fund | 85 | (85) | - |
| Wiltshire Community Foundation | 2,081 | (1,273) | 808 |
| Co-op Community Grant 2017 | 778 | (117) | 661 |
| National Lottery Cook Book 2019 | 174 | (61) | 113 |
| National Lottery Community Fund | 1,541 | (582) | 959 |
| WCF Salesforce Fund | 3,826 | (1,521) | 2,305 |
| Scottish Power Foundation 2022 - Mental Health | 4,381 | (657) | 3,724 |
| TE Global - Education Workshops | - | 998 | 998 |
| | 12,866 | (3,298) | 9,568 |
| **TOTAL FUNDS** | 378,688 | (26,468) | 352,220 |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 329,602 | (352,772) | (23,170) |
| **Restricted funds** | | | |
| Big Lottery Fund | - | (85) | (85) |
| Wiltshire Community Foundation | - | (1,273) | (1,273) |
| Co-op Community Grant 2017 | - | (117) | (117) |
| National Lottery Cook Book 2019 | - | (61) | (61) |
| National Lottery Community Fund | - | (582) | (582) |
| WCF Salesforce Fund | 1,500 | (3,021) | (1,521) |
| Scottish Power Foundation 2022 - Mental Health | - | (657) | (657) |
| TE Global - Education Workshops | 2,386 | (1,388) | 998 |
| | 3,886 | (7,184) | (3,298) |
| **TOTAL FUNDS** | 333,488 | (359,956) | (26,468) |



continued...

## 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.1.23 £ | Net movement in funds £ | At 31.12.24 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 365,822 | 13,972 | 379,794 |
| **Restricted funds** | | | |
| Big Lottery Fund | 85 | (85) | - |
| Wiltshire Community Foundation | 2,081 | (1,426) | 655 |
| Co-op Community Grant 2017 | 778 | (216) | 562 |
| National Lottery Cook Book 2019 | 174 | (174) | - |
| National Lottery Community Fund | 1,541 | (896) | 645 |
| WCF Salesforce Fund | 3,826 | (3,042) | 784 |
| Scottish Power Foundation 2022 - Mental Health | 4,381 | (1,215) | 3,166 |
| TE Global - Education Workshops | - | 380 | 380 |
| Alex Ferry Foundation | - | 900 | 900 |
| | 12,866 | (5,774) | 7,092 |
| **TOTAL FUNDS** | 378,688 | 8,198 | 386,886 |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 719,311 | (705,339) | 13,972 |
| **Restricted funds** | | | |
| Big Lottery Fund | - | (85) | (85) |
| Wiltshire Community Foundation | - | (1,426) | (1,426) |
| Co-op Community Grant 2017 | - | (216) | (216) |
| National Lottery Cook Book 2019 | - | (174) | (174) |
| National Lottery Community Fund | - | (896) | (896) |
| WCF Salesforce Fund | 1,500 | (4,542) | (3,042) |
| Scottish Power Foundation 2022 - Mental Health | - | (1,215) | (1,215) |
| TE Global - Education Workshops | 2,386 | (2,006) | 380 |
| Alex Ferry Foundation | 4,000 | (3,100) | 900 |
| | 7,886 | (13,659) | (5,774) |
| **TOTAL FUNDS** | 727,197 | (718,999) | 8,198 |



continued...

## 17. MOVEMENT IN FUNDS - continued

| Fund name | Purpose and restriction |
|---|---|
| Big Lottery Fund | To provide therapeutic activities. This figure represents remaining IT asset value. |
| Wiltshire Community Foundation | To provide an occupational therapist service and related equipment for the centre. The reported figure represents remaining asset value |
| Co-op Community Grant | To provide chairs for clients to use in the main centre. The reported figure represents remaining asset value. |
| National Lottery Cook Book 2019 | To design and produce a cook book that is specifically tailored for brain injury survivors. This includes investment in a laptop. |
| WCF Salesforce | To invest in further development of a CRM database to reflect changes to the service as a result of the pandemic |
| Scottish Power Foundation 2022 - Mental Health | To provide a mindfulness room and mindfulness sessions for clients |
| Vaccines Funding | Reimbursing staff for costs associated with getting vaccine |
| Workforce Retention and Recruitment | Training of staff in the centre |
| TE Global - Education workshops | To provide staff training and procurement of programmes and applications to deliver education workshops. |
| Alex Ferry Foundation | To provide staff training and outreach work in the local community |

## 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024 or for the year ended 31 March 2023.

## 19. COMPANY LIMITED BY GUARANTEE

The company is limited by the guarantee of the members. The liability of the members is limited to £1 upon the winding up of the company.

**HEADWAY SWINDON AND DISTRICT**

England & Wales - Charity number 1021036

# Accounts

REGISTERED COMPANY NUMBER: 02665296 (England and Wales)
REGISTERED CHARITY NUMBER: 1021036

# HEADWAY SWINDON AND DISTRICT

## UNAUDITED FINANCIAL STATEMENTS
## FOR THE YEAR ENDED
## 31 DECEMBER 2023

**HEADWAY SWINDON AND DISTRICT**

**CONTENTS OF THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 DECEMBER 2023**

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# REPORT OF THE TRUSTEES
# FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of 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

### Objectives and aims

The charity's purpose is set out in the objects set out in its governing documents:

1 To relieve persons resident in Swindon, Wiltshire and the surrounding area who have suffered head injury or brain damage through illness or accident.

2 To assist their families including co-habitees and dependents of such persons who are in need as is charitable in law.

We review our objectives, aims and activities on an annual basis. Our aims remain as follows:

Headway Swindon is committed to making a positive change in the lives of people with a brain injury, their families and their carers by providing help, information and ongoing support. are We listen to those with brain injuries to find out what's important to them and then provide a tailored Cognitive Rehabilitation Therapy programme of tasks and activities to help them achieve their goals. At Headway Swindon, people with brain injuries come first and are valued and respected. We committed to helping each and every one reach their full potential so that they can be themselves and live as independent lives as possible. We believe that all brain injuries matter - no injury is too slight to ignore or too severe to lose hope. Everyone recovers at their own pace and some people can continue to develop new pathways in their brain for many years after injury. Headway Swindon is committed to raising public and professional awareness of acquired brain injury and the needs of people with brain injuries, their families and their carers.

Our vision is to be recognised as the regional centre of excellence for cognitive rehabilitation offering the latest techniques and programmes available to maximise independence and quality of life, whilst offering a full programme of support and information to carers and families of brain injury survivors.

The charity receives fees from local authorities towards the costs of the charity's services provided to service users. Fees are also received from private users and the NHS. The remaining costs of the charity are met by income generated by grants and from fundraising and donations.

How we deliver our objectives and aims

The charity is principally engaged in the provision of a day care centre providing cognitive and social rehabilitation and support for clients with brain injuries, and their families and carers. The centre is run at Avocet House, The Dorcan Centre, Swindon this is also the registered office of the charity.

Main focus for the year

In 2023 we have focused on increasing our client numbers following the hardships and effects of Covid. We have been able to raise our profile within the community through talks to GP surgeries, Social Prescribers, Hospital and through the voluntary sector. We have been able to support the Stroke team within the Hospital through our Hospital Liaison services and this means we are able to offer early intervention to both the patient and family at a time of need. All of which means returning to face to face interactions which are essential for people who have suffered a brain injury.

We have focused on streamlining our CRM systems to adapt to the changes in services that we provide, ensuring our data is of excellent quality enabling us to monitor the services we provide and drawing reports to promote the services around brain injury.

To continue to meet with partners to shape brain injury services in Swindon and Wiltshire through collaboration. Working alongside Change Grow Live for alcohol and drug services supporting an understanding of addiction and brain injury as well as supporting people with their mental well-being with increased therapeutic sessions.

## OBJECTIVES AND ACTIVITIES

### Who used and benefited from our services?

The majority of clients who attended the Headway Swindon centre in 2023 are Swindon residents (58), with (10) resident in North Wiltshire, and (1) in Oxfordshire. 39% of our attendees were female, a gradual increase from previous years, and reflecting national statistics on brain injury. Our service is available to adults, with 2023 attendees' ages ranging from 22-85, and is based on an initial assessment where we gather information about their injury and how it affects them to ensure we can help the individual and that they feel comfortable in our environment.

Equal access for all people is very important for us and we take care to make everyone welcome, irrespective of protected characteristics. We welcome diversity within our staff team, volunteers and attendees, and strive to reach all communities. The specialist requirements for assisting children preclude the charity from providing services to children with brain injury under the age of sixteen.

We are very conscious that brain injury does not only affect the individuals who attend our centre, it can also have a major impact on their families, friends and carers. We provide advice and support, through our helpline or in person, and have a resource centre full of information to help people understand the effects of brain injury.

### Public benefit

The public benefit provided by the charity is the provision of information, services and support to people with a brain injury, and their families and carers, who live in Swindon and the surrounding including Wiltshire, Gloucestershire, Oxfordshire and Berkshire. 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 and objectives and in planning future activities and are satisfied that the public benefit requirements are fully met. There are no private benefits made available to the charity's Trustees.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

Operational Statistics

The total number of clients that were funded for help from our service throughout the year was 72. Client numbers remained relatively steady throughout the year, dropping from 58 in the first quarter to 57 by the end of the year. We continue to work alongside health and social care professionals building our profile, supporting the referral process and enabling more people to gain the support of our services.

Client Activities

This year we were able to provide 78 sessions each week a mixture of 1:1 and group sessions. This allows people to gain the personal tailored support of, have the time to discuss worries and concerns as well as supporting them with correspondence and encouraging goal setting and achievements. Group sessions encourage peer support and reduce isolation, build self-esteem and work on their collective goals such as communication, memory and cooking and budgeting.
Each attendee has a dedicated keyworker with whom every 12 weeks they review, set goals and outcomes and ensure their well-being is being monitored. This is in line with their person-centered plans and their progress towards these goals and outcomes is monitored to show progress of these goals and outcomes.

The focus of the goals and outcomes were around the following:

- Community Links
- Life skills general
- Life Skills cooking
- Building confidence, social skills/behaviours
- Learning skills
- Communication
- Mental well-being
- Health & Well-being
- Brain injury Cognitive Behaviour Therapy
- Drug and alcohol
- Woodwork

As a charity fundraising is important to be able to fund many activities to enable attendees to achieve these outcomes and provide a holistic variety of activities.
We value working with other professional bodies within the community and this year we were able to continue the work with Enterprise Works to support the woodwork sessions, CGL to support attendees with substance misuse, The Salvation Army Recycles to support one attendee to volunteer to fix bikes using his skills and building self-esteem. Working in this way also builds connections within the community to better understand brain injury and the effects of brain injuries.
We continue to offer well-being calls when attendees are not able to attend. Our focus is also to support families of people with brain injuries to provide advice and a listening ear in challenging times. We have also provided bespoke support to and advice to attendees about benefits and how to manage their finances, support medical appointments and in some cases providing prompts to attend appointments for those with memory problems.
Our regular volunteer workforce is vital in supporting our team and attendees. We also offer student work placements for T-Level, City & Guilds and Degree qualifications.

## FINANCIAL REVIEW

### Financial position

Operational Income

The majority of our income comes from the daily rate that we charge clients to attend the centre, the majority of whom are supported by social services. We also receive an annual grant of £32,200 from Swindon Borough Council (SBC) towards the infrastructure that is required to support all Swindon residents.
Due to a slight decrease in client numbers during the year, our operational income decreased slightly to £260, 828 vs £263,807 in 2022.

Fundraising

Grant income decreased from £65,006 to £9,661. This difference was largely accounted for by the fact that we had a received a £40,000 grant the previous year

Our income from donations and fundraising events reduced slightly from £17,299 to £14,193. Both Grants and Fundraising have been impacted by a reallocation of job roles and a prioritisation of service delivery.

As always, the Trustees are very grateful to those who support Headway Swindon & District in work that is widely acknowledged to be necessary. Donations make all the difference to our clients.

Operational costs

Expenditure decreased from £389,497 to £359,955. Our largest expense is staffing costs which decreased from £272,223 to £234,955 as a result of the aforementioned restructure

The rent will be subject to a 5-year rent review, next due in October 2025, in line with local market rates. The expected cost for building dilapidations are being written off over 10 years.

Performance review

The financial outcome for the year was a deficit of £ £26,468. This was due to a reduction in the number of people using the service, both as a result of our success in helping people move on to independence and also due to a lower number of referrals from health and social care professionals.

### Reserves policy

Reserves are reviewed periodically to ensure that, as far as possible, they are maintained at a level that will enable the service to continue for a period of approximately eight months following a cessation or diminution of current income. The reserves policy also considers the financial commitment arising from the terms of the lease that Headway Swindon and District has entered into in respect of its premises. Reserves also need to be built so that if we cannot stay and refurbish our current premises at lease end in 2030 the charity will have sufficient reserves to fund another move and refurbishment project. £80,000 has been set aside so far towards refurbishment, repairs and/or dilapidations costs. Reserves in 2023 meet the reserves policy of 8 months operational cost.

## FUTURE PLANS

Our priority for the year ahead is to continue to listen and champion the voice of the person with lived experience. Provide good quality services to people who have sustained a brain injury. To be able to increase the work we provide through Hospital Liaison with early intervention and reach more patients and families. Provide services within community hubs to work on prevention as well as being able to reduce barriers to services within the community.

Review and launch a new website, leaflet and social media to highlight the great services we offer.

Continue to work collaboratively and building relationships with Swindon Borough Council, Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board, Swindon VCSE for the benefit of those who need services.

Our pilot contract with Swindon Borough Council which was due to end in June 2024 has been extended for another year and we will continue to review the services provided to ensure they remain the focus for people with a brain injury and their families.

The future remains challenging, but I remain confident that Headway Swindon & District will continue to address the needs of those who require our services and that the Charity is well served by staff and trustees to ensure a continuing exciting and progressive future.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

Headway Swindon is a company limited by guarantee (number 2665296), incorporated in November 1991, and registered as a charity (number 1021036) in May 1993. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In event of the company being wound up members are required to contribute an amount not exceeding £1.

### Recruitment and appointment of new trustees

Recruitment and appointment of the Management Committee

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity.

The trustees undertake a skills audit to ensure that collectively they have sufficient expertise and experience to ensure the charity is managed effectively.

Trustees are familiar with the practical work of the charity having been encouraged to spend time in the centre interacting with clients and staff. Trustees are encouraged to attend courses offered by organisations such as Voluntary Action Swindon and Wiltshire Community Foundation, and to read the Charity Commission's guide "The Essential Trustee". Page 5

### Organisational structure

Headway Swindon is affiliated to Headway the brain injury association, a registered charity (number 1025852).

Headway Swindon has a Management Committee of 4 members who meet every 3 months and are responsible for the strategic direction and financial oversight of the charity. A finance sub-committee of trustees plus the Chief Executive Officer meet as and when appropriate (a minimum of twice a year).

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive Officer together with the Operations Manager. The Chief Executive Officer is responsible for ensuring that charity delivers the services specified, key performance indicators are met and requirements of funders are fulfilled. They manage the staff team and ensure adequate training and development opportunities are provided. The Operations Manager supports the day to day operation of the centre and look at the introduction of new grant funded projects and services.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Related parties

Headway Swindon and District has no related parties transactions.

### Risk management

The Management Committee, together with the Chief Executive, have established a risk register for the charity that is reviewed at least annually. Where possible systems or procedures have been established to mitigate these risks. Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, clients and visitors to the centre. Adherence to the Headway UK Governance and Service Standards, audited annually, ensures that we consistently deliver a quality service.

## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered Company number

02665296 (England and Wales)

### Registered Charity number

1021036

### Registered office

Ground Floor, Avocet House
The Dorcan Complex, Faraday Road
Dorcan
SWINDON
Wiltshire
SN3 5HQ

### Trustees

The trustees serving during the year and since the year end were as follows:

Mr I J M Reynolds
Mr S Brazington
Mr D Green
Mr N Sharland
Ms L L'Estrange (Appointed on 14 September 2022, resigned 1 August 2023)
Mr A J Cook (Appointed on 18 February 2024)

### Company Secretary

Mr D Green

### Independent Examiner

Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

### Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

## REPORT OF THE TRUSTEES
## FOR THE YEAR ENDED 31 DECEMBER 2023

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

Approved by order of the board of trustees on 5 July 2024 and signed on its behalf by:

DocuSigned by:
34F0D357602A431...
Mr S Brazington - Trustee

**Independent examiner's report to the trustees of Headway Swindon and District ('the Company')**
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

**Responsibilities and basis of report**
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

**Independent examiner's statement**
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I. Sumbler.

Mr I Sumbler FCCA

Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

Date: 9.7.2024

## HEADWAY SWINDON AND DISTRICT

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 DECEMBER 2023

| | Notes | Unrestricted funds £ | Restricted funds £ | **2023 Total funds £** | 2022 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | | **21,139** | **-** | **21,139** | 9,994 |
| **Charitable activities** | 5 | | | | |
| Charitable Community | | **300,905** | **3,884** | **304,789** | 364,347 |
| Fundraising activities | 3 | **3,055** | **-** | **3,055** | 7,303 |
| Investment income | 4 | **4,504** | **-** | **4,504** | 1,110 |
| **Total** | | **329,603** | **3,884** | **333,487** | 382,754 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | | | | | |
| Charitable Community | | **352,773** | **7,182** | **359,955** | 389,496 |
| **NET INCOME/(EXPENDITURE)** | | **(23,170)** | **(3,298)** | **(26,468)** | (6,742) |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | **365,821** | **12,867** | **378,688** | 385,430 |
| **TOTAL FUNDS CARRIED FORWARD** | | **342,652** | **9,568** | **352,220** | 378,688 |

The notes form part of these financial statements

## STATEMENT OF FINANCIAL POSITION
## 31 DECEMBER 2023

| | Notes | Unrestricted funds £ | Restricted funds £ | 2023 Total funds £ | 2022 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Intangible assets | 11 | **1,440** | **2,621** | **4,061** | 6,490 |
| Tangible assets | 12 | **100,968** | **5,949** | **106,917** | 124,327 |
| | | **102,408** | **8,570** | **110,978** | 130,817 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 13 | **71,683** | **-** | **71,683** | 37,564 |
| Cash at bank and in hand | | **259,227** | **998** | **260,225** | 304,300 |
| | | **330,910** | **998** | **331,908** | 341,864 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 14 | **(10,666)** | **-** | **(10,666)** | (13,993) |
| **NET CURRENT ASSETS** | | **320,244** | **998** | **321,242** | 327,871 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | **422,652** | **9,568** | **432,220** | 458,688 |
| **PROVISIONS FOR LIABILITIES** | 16 | **(80,000)** | **-** | **(80,000)** | (80,000) |
| **NET ASSETS** | | **342,652** | **9,568** | **352,220** | 378,688 |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | **342,652** | 365,821 |
| Restricted funds | | | | **9,568** | 12,867 |
| **TOTAL FUNDS** | | | | **352,220** | 378,688 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements 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 charitable company.

The notes form part of these financial statements



continued...

## STATEMENT OF FINANCIAL POSITION - continued
## 31 DECEMBER 2023

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

The financial statements were approved by the Board of Trustees and authorised for issue on 5 July 2024 and were signed on its behalf by:

DocuSigned by:
34F0D357602A431...
Mr S Brazington - Trustee

The notes form part of these financial statements

## 1. CHARITY INFORMATION

The charity is incorporated, limited by guarantee and registered at the Charity Commission for England & Wales.

The registered office is Avocet House, The Dorcan Complex, Faraday Road, Swindon, SN3 5HQ.

These financial statements are presented in British Pounds (GBP), which is the charity's functional and presentational currency.

## 2. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**
The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Improvements to property | - Over the term of the lease |
| Fixtures and fittings | - 15% on reducing balance |
| Computer equipment | - 25% on cost |

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.



continued...

## 2. ACCOUNTING POLICIES - continued

**Fund accounting**
Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 3. FUNDRAISING ACTIVITIES

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Fundraising events | **3,055** | 7,303 |

## 4. INVESTMENT INCOME

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Deposit account interest | **4,504** | 1,110 |

## 5. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 2023 | 2022 |
|---|---|---|---|
| | | £ | £ |
| Client funding | Charitable Community | **260,828** | 263,808 |
| Daily client contributions | Charitable Community | **2,101** | 3,333 |
| Contract payment | Charitable Community | **32,200** | 32,200 |
| Grants | Charitable Community | **9,660** | 65,006 |
| | | **304,789** | 364,347 |

Grants received, included in the above, are as follows:

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Local authority services | **9,660** | 65,006 |

## 6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Depreciation - owned assets | **17,770** | 17,695 |
| Deficit on disposal of fixed assets | **193** | 1,104 |
| Computer software amortisation | **2,429** | 2,815 |



continued...

## 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2023 nor for the year ended 31st December 2022.

## 8. STAFF COSTS

The average monthly number of employees during the year was as follows:

| | 2023 | 2022 |
|---|---|---|
| Charitable activities | **12** | 14 |

No employees received emoluments in excess of £60,000.

No employees received a salary in excess of £60,000.

## 9. INDEPENDENT EXAMINERS FEES

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Statutory accounts production & external scrutiny | 2,304 | 2,154 |
| | 2,304 | 2,154 |

## 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds | Restricted funds | Total funds |
|---|---|---|---|
| | £ | £ | £ |
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 9,994 | - | 9,994 |
| **Charitable activities** | | | |
| Charitable Community | 310,780 | 53,567 | 364,347 |
| Fundraising activities | 7,303 | - | 7,303 |
| Investment income | 1,110 | - | 1,110 |
| **Total** | 329,187 | 53,568 | 382,755 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| Charitable Community | 331,383 | 58,113 | 389,496 |
| **NET INCOME/(EXPENDITURE)** | (2,196) | (4,546) | (6,742) |
| **Transfers between funds** | (1,384) | 1,384 | - |
| **Net movement in funds** | (3,580) | (3,162) | (6,742) |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | 369,401 | 16,029 | 385,430 |



continued...

## 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **TOTAL FUNDS CARRIED FORWARD** | 365,821 | 12,867 | 378,688 |

## 11. INTANGIBLE FIXED ASSETS

| | Computer software £ |
|---|---|
| **COST** | |
| At 1 January 2023 and 31 December 2023 | **12,144** |
| **AMORTISATION** | |
| At 1 January 2023 | **5,654** |
| Charge for year | **2,429** |
| At 31 December 2023 | **8,083** |
| **NET BOOK VALUE** | |
| At 31 December 2023 | **4,061** |
| At 31 December 2022 | 6,490 |

## 12. TANGIBLE FIXED ASSETS

| | Improvements to property £ | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 January 2023 | **169,881** | **27,995** | **21,287** | **219,163** |
| Additions | **-** | **-** | **553** | **553** |
| Disposals | **-** | **-** | **(1,241)** | **(1,241)** |
| At 31 December 2023 | **169,881** | **27,995** | **20,599** | **218,475** |
| **DEPRECIATION** | | | | |
| At 1 January 2023 | **65,250** | **12,108** | **17,478** | **94,836** |
| Charge for year | **13,250** | **2,266** | **2,254** | **17,770** |
| Eliminated on disposal | **-** | **-** | **(1,048)** | **(1,048)** |
| At 31 December 2023 | **78,500** | **14,374** | **18,684** | **111,558** |
| **NET BOOK VALUE** | | | | |
| At 31 December 2023 | **91,381** | **13,621** | **1,915** | **106,917** |
| At 31 December 2022 | 104,631 | 15,887 | 3,809 | 124,327 |



continued...

## 13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Other debtors | **43,633** | 19,189 |
| Prepayments and accrued income | **28,050** | 18,375 |
| | **71,683** | 37,564 |

## 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Trade creditors | **3,834** | 4,562 |
| Social security and other taxes | **3,374** | 3,959 |
| Other creditors | **1,273** | 3,305 |
| Accruals and deferred income | **2,185** | 2,167 |
| | **10,666** | 13,993 |

## 15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Within one year | **31,660** | 31,660 |
| Between one and five years | **126,640** | 126,640 |
| In more than five years | **60,679** | 92,339 |
| | **218,979** | 250,639 |

## 16. PROVISIONS FOR LIABILITIES

Dilapidations

No further provision of has been made in the year, leaving the total provision as at 31 December 2023 as £60,000. This is to reflect the need for a dilapidations provision on the premises at Faraday Road Dorcan to be built up over 10 years.

Redecoration

No further provision of has been made in the year, leaving the total provision as at 31 December 2023 as £12,000. This is to reflect the need to carry out decoration and replacement floor covering throughout the facility before the end of the lease term. This is in addition to any dilapidation costs that might also be incurred, and this is being built up over the same time frame.

Roof Repairs

It is anticipated that there will be a pro rata share of roof repairs likely to be required before the end of the lease term. A provision of £8,000 was made in 2017 in full to reflect the potential liability arising.



continued...

## 17. MOVEMENT IN FUNDS

| | At 1.1.23 £ | Net movement in funds £ | At 31.12.23 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **365,821** | **(23,170)** | **342,652** |
| **Restricted funds** | | | |
| Big Lottery Fund | **85** | **(85)** | **-** |
| Wiltshire Community Foundation | **2,081** | **(1,273)** | **808** |
| Co-op Community Grant 2017 | **778** | **(117)** | **661** |
| National Lottery Cook Book 2019 | **175** | **(62)** | **113** |
| National Lottery Community Fund | **1,541** | **(582)** | **959** |
| WCF Salesforce Fund | **3,826** | **(1,521)** | **2,305** |
| Scottish Power Foundation 2022 - Mental Health | **4,381** | **(657)** | **3,724** |
| TE Global - Education Workshops | **-** | **998** | **998** |
| | **12,867** | **(3,298)** | **9,568** |
| **TOTAL FUNDS** | **378,688** | **(26,468)** | **352,220** |

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **329,603** | **(352,773)** | **(23,170)** |
| **Restricted funds** | | | |
| Big Lottery Fund | **-** | **(85)** | **(85)** |
| Wiltshire Community Foundation | **-** | **(1,273)** | **(1,273)** |
| Co-op Community Grant 2017 | **-** | **(117)** | **(117)** |
| National Lottery Cook Book 2019 | **-** | **(61)** | **(61)** |
| National Lottery Community Fund | **-** | **(582)** | **(582)** |
| WCF Salesforce Fund | **1,500** | **(3,021)** | **(1,521)** |
| Scottish Power Foundation 2022 - Mental Health | **-** | **(657)** | **(657)** |
| TE Global - Education Workshops | **2,384** | **(1,386)** | **998** |
| | **3,884** | **(7,182)** | **(3,298)** |
| **TOTAL FUNDS** | **333,487** | **(359,955)** | **(26,468)** |



continued...

## 17. MOVEMENT IN FUNDS - continued

### Comparatives for movement in funds

| | At 1.1.22 £ | Net movement in funds £ | Transfers between funds £ | At 31.12.22 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 369,401 | (2,196) | (1,384) | 365,821 |
| **Restricted funds** | | | | |
| Respite Care | 490 | (490) | - | - |
| Big Lottery Fund | 171 | (86) | - | 85 |
| Wiltshire Community Foundation | 4,102 | (2,021) | - | 2,081 |
| Co-op Community Grant 2017 | 915 | (137) | - | 778 |
| National Lottery Cook Book 2019 | 281 | (106) | - | 175 |
| SBC Infection Control Grant | 3,894 | (3,894) | - | - |
| National Lottery Community Fund | 2,176 | (635) | - | 1,541 |
| WCF Salesforce Fund | 4,000 | (1,558) | 1,384 | 3,826 |
| Scottish Power Foundation 2022 - Mental Health | - | 4,381 | - | 4,381 |
| | 16,029 | (4,546) | 1,384 | 12,867 |
| **TOTAL FUNDS** | 385,430 | (6,742) | - | 378,688 |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 329,187 | (331,383) | (2,196) |
| **Restricted funds** | | | |
| Respite Care | - | (490) | (490) |
| Big Lottery Fund | - | (86) | (86) |
| Wiltshire Community Foundation | - | (2,021) | (2,021) |
| Co-op Community Grant 2017 | - | (137) | (137) |
| National Lottery Cook Book 2019 | - | (106) | (106) |
| SBC Infection Control Grant | 6,665 | (10,559) | (3,894) |
| National Lottery Community Fund | - | (635) | (635) |
| Rapid Test Fund | 1,166 | (1,166) | - |
| WCF Salesforce Fund | - | (1,558) | (1,558) |
| Scottish Power Foundation 2022 - Mental Health | 40,000 | (35,619) | 4,381 |
| Vaccines Funding | 777 | (777) | - |
| Workforce Rentention and Recruitment | 4,959 | (4,959) | - |
| | 53,567 | (58,113) | (4,546) |
| **TOTAL FUNDS** | 382,754 | (389,496) | (6,742) |



continued...

## 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.1.22 £ | Net movement in funds £ | Transfers between funds £ | At 31.12.23 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 369,401 | (25,366) | (1,384) | 342,652 |
| **Restricted funds** | | | | |
| Respite Care | 490 | (490) | - | - |
| Big Lottery Fund | 171 | (171) | - | - |
| Wiltshire Community Foundation | 4,102 | (3,294) | - | 808 |
| Co-op Community Grant 2017 | 915 | (254) | - | 661 |
| National Lottery Cook Book 2019 | 281 | (167) | - | 113 |
| SBC Infection Control Grant | 3,894 | (3,894) | - | - |
| National Lottery Community Fund | 2,176 | (1,217) | - | 959 |
| WCF Salesforce Fund | 4,000 | (3,079) | 1,384 | 2,305 |
| Scottish Power Foundation 2022 - Mental Health | - | 3,724 | - | 3,724 |
| TE Global - Education Workshops | - | 998 | - | 998 |
| | 16,029 | (7,844) | 1,384 | 9,568 |
| **TOTAL FUNDS** | 385,430 | (33,210) | - | 352,220 |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 658,789 | (684,155) | (25,366) |
| **Restricted funds** | | | |
| Respite Care | - | (490) | (490) |
| Big Lottery Fund | - | (171) | (171) |
| Wiltshire Community Foundation | - | (3,294) | (3,294) |
| Co-op Community Grant 2017 | - | (254) | (254) |
| National Lottery Cook Book 2019 | - | (167) | (167) |
| SBC Infection Control Grant | 6,665 | (10,559) | (3,894) |
| National Lottery Community Fund | - | (1,217) | (1,217) |
| Rapid Test Fund | 1,166 | (1,166) | - |
| WCF Salesforce Fund | 1,500 | (4,579) | (3,079) |
| Scottish Power Foundation 2022 - Mental Health | 40,000 | (36,276) | 3,724 |
| Vaccines Funding | 777 | (777) | - |
| Workforce Rentention and Recruitment | 4,959 | (4,959) | - |
| TE Global - Education Workshops | 2,386 | (1,388) | 998 |
| | 57,453 | (65,297) | (7,844) |
| **TOTAL FUNDS** | 716,242 | (749,452) | (33,210) |



continued...

## 17. MOVEMENT IN FUNDS - continued

| Fund name | Purpose and restriction |
|---|---|
| Respite care | To provide respite for those suffering from brain injuries, and their families and carers, at the trustees' discretion. |
| Big Lottery Fund | To provide therapeutic activities. This figure represents remaining IT asset value. |
| Wiltshire Community Foundation | To provide an occupational therapist service and related equipment for the centre. The reported figure represents remaining asset value |
| Co-op Community Grant | To provide chairs for clients to use in the main centre. The reported figure represents remaining asset value. |
| National Lottery Cook Book 2019 | To design and produce a cook book that is specifically tailored for brain injury survivors. This includes investment in a laptop. |
| Community Outbreak Fund | To reduce inequalities affecting COVID-19 safety and infection management in Swindon and to encourage and support COVID-19 safe behaviours and vaccine take up. |
| Rapid Test Fund | To pay for costs associated with training and carrying out lateral flow testing |
| WCF Salesforce | To invest in further development of a CRM database to reflect changes to the service as a result of the pandemic |
| Scottish Power Foundation 2022 - Mental Health | To provide a mindfulness room and mindfulness sessions for clients |
| Vaccines Funding | Reimbursing staff for costs associated with getting vaccine |
| Workforce Retention and Recruitment | Training of staff in the centre |

## 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023 or for the year ended 31 March 2022.

## 19. COMPANY LIMITED BY GUARANTEE

The company is limited by the guarantee of the members. The liability of the members is limited to £1 upon the winding up of the company.

**HEADWAY SWINDON AND DISTRICT**

England & Wales - Charity number 1021036

# Accounts

REGISTERED COMPANY NUMBER: 02665296 (England and Wales)
REGISTERED CHARITY NUMBER: 1021036

# HEADWAY SWINDON AND DISTRICT

## UNAUDITED FINANCIAL STATEMENTS
## FOR THE YEAR ENDED
## 31 DECEMBER 2022

**HEADWAY SWINDON AND DISTRICT**

**CONTENTS OF THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 DECEMBER 2022**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of 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

### Objectives and aims

The charity's purpose is set out in its governing documents:

1) To relieve persons resident in Swindon, Wiltshire and the surrounding area who have suffered head injury or brain damage through illness or accident.
2) To assist their families including co-habitees and dependents of such persons who are in need as is charitable in law.

We review our objectives, aims and activities on an annual basis. Our aims remain as follows:

Headway Swindon is committed to making a positive change in the lives of people with a brain injury, their families and their carers by providing help, information and ongoing support.
We listen to those with brain injuries to find out what's important to them and then provide a tailored Cognitive Rehabilitation Therapy programme of tasks and activities to help them achieve their goals.
At Headway Swindon, people with brain injuries come first and are valued and respected. We are committed to helping each and every one reach their full potential so that they can be themselves and live as independent lives as possible.
We believe that all brain injuries matter - no injury is too slight to ignore or too severe to lose hope. Everyone recovers at their own pace and some people can continue to develop new pathways in their brain for many years after injury.
Headway Swindon is committed to raising public and professional awareness of acquired brain injury and the needs of people with brain injuries, their families and their carers.

Our vision is to be recognised as the regional centre of excellence for cognitive rehabilitation offering the latest techniques and programmes available to maximise independence and quality of life, whilst offering a full programme of support and information to carers and families of brain injury survivors.

The charity receives fees from local authorities towards the costs of the charity's services provided to service users. Fees are also received from private users and the NHS. The remaining costs of the charity are met by income generated by grants and from fundraising and donations.

How we deliver our objectives and aims

The charity is principally engaged in the provision of a day care centre providing cognitive and social rehabilitation and support for clients with brain injuries, and their families and carers. The centre is run at Avocet House, The Dorcan Centre, Swindon this is also the registered office of the charity.

Main focus for the year

The main focus for 2022 was to work with Swindon Borough Council, the newly formed Integrated Care Board, and other key stakeholders on a 2-year pilot project regarding Brain Injury services in Swindon that started in July 2022. The intention of the project is to form the basis of a new tender for Brain Injury services that will go to tender early in 2024. Regular meetings were planned to input into the specification, overcome issues and track progress.

In conjunction with this work we planned to look at the service we are currently offering and investigate and test new ways of working. Key to this is the ability to demonstrate the difference that we are making to people's lives and to the wider community. We aimed to work towards an evidence based, outcomes focused, way of working using our CRM database to capture the results.

We planned to increase our focus on fundraising, particularly from community grants to decrease our dependency on local authority funding.

## OBJECTIVES AND ACTIVITIES

### Who used and benefited from our services?

The majority of clients who attended the Headway Swindon centre in 2022 live in Swindon 66, with 14 resident in North Wiltshire, and 2 in Oxfordshire. 38% of our attendees were female, a gradual increase from previous years, and reflecting national statistics on brain injury. Our service is available to all adults, with 2022 attendees' ages ranging from 25-84, and is based on an initial assessment where we gather information about their injury and how it affects them to ensure we can help the individual and that they feel comfortable in our environment.

Equal access for all people is very important for us and we take care to make everyone welcome, irrespective of protected characteristics. We welcome diversity within our staff team, volunteers and attendees, and strive to reach all communities. The specialist requirements for assisting children preclude the charity from providing services to children with brain injury under the age of sixteen.

We are very conscious that brain injury does not only affect the individuals who attend our centre, it can also have a major impact on their families, friends and carers. We provide advice and support, through our helpline or in person, and have a resource centre full of information to help people understand the effects of brain injury.

### Public benefit

The public benefit provided by the charity is the provision of information, services and support to people with a brain injury, and their families and carers, who live in Swindon and the surrounding areas including Wiltshire, Gloucestershire, Oxfordshire and Berkshire. 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 and objectives and in planning future activities and are satisfied that the public benefit requirements are fully met. There are no private benefits made available to the charity's Trustees.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

Operational Statistics

The total number of clients that were funded for help from our service throughout the year was 82, down from 96 in 2021. Client numbers decreased from 72 in the first quarter to 59 by the end of the year. This was due to our success in helping clients to move on from the service, and a lack of new referrals coming in from health and social care as a result of changes to eligibility.

Client Activities

In 2022 our centre returned to our traditional opening hours with clients attending for full days, with only 1 client wanting to continue with virtual services.

We provided 43 sessions per week, ranging from one-to-one support to up to 8 clients per group. The service operated around 12-week sessions, focused on specific outcomes for the attendees. These included:

- Health and Well-being - including arts and crafts sessions, physical activities, mindfulness, animal therapy
- Effective communication techniques
- Speech and Language
- Building confidence
- Social skills and behaviours
- How to stay safe
- Fine Motor Skills
- Nutrition, food hygiene, planning and cooking
- Cognitive skills including literacy, numeracy, memory, attention/focus
- Woodwork
- Volunteering and Learning - including a bespoke course to learn about how the brain functions and the impact of an injury, and sessions on diabetes management
" Community engagement and moving forward from Headway

Fundraising activities took place to pay for materials and other expenses needed to run these sessions.

Each attendee has a keyworker with whom they agree their goals and outcomes, in line with their person-centred plans, for the following 12-weeks and progress is monitored.

We also supported a small group of people who had historical or current challenges around substance misuse. They worked on the impact of alcohol on the body, on their relationships, and we partnered with Turning Point to help people understand how to detox safely.

With the help of the attendees, we created a dedicated tranquillity room where people can relax and talk about things that are concerning them. The majority of people with a brain injury will also experience increased anxiety, stress, and low mood. This space is being used for individual and group sessions on mindfulness, identifying and expressing emotions, coping strategies and relaxation to improve mental well-being. This project was funded by a grant from Scottish Power and we are really grateful for their support.

We continued to provide calls to clients, and their families, when needed and especially if we had not heard from them recently to check on their well-being. We were able to support some people with advice regarding the benefits system, and to manage their personal finances and budgeting, and to support medical appointments.

Our work was supported by a number of regular volunteers and we also offered work experience to support local students to complete T-levels and City & Guilds qualifications.

## FINANCIAL REVIEW

### Financial position

Operational Income

The majority of our income comes from the daily rate that we charge clients to attend the centre, the majority of whom are supported by social services. We also receive an annual grant of £32,200 from Swindon Borough Council (SBC) towards the infrastructure that is required to support all Swindon residents.

We continued to be supported by SBC to receive additional funds to be used for infection control, to support rapid testing and vaccination to keep us all safe, and to recruit and retain staff. We would like to thank the Council for their support during this challenging time.

Despite the decrease in client numbers during the year, after an increase in the first quarter, our operational income increased very slightly to £263,807 vs £261,115 in 2021.

Fundraising

Grant income increased from £53,326 to £65,006. This was primarily as a result of a £40,000 award from Scottish Power for our project "One Step at a time out of Mental Health". We would like to pass on our heartfelt thanks on behalf of our clients for the difference that this project made to them.

Our income from donations and fundraising events reduced slightly from £18,440 to £17,302, which reflects the challenges around raising money as organisations recovered from the pandemic.

As always, the Trustees are very grateful to those who support Headway Swindon & District in work that is widely acknowledged to be necessary. Donations make all the difference to our clients.

Operational costs

Expenditure increased from £368,057 to £389,491. Our largest expense is staffing costs which increased from £263,934 to £278,494 as a result of wage increases and additional investment in training.

The rent will be subject to a 5-year rent review, next due in October 2025, in line with local market rates. The expected cost for building dilapidations are being written off over 10 years.

Performance review

The financial outcome for the year was a deficit of £ 6,742. This was due to a reduction in the number of people using the service, both as a result of our success in helping people move on to independence and also due to a lower number of referrals from health and social care professionals.

### Reserves policy

Reserves are reviewed periodically to ensure that, as far as possible, they are maintained at a level that will enable the service to continue for a period of approximately twelve months following a cessation or diminution of current income. The reserves policy also considers the financial commitment arising from the terms of the lease that Headway Swindon and District has entered into in respect of its new premises. Reserves also need to be built so that if we cannot stay and refurbish our current premises at lease end in 2030 the charity will have sufficient reserves to fund another move and refurbishment project. £80,000 has been set aside so far towards refurbishment, repairs and/or dilapidations costs. Reserves in 2022 meet the reserves policy of 12 months operational cost, however we agree our service charge (including utility bills) in advance with our landlord and are therefore anticipating an increase in energy costs in 2023 as a result of the cost of living crisis.

## FUTURE PLANS

Our focus for 2023 is to continue to work with Swindon Borough Council, and our NHS commissioner, to understand the need for brain injury services in Swindon and the part that Headway Swindon can plan in meeting those needs. A key part of this is to provide data to prove the need and effectiveness of services. We are introducing the use of tools such as the BINI (brain injury needs indicator) and QUOLIBRI (quality of life after brain injury), together with our own notes from sessions and reviews. These will enable us to produce reports about each individual, their goals and outcomes, the sessions they have attended and the difference this has made to them.

We are also planning to launch a hospital liaison service based at the Great Western Hospital. The purpose is to give support to both patients and families who have been affected by brain injury. We have a range of information leaflets and booklets, and a wealth of experience that will enable us to give advice and also to signpost to other organisations. Initially starting with fortnightly sessions, we hope to attract funding to develop this programme.

We recognise the challenges facing families and carers and are looking at the viability of offering drop in sessions, with a focus around learning about a specific aspect of brain injury, to anyone affected. These would take place during the day at our centre so that we can also offer the opportunity for those being cared for to join in one of our daily sessions.

We plan to increase our focus on fundraising, particularly from community grants to decrease our dependency on local authority funding.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

Headway Swindon is a company limited by guarantee (number 2665296), incorporated in November 1991, and registered as a charity (number 1021036) in May 1993. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In event of the company being wound up members are required to contribute an amount not exceeding £1.

### Recruitment and appointment of new trustees

Recruitment and appointment of the Management Committee

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity.

In 2022 Ian Reynolds, Neil Sharland and Stuart Brazington retired and were re-elected to the committee. Leah L'Estrange was also elected as a new trustee.

The trustees undertake a skills audit to ensure that collectively they have sufficient expertise and experience to ensure the charity is managed effectively.

Trustees are familiar with the practical work of the charity having been encouraged to spend time in the centre interacting with clients and staff. Trustees are encouraged to attend courses offered by organisations such as Voluntary Action Swindon and Wiltshire Community Foundation, and to read the Charity Commission's guide "The Essential Trustee".

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Organisational structure

Headway Swindon is affiliated to Headway the brain injury association, a registered charity (number 1025852).

Headway Swindon has a Management Committee of 4 members who meet every 3 months and are responsible for the strategic direction and financial oversight of the charity. A finance sub-committee of trustees plus the Chief Executive Officer meet as and when appropriate (a minimum of twice a year).

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive Officer together with the Operations Manager. The Chief Executive Officer is responsible for ensuring that charity delivers the services specified, key performance indicators are met and requirements of funders are fulfilled. They manage the staff team and ensure adequate training and development opportunities are provided. The Operations Manager supports the day to day operation of the centre and look at the introduction of new grant funded projects and services.

### Related parties

Headway Swindon and District has no related parties transactions.

### Risk management

The Management Committee, together with the Chief Executive, have established a risk register for the charity that is reviewed at least annually. Where possible systems or procedures have been established to mitigate these risks. Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, clients and visitors to the centre. Adherence to the Headway UK Governance and Service Standards, audited annually, ensures that we consistently deliver a quality service.

## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered Company number

02665296 (England and Wales)

### Registered Charity number

1021036

### Registered office

Ground Floor, Avocet House
The Dorcan Complex, Faraday Road
Dorcan
SWINDON
Wiltshire
SN3 5HQ

### Trustees

The trustees serving during the year and since the year end were as follows:

Mr I J M Reynolds
Mr S Brazington
Mr D Green
Mr N Sharland
Ms L L'Estrange (Appointed on 14 September 2022, resigned on 1 August 2023)

### Company Secretary

Mr D Green

### Independent Examiner

Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

## REFERENCE AND ADMINISTRATIVE DETAILS

**Bankers**
CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

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

Approved by order of the board of trustees on 4 September 2023 and signed on its behalf by:

DocuSigned by:

.....
34F00357602A431...
Mr S Brazington - Trustee

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY SWINDON AND DISTRICT

**Independent examiner's report to the trustees of Headway Swindon and District ('the Company')**
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

**Responsibilities and basis of report**
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

**Independent examiner's statement**
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I. Sumbler

Mr I Sumbler FCCA

Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

Date: 4.9.2023

**HEADWAY SWINDON AND DISTRICT**

**STATEMENT OF FINANCIAL ACTIVITIES**
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**
**FOR THE YEAR ENDED 31 DECEMBER 2022**

| | Notes | Unrestricted funds £ | Restricted funds £ | **2022 Total funds £** | 2021 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | | **9,994** | **-** | **9,994** | 13,571 |
| **Charitable activities** | 5 | | | | |
| Charitable Community | | **310,780** | **53,567** | **364,347** | 315,189 |
| Covid-19 Grants | | **-** | **-** | **-** | 32,999 |
| Fundraising activities | 3 | **7,303** | **-** | **7,303** | 4,870 |
| Investment income | 4 | **1,110** | **-** | **1,110** | 25 |
| **Total** | | **329,187** | **53,567** | **382,754** | 366,654 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | | | | | |
| Charitable Community | | **331,383** | **58,113** | **389,496** | 368,057 |
| **NET INCOME/(EXPENDITURE)** | | **(2,196)** | **(4,546)** | **(6,742)** | (1,403) |
| **Transfers between funds** | 17 | **(1,384)** | **1,384** | **-** | - |
| **Net movement in funds** | | **(3,580)** | **(3,162)** | **(6,742)** | (1,403) |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | **369,401** | **16,029** | **385,430** | 386,833 |
| **TOTAL FUNDS CARRIED FORWARD** | | **365,821** | **12,867** | **378,688** | 385,430 |

The notes form part of these financial statements

## HEADWAY SWINDON AND DISTRICT

## STATEMENT OF FINANCIAL POSITION
## 31 DECEMBER 2022

| | Notes | Unrestricted funds £ | Restricted funds £ | **2022 Total funds £** | 2021 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Intangible assets | 11 | **2,140** | **4,350** | **6,490** | 7,921 |
| Tangible assets | 12 | **115,810** | **8,517** | **124,327** | 136,241 |
| | | **117,950** | **12,867** | **130,817** | 144,162 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 13 | **37,564** | **-** | **37,564** | 37,508 |
| Cash at bank and in hand | | **304,300** | **-** | **304,300** | 292,516 |
| | | **341,864** | **-** | **341,864** | 330,024 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 14 | **(13,993)** | **-** | **(13,993)** | (8,756) |
| **NET CURRENT ASSETS** | | **327,871** | **-** | **327,871** | 321,268 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | **445,821** | **12,867** | **458,688** | 465,430 |
| **PROVISIONS FOR LIABILITIES** | 16 | **(80,000)** | **-** | **(80,000)** | (80,000) |
| **NET ASSETS** | | **365,821** | **12,867** | **378,688** | 385,430 |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | **365,821** | 369,401 |
| Restricted funds | | | | **12,867** | 16,029 |
| **TOTAL FUNDS** | | | | **378,688** | 385,430 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements 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 charitable company.

The notes form part of these financial statements



continued...

## STATEMENT OF FINANCIAL POSITION - continued
## 31 DECEMBER 2022

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

The financial statements were approved by the Board of Trustees and authorised for issue on 4 September 2023 and were signed on its behalf by:

DocuSigned by:

.....

Mr S Brazington - Trustee

The notes form part of these financial statements

## 1. CHARITY INFORMATION

The charity is incorporated, limited by guarantee and registered at the Charity Commission for England & Wales.

The registered office is Avocet House, The Dorcan Complex, Faraday Road, Swindon, SN3 5HQ.

These financial statements are presented in British Pounds (GBP), which is the charity's functional and presentational currency.

## 2. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**
The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Improvements to property | - Over the term of the lease |
| Fixtures and fittings | - 15% on reducing balance |
| Computer equipment | - 25% on cost |

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.



continued...

## 2. ACCOUNTING POLICIES - continued

**Fund accounting**
Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 3. FUNDRAISING ACTIVITIES

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Fundraising events | **7,305** | 4,870 |

## 4. INVESTMENT INCOME

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Deposit account interest | **1,110** | 25 |

## 5. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 2022 | 2021 |
|---|---|---|---|
| | | £ | £ |
| Client funding | Charitable Community | **263,807** | 261,115 |
| Daily client contributions | Charitable Community | **3,333** | 1,547 |
| Contract payment | Charitable Community | **32,200** | 32,200 |
| Grants | Charitable Community | **65,006** | 20,327 |
| Grants | Covid-19 Grants | **-** | 32,999 |
| | | **364,346** | 348,188 |

Grants received, included in the above, are as follows:

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Local authority services | **65,006** | 53,326 |

## 6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Depreciation - owned assets | **17,695** | 4,911 |
| Deficit on disposal of fixed assets | **1,104** | - |
| Computer software amortisation | **2,815** | 2,237 |



continued...

## 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2021 nor for the year ended 31st December 2020

## 8. STAFF COSTS

The average monthly number of employees during the year was as follows:

| | 2022 | 2021 |
|---|---|---|
| Charitable activities | **14** | 15 |

No employees received emoluments in excess of £60,000.

No employees received a salary in excess of £60,000.

## 9. INDEPENDENT EXAMINERS FEES

| | 2022 | 2021 |
|---|---|---|
| | **£** | £ |
| Statutory accounts production & external scrutiny | **2,154** | 1,890 |
| | **2,154** | 1,890 |

## 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 13,571 | - | 13,571 |
| **Charitable activities** | | | |
| Charitable Community | 266,009 | 49,180 | 315,189 |
| Covid-19 Grants | 32,999 | - | 32,999 |
| Fundraising activities | 4,870 | - | 4,870 |
| Investment income | 25 | - | 25 |
| **Total** | 317,474 | 49,180 | 366,654 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| Charitable Community | 318,134 | 49,923 | 368,057 |
| **NET INCOME/(EXPENDITURE)** | (657) | (746) | (1,403) |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | 370,061 | 16,772 | 386,833 |
| **TOTAL FUNDS CARRIED FORWARD** | 369,401 | 16,029 | 385,430 |



continued...

## 11. INTANGIBLE FIXED ASSETS

| | Computer software £ |
|---|---|
| **COST** | |
| At 1 January 2022 | **10,760** |
| Additions | **1,384** |
| At 31 December 2022 | **12,144** |
| **AMORTISATION** | |
| At 1 January 2022 | **2,839** |
| Charge for year | **2,815** |
| At 31 December 2022 | **5,654** |
| **NET BOOK VALUE** | |
| At 31 December 2022 | **6,490** |
| At 31 December 2021 | 7,921 |

## 12. TANGIBLE FIXED ASSETS

| | Improvements to property £ | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 January 2022 | **169,881** | **23,009** | **22,834** | **215,724** |
| Additions | **-** | **6,655** | **230** | **6,885** |
| Disposals | **-** | **(1,669)** | **(1,777)** | **(3,446)** |
| At 31 December 2022 | **169,881** | **27,995** | **21,287** | **219,163** |
| **DEPRECIATION** | | | | |
| At 1 January 2022 | **52,000** | **11,593** | **15,890** | **79,483** |
| Charge for year | **13,250** | **1,967** | **2,478** | **17,695** |
| Eliminated on disposal | **-** | **(1,452)** | **(890)** | **(2,342)** |
| At 31 December 2022 | **65,250** | **12,108** | **17,478** | **94,836** |
| **NET BOOK VALUE** | | | | |
| At 31 December 2022 | **104,631** | **15,887** | **3,809** | **124,327** |
| At 31 December 2021 | 117,881 | 11,416 | 6,944 | 136,241 |

## 13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | **2022** £ | 2021 £ |
|---|---|---|
| Other debtors | **19,189** | 20,042 |
| Prepayments and accrued income | **18,375** | 17,466 |
| | **37,564** | 37,508 |



continued...

## 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Trade creditors | **4,562** | 3,179 |
| Social security and other taxes | **3,959** | 3,613 |
| Other creditors | **3,305** | - |
| Accruals and deferred income | **2,167** | 1,964 |
| | **13,993** | 8,756 |

## 15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Within one year | **31,660** | 31,660 |
| Between one and five years | **126,640** | 126,640 |
| In more than five years | **92,339** | 123,998 |
| | **250,639** | 282,298 |

## 16. PROVISIONS FOR LIABILITIES

Dilapidations

No further provision of has been made in the year, leaving the total provision as at 31 December 2022 as £60,000. This is to reflect the need for a dilapidations provision on the premises at Faraday Road Dorcan to be built up over 10 years.

Redecoration

No further provision of has been made in the year, leaving the total provision as at 31 December 2022 as £12,000. This is to reflect the need to carry out decoration and replacement floor covering throughout the facility before the end of the lease term. This is in addition to any dilapidation costs that might also be incurred, and this is being built up over the same time frame.

Roof Repairs

It is anticipated that there will be a pro rata share of roof repairs likely to be required before the end of the lease term. A provision of £8,000 was made in 2017 in full to reflect the potential liability arising.



continued...

## 17. MOVEMENT IN FUNDS

| | At 1.1.22 £ | Net movement in funds £ | Transfers between funds £ | At 31.12.22 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | **369,401** | **(2,196)** | **(1,384)** | **365,821** |
| **Restricted funds** | | | | |
| Respite Care | **490** | **(490)** | **-** | **-** |
| Big Lottery Fund | **171** | **(86)** | **-** | **85** |
| Wiltshire Community Foundation | **4,102** | **(2,021)** | **-** | **2,081** |
| Co-op Community Grant 2017 | **915** | **(137)** | **-** | **778** |
| National Lottery Cook Book 2019 | **281** | **(106)** | **-** | **175** |
| SBC Infection Control Grant | **3,894** | **(3,894)** | **-** | **-** |
| National Lottery Community Fund | **2,176** | **(635)** | **-** | **1,541** |
| WCF Salesforce Fund | **4,000** | **(1,558)** | **1,384** | **3,826** |
| Scottish Power Foundation 2022 - Mental Health | **-** | **4,381** | **-** | **4,381** |
| | **16,029** | **(4,546)** | **1,384** | **12,867** |
| **TOTAL FUNDS** | **385,430** | **(6,742)** | **-** | **378,688** |

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **329,187** | **(331,383)** | **(2,196)** |
| **Restricted funds** | | | |
| Respite Care | **-** | **(490)** | **(490)** |
| Big Lottery Fund | **-** | **(86)** | **(86)** |
| Wiltshire Community Foundation | **-** | **(2,021)** | **(2,021)** |
| Co-op Community Grant 2017 | **-** | **(137)** | **(137)** |
| National Lottery Cook Book 2019 | **-** | **(106)** | **(106)** |
| SBC Infection Control Grant | **6,665** | **(10,559)** | **(3,894)** |
| National Lottery Community Fund | **-** | **(635)** | **(635)** |
| Rapid Test Fund | **1,166** | **(1,166)** | **-** |
| WCF Salesforce Fund | **-** | **(1,558)** | **(1,558)** |
| Scottish Power Foundation 2022 - Mental Health | **40,000** | **(35,619)** | **4,381** |
| Vaccines Funding | **777** | **(777)** | **-** |
| Workforce Rentention and Recruitment | **4,959** | **(4,959)** | **-** |
| | **53,567** | **(58,113)** | **(4,546)** |
| **TOTAL FUNDS** | **382,754** | **(389,496)** | **(6,742)** |



continued...

## 17. MOVEMENT IN FUNDS - continued

### Comparatives for movement in funds

| | At 1.1.21 £ | Net movement in funds £ | At 31.12.21 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 370,061 | (660) | 369,401 |
| **Restricted funds** | | | |
| Respite Care | 490 | - | 490 |
| Big Lottery Fund | 201 | (30) | 171 |
| Wiltshire Community Foundation | 5,383 | (1,281) | 4,102 |
| Co-op Community Grant 2017 | 1,077 | (162) | 915 |
| National Lottery Cook Book 2019 | 5,831 | (5,550) | 281 |
| SBC Infection Control Grant | - | 3,894 | 3,894 |
| National Lottery Community Fund | 3,790 | (1,614) | 2,176 |
| WCF Salesforce Fund | - | 4,000 | 4,000 |
| | 16,772 | (743) | 16,029 |
| **TOTAL FUNDS** | 386,833 | (1,403) | 385,430 |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 317,474 | (318,134) | (659) |
| **Restricted funds** | | | |
| Big Lottery Fund | - | (30) | (30) |
| Wiltshire Community Foundation | - | (1,281) | (1,281) |
| Co-op Community Grant 2017 | - | (162) | (162) |
| National Lottery Cook Book 2019 | - | (5,550) | (5,551) |
| SBC Infection Control Grant | 20,550 | (16,656) | 3,894 |
| National Lottery Community Fund | - | (1,614) | (1,614) |
| Community Outbreak Fund | 8,630 | (8,630) | - |
| Rapid Test Fund | 15,000 | (15,000) | - |
| WCF Salesforce Fund | 5,000 | (1,000) | 4,000 |
| | 49,180 | (49,923) | (743 |
| **TOTAL FUNDS** | 366,654 | (368,057) | (1,403) |



continued...

## 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.1.21 £ | Net movement in funds £ | Transfers between funds £ | At 31.12.22 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 370,061 | (2,856) | (1,384) | 365,821 |
| **Restricted funds** | | | | |
| Respite Care | 490 | (490) | - | - |
| Big Lottery Fund | 201 | (116) | - | 85 |
| Wiltshire Community Foundation | 5,383 | (3,302) | - | 2,081 |
| Co-op Community Grant 2017 | 1,077 | (299) | - | 778 |
| National Lottery Cook Book 2019 | 5,831 | (5,656) | - | 175 |
| National Lottery Community Fund | 3,790 | (2,249) | - | 1,541 |
| WCF Salesforce Fund | - | 2,442 | 1,384 | 3,826 |
| Scottish Power Foundation 2022 - Mental Health | - | 4,381 | - | 4,381 |
| | 16,772 | (5,289) | 1,384 | 12,867 |
| **TOTAL FUNDS** | 386,833 | (8,145) | - | 378,688 |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 646,661 | (649,517) | (2,856) |
| **Restricted funds** | | | |
| Respite Care | - | (490) | (490) |
| Big Lottery Fund | - | (116) | (116) |
| Wiltshire Community Foundation | - | (3,302) | (3,302) |
| Co-op Community Grant 2017 | - | (299) | (299) |
| National Lottery Cook Book 2019 | - | (5,656) | (5,657) |
| SBC Infection Control Grant | 27,215 | (27,215) | - |
| National Lottery Community Fund | - | (2,249) | (2,249) |
| Community Outbreak Fund | 8,630 | (8,630) | - |
| Rapid Test Fund | 16,166 | (16,166) | - |
| WCF Salesforce Fund | 5,000 | (2,558) | 2,442 |
| Scottish Power Foundation 2022 - Mental Health | 40,000 | (35,619) | 4,381 |
| Vaccines Funding | 777 | (777) | - |
| Workforce Rentention and Recruitment | 4,959 | (4,959) | - |
| | 102,747 | (108,036) | (5,289) |
| **TOTAL FUNDS** | 749,408 | (757,553) | (8,145) |



continued...

## 17. MOVEMENT IN FUNDS - continued

| Fund name | Purpose and restriction |
|---|---|
| Respite care | To provide respite for those suffering from brain injuries, and their families and carers, at the trustees' discretion. |
| Big Lottery Fund | To provide therapeutic activities. This figure represents remaining IT asset value. |
| Wiltshire Community Foundation | To provide an occupational therapist service and related equipment for the centre. The reported figure represents remaining asset value |
| Co-op Community Grant | To provide chairs for clients to use in the main centre. The reported figure represents remaining asset value. |
| National Lottery Cook Book 2019 | To design and produce a cook book that is specifically tailored for brain injury survivors. This includes investment in a laptop. |
| Community Outbreak Fund | To reduce inequalities affecting COVID-19 safety and infection management in Swindon and to encourage and support COVID-19 safe behaviours and vaccine take up. |
| Rapid Test Fund | To pay for costs associated with training and carrying out lateral flow testing |
| WCF Salesforce | To invest in further development of a CRM database to reflect changes to the service as a result of the pandemic |
| Scottish Power Foundation 2022 - Mental Health | To provide a mindfulness room and mindfulness sessions for clients |
| Vaccines Funding | Reimbursing staff for costs associated with getting vaccine |
| Workforce Retention and Recruitment | Training of staff in the centre |

**Transfers between funds**

The transfer between funds relates to monies moved from unrestricted funds to restricted funds to cover additional expenses incurred in the restricted funds.

## 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

## 19. COMPANY LIMITED BY GUARANTEE

The company is limited by the guarantee of the members. The liability of the members is limited to £1 upon the winding up of the company.

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

| | 2022 £ | 2021 £ |
|---|---|---|
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Donations | **9,994** | 13,571 |
| **Fundraising activities** | | |
| Fundraising events | **7,305** | 4,870 |
| **Investment income** | | |
| Deposit account interest | **1,110** | 25 |
| **Charitable activities** | | |
| Client funding | **263,807** | 261,115 |
| Daily client contributions | **3,333** | 1,547 |
| Contract payment | **32,200** | 32,200 |
| Grants | **65,006** | 53,326 |
| | **364,346** | 348,188 |
| **Total incoming resources** | **382,755** | 366,654 |
| **EXPENDITURE** | | |
| **Charitable activities** | | |
| Wages | **248,758** | 217,816 |
| Social security | **12,278** | 9,545 |
| Pensions | **11,187** | 10,733 |
| Activities and special events | **3,671** | 7,649 |
| Cleaning | **4,637** | 6,056 |
| | **280,531** | 251,799 |
| **Support costs** | | |
| **Management** | | |
| Training costs | **2,848** | 1,241 |
| **Finance** | | |
| Bank charges | **176** | 201 |
| Bad debts | **(449)** | 449 |
| Amortisation of intangible fixed assets | **3,239** | 1,237 |
| Depreciation of tangible fixed assets | **17,267** | 5,911 |
| Loss on sale of tangible fixed assets | **1,104** | - |
| | **21,337** | 7,798 |
| **Governance costs** | | |
| Insurance | **3,876** | 3,184 |
| Telephone | **2,013** | 2,318 |
| Postage and stationery | **4,073** | 6,443 |
| Sundries | **235** | 187 |
| Accountancy fees | **2,154** | 1,890 |
| Legal fees | **2,437** | 3,861 |
| Carried forward | **14,788** | 17,883 |

| | 2022<br>£ | 2021<br>£ |
|---|---|---|
| **Governance costs** | | |
| Brought forward | **14,788** | 17,883 |
| Publications | **15** | 57 |
| Rent and service charge | **58,196** | 54,283 |
| Repairs and maintenance | **1,740** | 2,084 |
| Computer costs | **270** | 858 |
| Travel and subsistence | **45** | 41 |
| Agency staff | **-** | 21,480 |
| Other staff expenses | **3,428** | 3,078 |
| Centre costs | **4,499** | 6,397 |
| Subscriptions | **1,800** | 1,058 |
| | **84,781** | 107,219 |
| Total resources expended | **389,497** | 368,057 |
| **Net expenditure** | **(6,742)** | (1,403) |

**HEADWAY SWINDON AND DISTRICT**

England & Wales - Charity number 1021036

# Accounts

REGISTERED COMPANY NUMBER: 02665296 (England and Wales)
REGISTERED CHARITY NUMBER: 1021036

# HEADWAY SWINDON AND DISTRICT

## UNAUDITED FINANCIAL STATEMENTS
## FOR THE YEAR ENDED
## 31 DECEMBER 2021

**HEADWAY SWINDON AND DISTRICT**

**CONTENTS OF THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 DECEMBER 2021**


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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of 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

### Objectives and aims

The charity's purpose is set out in the objects set out in its governing documents:

1) To relieve persons resident in Swindon, Wiltshire and the surrounding area who have suffered head injury or brain damage through illness or accident.
2) To assist their families including co-habitees and dependents of such persons who are in need as is charitable in law.

We review our objectives, aims and activities on an annual basis. Our aims remain as follows:

Headway Swindon is committed to making a positive change in the lives of people with a brain injury, their families and their carers by providing help, information and ongoing support.
We listen to those with brain injuries to find out what's important to them and then provide a tailored Cognitive Rehabilitation Therapy programme of tasks and activities to help them achieve their goals.
At Headway Swindon, people with brain injuries come first and are valued and respected. We are committed to helping each and every one reach their full potential so that they can be themselves and live as independent lives as possible.
We believe that all brain injuries matter - no injury is too slight to ignore or too severe to lose hope. Everyone recovers at their own pace and some people can continue to develop new pathways in their brain for many years after injury.
Headway Swindon is committed to raising public and professional awareness of acquired brain injury and the needs of people with brain injuries, their families and their carers.

Our vision is to be recognised as the regional centre of excellence for cognitive rehabilitation offering the latest techniques and programmes available to maximise independence and quality of life, whilst offering a full programme of support and information to carers and families of brain injury survivors.

The charity receives fees from local authorities towards the costs of the charity's services provided to service users. Fees are also received from private users and the NHS. The remaining costs of the charity are met by income generated by grants and from fundraising and donations.

How we deliver our objectives and aims

The charity is principally engaged in the provision of a day care centre providing cognitive and social rehabilitation and support for clients with brain injuries, and their families and carers. The centre is run at Avocet House, The Dorcan Centre, Swindon this is also the registered office of the charity.

Main focus for the year

The main focus for 2021 was to continue to offer the best possible support to our clients as the pandemic continued. Our plan was to reopen the centre in January 2021 for half day sessions, to anyone who would like to attend, whilst continuing with virtual and remote services for those at home. We updated our Covid-19 infection control procedures and encouraged all of our staff to be vaccinated. We accepted that our plans needed to be very dynamic to react to changes in the situation and government policy.

We also kept a tight control over finances and applied for any grants that were on offer, to compensate for reduced attendance income. We kept in close contact with our major funder, Swindon Borough Council, in preparation for our contract extension to end in the autumn.

## OBJECTIVES AND ACTIVITIES

### Who used and benefited from our services?

The majority of clients who attended the Headway Swindon centre in 2021 live in Swindon 77, with 16 resident in North Wiltshire, and 3 in Oxfordshire. 70% of our attendees were male, reflecting national statistics on brain injury. Our service is available to all adults, with 2020 attendees' ages ranging from 31-84, and is based on an initial assessment where we gather information about their injury and how it affects them to ensure we can help the individual and that they feel comfortable in our environment.

Equal access for all people is very important for us and we take care to make everyone welcome, irrespective of protected characteristics. We welcome diversity within our staff team, volunteers and attendees, and strive to reach all communities. The specialist requirements for assisting children preclude the charity from providing services to children with brain injury under the age of sixteen.

We are very conscious that brain injury does not only affect the individuals who attend our centre, it can also have a major impact on their families, friends and carers. We provide advice and support, through our helpline or in person, and have a resource centre full of information to help people understand the effects of brain injury. As a result of the pandemic we continued to build closer relationships with carers and offered additional support.

### Public benefit

The public benefit provided by the charity is the provision of information, services and support to people with a brain injury, and their families and carers, who live in Swindon and the surrounding areas including Wiltshire, Gloucestershire, Oxfordshire and Berkshire. 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 and objectives and in planning future activities and are satisfied that the public benefit requirements are fully met. There are no private benefits made available to the charity's Trustees.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

Operational Statistics

The total number of clients that were funded for help from our service throughout the year was 96. Client numbers decreased from 78 in the first quarter to 67 by the end of the year. This was due to our success in helping clients to move on from the service, and a lack of new referrals coming in from health and social care as a result of the pandemic.

Client Activities

We reopened our centre to all attendees for face to face services in January 2021, continuing to work closely with Public Health England to assess the risks. We restricted sessions to 2 hours and had very strict infection control procedures in place, with clients attending in "bubble" groups. Although the country was in lockdown we were able to open due to the isolation and challenges our clients and their families were experiencing. This was reflected in the fact that 30% of our clients returned immediately, despite the risks associated as vaccination was not yet available. We kept our restricted hours in place until July, when we returned to full day opening, and are pleased to say that we had no spread of infection at Headway during the year.

For clients unable to attend, and to offer full support to those attending for half a day, we continued to offer a range of remote and virtual services for the first half of the year. This included bespoke video sessions using Microsoft Teams for cognitive exercises, live streaming centre sessions, WhatsApp for social and communication, activity packs delivered to home, regular wellbeing checks via phone, and home/doorstep visits. We provided one client with a router, tablet and broadband so that she could join our sessions and have remote one to one support. We did some joint working with a care home to support 2 clients via video sessions. We also produced bespoke scrapbooks containing stimulating images, puzzles and activities for some of our clients who were unable to leave home, or communicate to us via phone or video, due to their physical and cognitive challenges. Working in many different ways in parallel was a challenge from a staffing perspective but allowed our staff to develop and learn new skills.

Throughout the first half of the year, as the vaccination programme was rolled out, more and more clients wished to attend. Although they had appreciated the virtual sessions, "you can't match the positive impact of being in the centre with other clients." This was a challenge as we were having to change our plans on a weekly basis and accommodate more people, whilst being mindful of the risks as not all attendees were protected.

As the year progressed we looked for new and innovative ways to expand the service safely. The mental health impact of Covid was significant so we increased our health and wellbeing activities such as going for walks, expressing oneself through arts and crafts, improving fitness though physical games such as boccia and table tennis, summer gardening, and allowing plenty of time for peer support. We took small groups to walk to the supermarket to help with their health, fitness, social skills, communication, cognition, money management and practising appropriate behaviour in the community. We expanded our cookery sessions and use of adaptive equipment in the kitchen, with some clients completing a food hygiene course online. We introduced sessions to educate people about brain injury and raise awareness of how they are affected. We started woodwork sessions, with our initial project to make a privacy screen to respect the privacy and dignity of people who become unwell whilst at Headway. We also started working with people who sustained their injury through substance misuse, and have formed a partnership with Turning Point to assist people through their drug or alcohol rehabilitation programme. All our clients have a person-centred care plan and are working on individual goals that are agreed to help on a path to relearning skills and gaining greater independence.

As a result of the pandemic, families have come under continued pressure to provide positive support in difficult circumstances, and we appreciate the level of care they have continued to provide whilst many services remained closed. Some have required more support and we are proud to report that we have made a difference to families in their continuing role.

## FINANCIAL REVIEW

### Financial position

Operational Income

The majority of our income comes from the daily rate that we charge clients to attend the centre, the majority of whom are supported by social services. We also receive an annual grant of £32,200 from Swindon Borough Council (SBC) towards the infrastructure that is required to support all Swindon residents.

We continued to be supported by SBC to receive additional funds to be used for infection control and to support rapid testing to keep us all safe. We also received money from a Community Outbreak Management Fund via Voluntary Action Swindon (VAS). We would like to thank the Council and VAS for their support during this challenging time.

The reduction in clients accessing the centre and virtual services, combined with a lack of new referrals, led to a decrease in operational income from £317,492 to £261,115.

Fundraising

Grant income of £42,013 was driven by Covid related grants. There were fewer additional 2021 grants available and therefore our income from grants decreased from £71,023 in 2020.

Our income from donations and fundraising events suffered a further reduction from £20,423 to £18,440 as events were not possible due to the unpredictable situation regarding lockdowns and the restrictions on numbers of people able to gather together.

As always, the Trustees are very grateful to those who support Headway Swindon & District in work that is widely acknowledged to be necessary. Donations make all the difference to our clients.

Operational costs

Expenditure decreased from £395,464 to £368,057. Our largest expense is staffing costs which reduced very slightly from £269,626 in 2020 to £263,934. A staff restructure was undertaken in the summer to support the changes to the service and number of attendees.

The rent will be subject to a 5-year rent review, next due in October 2025, in line with local market rates. The expected cost for building dilapidations are being written off over 10 years.

Performance review

The financial outcome for the year was very close to break even, with a small deficit of £ 1,403. This was due to a reduction in the number of people using the service, both as a result of the pandemic restrictions and also due to a lower number of referrals from health and social care professionals.

### Reserves policy

Reserves are reviewed periodically to ensure that, as far as possible, they are maintained at a level that will enable the service to continue for a period of approximately twelve months following a cessation or diminution of current income. The reserves policy also considers the financial commitment arising from the terms of the lease that Headway Swindon and District has entered into in respect of its new premises. Reserves also need to be built so that if we cannot stay and refurbish our current premises at lease end in 2030 the charity will have sufficient reserves to fund another move and refurbishment project. £82,000 has been set aside so far towards refurbishment, repairs and/or dilapidations costs. Reserves in 2021 meet the reserves policy of 12 months operational cost, however we are anticipating an increase in energy costs in 2022 due to the need for additional ventilation throughout the year as a result of Covid.

## FUTURE PLANS

The main focus for 2022 is to work with Swindon Borough Council resulting in a new contract to be awarded in December to define a 2-year specification for a pilot project regarding Brain Injury services that will replace our current contract. The intention of the project is to form the basis of a new tender for Brain Injury services that will be published in 18 months' time. The pilot will be looking to differentiate between attendees on a fixed time rehabilitation pathway from those requiring long term support. It will be supported by recognised assessments and will have a greater emphasis on community engagement.

An ongoing challenge for us is to be able to demonstrate the difference that we are making to people's lives and to the wider community. We will continue to work towards an evidence based, outcomes focused, way of working and will continue to develop our CRM database to capture the results.

We would like to expand the work we are doing with Turning Point to help people who have a brain injury but also substance misuse. Our plan is to set up a group specifically targeted at helping these individuals to understand more about the challenges they are facing and to aid them towards recovery. Swindon has been identified by the health community as having a particular problem with substance misuse, and resulting Korsakoff syndrome, so we would like to work together with Swindon Borough Council to identify people who would benefit from our programme.

We plan to increase our focus on fundraising, particularly from community grants to decrease our dependency on local authority funding.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

Headway Swindon is a company limited by guarantee (number 2665296), incorporated in November 1991, and registered as a charity (number 1021036) in May 1993. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In event of the company being wound up members are required to contribute an amount not exceeding £1.

### Recruitment and appointment of new trustees

Recruitment and appointment of the Management Committee

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity.

In 2021 Ian Reynolds, Neil Sharland and Daniel Green retired and were re-elected to the committee.

The trustees undertake a skills audit to ensure that collectively they have sufficient expertise and experience to ensure the charity is managed effectively.

Trustees are familiar with the practical work of the charity having been encouraged to spend time in the centre interacting with clients and staff. Trustees are encouraged to attend courses offered by organisations such as Voluntary Action Swindon and Wiltshire Community Foundation, and to read the Charity Commission's guide "The Essential Trustee".

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Organisational structure

Headway Swindon is affiliated to Headway the brain injury association, a registered charity (number 1025852).

Headway Swindon has a Management Committee of 4 members who meet every 3 months and are responsible for the strategic direction and financial oversight of the charity. A finance sub-committee of trustees plus the Chief Executive Officer meet as and when appropriate (a minimum of twice a year).

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive Officer together with the Operations Manager. The Chief Executive Officer is responsible for ensuring that charity delivers the services specified, key performance indicators are met and requirements of funders are fulfilled. They manage the staff team and ensure adequate training and development opportunities are provided. The Operations Manager supports the day to day operation of the centre and look at the introduction of new grant funded projects and services.

### Related parties

Headway Swindon and District has no related parties transactions.

### Risk management

The Management Committee, together with the Chief Executive, have established a risk register for the charity that is reviewed at least annually. Where possible systems or procedures have been established to mitigate these risks. Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, clients and visitors to the centre. Adherence to the Headway UK Governance and Service Standards, audited annually, ensures that we consistently deliver a quality service.

## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered Company number

02665296 (England and Wales)

### Registered Charity number

1021036

### Registered office

Ground Floor, Avocet House
The Dorcan Complex, Faraday Road
Dorcan
SWINDON
Wiltshire
SN3 5HQ

### Trustees

The trustees serving during the year and since the year end were as follows:

Mr I J M Reynolds
Mr S Brazington
Mr D Green
Mr N Sharland

### Company Secretary

Mr D Green

### Independent Examiner

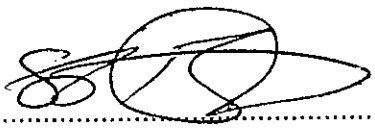
Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

## REFERENCE AND ADMINISTRATIVE DETAILS

**Bankers**
CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

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

Approved by order of the board of trustees on 14th September 2022 and signed on its behalf by:



.....
Mr S Brazington - Trustee

**Independent examiner's report to the trustees of Headway Swindon and District ('the Company')**
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

**Responsibilities and basis of report**
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

**Independent examiner's statement**
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Association of Chartered Certified Accountants which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I. Sumbler

Mr I Sumbler FCCA
Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

Date: 12 September 2022

**HEADWAY SWINDON AND DISTRICT**

**STATEMENT OF FINANCIAL ACTIVITIES**
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**
**FOR THE YEAR ENDED 31 DECEMBER 2021**

| | Notes | Unrestricted funds £ | Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | | **13,571** | **-** | **13,571** | 17,477 |
| **Charitable activities** | 5 | | | | |
| Charitable Community | | **266,009** | **49,180** | **315,189** | 360,624 |
| Fundraising Grants | | **-** | **-** | **-** | 8,000 |
| Covid-19 Grants | | **32,999** | **-** | **32,999** | 21,975 |
| Fundraising activities | 3 | **4,870** | **-** | **4,870** | 2,946 |
| Investment income | 4 | **25** | **-** | **25** | 164 |
| **Total** | | **317,474** | **49,180** | **366,654** | 411,186 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | | | | | |
| Charitable Community | | **318,134** | **49,923** | **368,057** | 395,464 |
| **NET INCOME/(EXPENDITURE)** | | **(660)** | **(743)** | **(1,403)** | 15,722 |
| **RECONCILIATION OF FUNDS** | | | | | |
| **Total funds brought forward** | | **370,061** | **16,772** | **386,833** | 371,111 |
| **TOTAL FUNDS CARRIED FORWARD** | | **369,401** | **16,029** | **385,430** | 386,833 |

The notes form part of these financial statements

## STATEMENT OF FINANCIAL POSITION
## 31 DECEMBER 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Intangible assets | 11 | **3,921** | **4,000** | **7,921** | 5,158 |
| Tangible assets | 12 | **128,602** | **7,639** | **136,241** | 139,497 |
| | | **132,523** | **11,639** | **144,162** | 144,655 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 13 | **37,508** | **-** | **37,508** | 39,615 |
| Cash at bank and in hand | | **288,126** | **4,390** | **292,516** | 304,442 |
| | | **325,634** | **4,390** | **330,024** | 344,057 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 14 | **(8,756)** | **-** | **(8,756)** | (21,879) |
| **NET CURRENT ASSETS** | | **316,878** | **4,390** | **321,268** | 322,178 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | **449,401** | **16,029** | **465,430** | 466,833 |
| **PROVISIONS FOR LIABILITIES** | 16 | **(80,000)** | **-** | **(80,000)** | (80,000) |
| **NET ASSETS** | | **369,401** | **16,029** | **385,430** | 386,833 |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | **369,401** | 370,061 |
| Restricted funds | | | | **16,029** | 16,772 |
| **TOTAL FUNDS** | | | | **385,430** | 386,833 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements 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 charitable company.

The notes form part of these financial statements

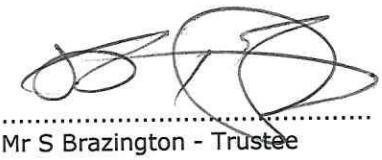


continued...

## STATEMENT OF FINANCIAL POSITION - continued
## 31 DECEMBER 2021

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

The financial statements were approved by the Board of Trustees and authorised for issue on 14th September 2022 and were signed on its behalf by:



.....
Mr S Brazington - Trustee

## 1. CHARITY INFORMATION

The charity is incorporated, limited by guarantee and registered at the Charity Commission for England & Wales.

The registered office is Avocet House, The Dorcan Complex, Faraday Road, Swindon, SN3 5HQ.

These financial statements are presented in British Pounds (GBP), which is the charity's functional and presentational currency.

## 2. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**
The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Improvements to property | - Over the term of the lease |
| Fixtures and fittings | - 15% on reducing balance |
| Computer equipment | - 25% on cost |

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.



continued...

## 2. ACCOUNTING POLICIES - continued

**Fund accounting**
Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 3. FUNDRAISING ACTIVITIES

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Fundraising events | **4,870** | 2,946 |

## 4. INVESTMENT INCOME

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Deposit account interest | **25** | 164 |

## 5. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 2021 | 2020 |
|---|---|---|---|
| | | £ | £ |
| Client funding | Charitable Community | **261,115** | 317,492 |
| Daily client contributions | Charitable Community | **1,547** | 2,084 |
| Contract payment | Charitable Community | **32,200** | 32,200 |
| Grants | Charitable Community | **20,327** | 8,848 |
| Grants | Fundraising Grants | **-** | 8,000 |
| Grants | Covid-19 Grants | **32,999** | 21,975 |
| | | **348,188** | 390,599 |

Grants received, included in the above, are as follows:

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Local authority services | **53,326** | 8,848 |
| Voluntary sector grants | **-** | 29,975 |
| | **53,326** | 38,823 |

## 6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Depreciation - owned assets | **4,911** | 17,346 |
| Computer software amortisation | **2,237** | 602 |



continued...

## 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2021 nor for the year ended 31st December 2020

## 8. STAFF COSTS

The average monthly number of employees during the year was as follows:

| | 2021 | 2020 |
|---|---|---|
| | **15** | 15 |
| Charitable activities | | |

No employees received emoluments in excess of £60,000.

No employees received a salary in excess of £60,000.

## 9. INDEPENDENT EXAMINERS FEES

| | 2021 | 2020 |
|---|---|---|
| | **£** | £ |
| Statutory accounts production & external scrutiny | **1,890** | 1,746 |
| | **1,890** | 1,746 |

## 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 17,477 | - | 17,477 |
| **Charitable activities** | | | |
| Charitable Community | 355,624 | 5,000 | 360,624 |
| Fundraising Grants | 8,000 | - | 8,000 |
| Covid-19 Grants | 5,705 | 16,270 | 21,975 |
| Fundraising activities | 2,946 | - | 2,946 |
| Investment income | 164 | - | 164 |
| **Total** | 389,916 | 21,270 | 411,186 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| Charitable Community | 384,416 | 11,048 | 395,464 |
| **NET INCOME** | 5,500 | 10,222 | 15,722 |
| **RECONCILIATION OF FUNDS** | | | |
| **Total funds brought forward** | 364,560 | 6,551 | 371,111 |



continued...

## 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **TOTAL FUNDS CARRIED FORWARD** | 370,060 | 16,773 | 386,833 |

## 11. INTANGIBLE FIXED ASSETS

| | Computer software £ |
|---|---|
| **COST** | |
| At 1 January 2021 | **5,760** |
| Additions | **5,000** |
| At 31 December 2021 | **10,760** |
| **AMORTISATION** | |
| At 1 January 2021 | **602** |
| Charge for year | **2,237** |
| At 31 December 2021 | **2,839** |
| **NET BOOK VALUE** | |
| At 31 December 2021 | **7,921** |
| At 31 December 2020 | 5,158 |

## 12. TANGIBLE FIXED ASSETS

| | Improvements to property £ | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 January 2021 | **169,881** | **23,009** | **21,179** | **214,069** |
| Additions | **-** | **-** | **1,655** | **1,655** |
| At 31 December 2021 | **169,881** | **23,009** | **22,834** | **215,724** |
| **DEPRECIATION** | | | | |
| At 1 January 2021 | **52,000** | **9,576** | **12,996** | **74,572** |
| Charge for year | **-** | **2,017** | **2,894** | **4,911** |
| At 31 December 2021 | **52,000** | **11,593** | **15,890** | **79,483** |
| **NET BOOK VALUE** | | | | |
| At 31 December 2021 | **117,881** | **11,416** | **6,944** | **136,241** |
| At 31 December 2020 | 117,881 | 13,433 | 8,183 | 139,497 |



continued...

## 13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Other debtors | **20,042** | 22,886 |
| Prepayments and accrued income | **17,466** | 16,729 |
| | **37,508** | 39,615 |

## 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Trade creditors | **3,179** | 6,106 |
| Social security and other taxes | **3,613** | 990 |
| Accruals and deferred income | **1,964** | 14,783 |
| | **8,756** | 21,879 |

## 15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Within one year | **31,660** | 31,660 |
| Between one and five years | **126,640** | 126,640 |
| In more than five years | **123,998** | 155,658 |
| | **282,298** | 313,958 |

## 16. PROVISIONS FOR LIABILITIES

Dilapidations

No further provision of has been made in the year, leaving the total provision as at 31 December 2021 as £60,000. This is to reflect the need for a dilapidations provision on the premises at Faraday Road Dorcan to be built up over 10 years.

Redecoration

No further provision of has been made in the year, leaving the total provision as at 31 December 2021 as £12,000. This is to reflect the need to carry out decoration and replacement floor covering throughout the facility before the end of the lease term. This is in addition to any dilapidation costs that might also be incurred, and this is being built up over the same time frame.

Roof Repairs

It is anticipated that there will be a pro rata share of roof repairs likely to be required before the end of the lease term. A provision of £8,000 was made in 2017 in full to reflect the potential liability arising.



continued...

## 17. MOVEMENT IN FUNDS

| | At 1.1.21 £ | Net movement in funds £ | At 31.12.21 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **370,061** | **(660)** | **369,401** |
| **Restricted funds** | | | |
| Respite Care | **490** | **-** | **490** |
| Big Lottery Fund | **201** | **(30)** | **171** |
| Wiltshire Community Foundation | **5,383** | **(1,281)** | **4,102** |
| Co-op Community Grant 2017 | **1,077** | **(162)** | **915** |
| National Lottery Cook Book 2019 | **5,831** | **(5,550)** | **281** |
| SBC Infection Control Grant | **-** | **3,894** | **3,894** |
| National Lottery Community Fund | **3,790** | **(1,614)** | **2,176** |
| WCF Salesforce Fund | **-** | **4,000** | **4,000** |
| | **16,772** | **(743)** | **16,029** |
| **TOTAL FUNDS** | **386,833** | **(1,403)** | **385,430** |

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **317,474** | **(318,134)** | **(660)** |
| **Restricted funds** | | | |
| Big Lottery Fund | **-** | **(30)** | **(30)** |
| Wiltshire Community Foundation | **-** | **(1,281)** | **(1,281)** |
| Co-op Community Grant 2017 | **-** | **(162)** | **(162)** |
| National Lottery Cook Book 2019 | **-** | **(5,550)** | **(5,550)** |
| SBC Infection Control Grant | **20,550** | **(16,656)** | **3,894** |
| National Lottery Community Fund | **-** | **(1,614)** | **(1,614)** |
| Community Outbreak Fund | **8,630** | **(8,630)** | **-** |
| Rapid Test Fund | **15,000** | **(15,000)** | **-** |
| WCF Salesforce Fund | **5,000** | **(1,000)** | **4,000** |
| | **49,180** | **(49,923)** | **(743)** |
| **TOTAL FUNDS** | **366,654** | **(368,057)** | **(1,403)** |



continued...

## 17. MOVEMENT IN FUNDS - continued

### Comparatives for movement in funds

| | At 1.1.20 £ | Net movement in funds £ | At 31.12.20 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 364,560 | 5,501 | 370,061 |
| **Restricted funds** | | | |
| Respite Care | 490 | - | 490 |
| Big Lottery Fund | 235 | (34) | 201 |
| Wiltshire Community Foundation | 3,566 | 1,817 | 5,383 |
| Co-op Community Grant 2017 | 1,273 | (196) | 1,077 |
| National Lottery Cook Book 2019 | 987 | 4,844 | 5,831 |
| National Lottery Community Fund | - | 3,790 | 3,790 |
| | 6,551 | 10,221 | 16,772 |
| **TOTAL FUNDS** | 371,111 | 15,722 | 386,833 |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 389,916 | (384,415) | 5,501 |
| **Restricted funds** | | | |
| Big Lottery Fund | - | (34) | (34) |
| Wiltshire Community Foundation | 4,000 | (2,183) | 1,817 |
| Co-op Community Grant 2017 | - | (196) | (196) |
| National Lottery Cook Book 2019 | 5,000 | (156) | 4,844 |
| National Lottery Community Fund | 7,270 | (3,480) | 3,790 |
| Edward Gostling - salaries | 5,000 | (5,000) | - |
| | 21,270 | (11,049) | 10,221 |
| **TOTAL FUNDS** | 411,186 | (395,464) | 15,722 |



continued...

## 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.1.20 £ | Net movement in funds £ | At 31.12.21 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 364,560 | 4,841 | 369,401 |
| **Restricted funds** | | | |
| Respite Care | 490 | - | 490 |
| Big Lottery Fund | 235 | (64) | 171 |
| Wiltshire Community Foundation | 3,566 | 536 | 4,102 |
| Co-op Community Grant 2017 | 1,273 | (358) | 915 |
| National Lottery Cook Book 2019 | 987 | (706) | 281 |
| SBC Infection Control Grant | - | 3,894 | 3,894 |
| National Lottery Community Fund | - | 2,176 | 2,176 |
| WCF Salesforce Fund | - | 4,000 | 4,000 |
| | 6,551 | 9,478 | 16,029 |
| **TOTAL FUNDS** | 371,111 | 14,319 | 385,430 |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 707,390 | (702,549) | 4,841 |
| **Restricted funds** | | | |
| Big Lottery Fund | - | (64) | (64) |
| Wiltshire Community Foundation | 4,000 | (3,464) | 536 |
| Co-op Community Grant 2017 | - | (358) | (358) |
| National Lottery Cook Book 2019 | 5,000 | (5,706) | (706) |
| SBC Infection Control Grant | 20,550 | (16,656) | 3,894 |
| National Lottery Community Fund | 7,270 | (5,094) | 2,176 |
| Edward Gostling - salaries | 5,000 | (5,000) | - |
| Community Outbreak Fund | 8,630 | (8,630) | - |
| Rapid Test Fund | 15,000 | (15,000) | - |
| WCF Salesforce Fund | 5,000 | (1,000) | 4,000 |
| | 70,450 | (60,972) | 9,478 |
| **TOTAL FUNDS** | 777,840 | (763,521) | 14,319 |



continued...

## 17. MOVEMENT IN FUNDS - continued

| Fund name | Purpose and restriction |
|---|---|
| Respite care | To provide respite for those suffering from brain injuries, and their families and carers, at the trustees' discretion. |
| Big Lottery Fund | To provide therapeutic activities. This figure represents remaining IT asset value. |
| Wiltshire Community Foundation | To provide an occupational therapist service and related equipment for the centre. The reported figure represents remaining asset value |
| Co-op Community Grant | To provide chairs for clients to use in the main centre. The reported figure represents remaining asset value. |
| National Lottery Cook Book 2019 | To design and produce a cook book that is specifically tailored for brain injury survivors. This includes investment in a laptop. |
| Community Outbreak Fund | To reduce inequalities affecting COVID-19 safety and infection management in Swindon and to encourage and support COVID-19 safe behaviours and vaccine take up. |
| Rapid Test Fund | To pay for costs associated with training and carrying out lateral flow testing |
| WCF Salesforce | To invest in further development of a CRM database to reflect changes to the service as a result of the pandemic |

## 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

## 19. COMPANY LIMITED BY GUARANTEE

The company is limited by the guarantee of the members. The liability of the members is limited to £1 upon the winding up of the company.

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

| | 2021 £ | 2020 £ |
|---|---|---|
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Donations | **13,571** | 13,068 |
| Legacies | **-** | 4,409 |
| | **13,571** | 17,477 |
| **Fundraising activities** | | |
| Fundraising events | **4,870** | 2,946 |
| **Investment income** | | |
| Deposit account interest | **25** | 164 |
| **Charitable activities** | | |
| Client funding | **261,115** | 317,492 |
| Daily client contributions | **1,547** | 2,084 |
| Contract payment | **32,200** | 32,200 |
| Grants | **53,326** | 38,823 |
| | **348,188** | 390,599 |
| **Total incoming resources** | **366,654** | 411,186 |
| **EXPENDITURE** | | |
| **Charitable activities** | | |
| Wages | **217,816** | 221,784 |
| Social security | **9,545** | 10,798 |
| Pensions | **10,733** | 11,195 |
| Activities and special events | **7,649** | 2,248 |
| Cleaning | **6,056** | 4,348 |
| | **251,799** | 250,373 |
| **Support costs** | | |
| **Management** | | |
| Training costs | **1,241** | 546 |
| **Finance** | | |
| Bank charges | **201** | 60 |
| Bad debts | **449** | - |
| Amortisation of intangible fixed assets | **1,237** | - |
| Depreciation of tangible fixed assets | **5,911** | 17,948 |
| | **7,798** | 18,008 |
| **Governance costs** | | |
| Insurance | **3,184** | 2,102 |
| Telephone | **2,318** | 2,669 |
| Postage and stationery | **6,443** | 6,068 |
| Sundries | **187** | 345 |
| Carried forward | **12,132** | 11,184 |

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

| | 2021 £ | 2020 £ |
|---|---|---|
| **Governance costs** | | |
| Brought forward | **12,132** | 11,184 |
| Accountancy fees | **1,890** | 1,746 |
| Legal fees | **3,861** | 15,318 |
| Publications | **57** | 75 |
| Rent and service charge | **54,283** | 53,795 |
| Repairs and maintenance | **2,084** | 2,204 |
| Dilapidations | **-** | 10,000 |
| Computer costs | **858** | 786 |
| Travel and subsistence | **41** | 158 |
| Agency staff | **21,480** | 8,992 |
| Other staff expenses | **3,078** | 16,153 |
| Centre costs | **6,397** | 2,790 |
| Redecoration provision | **-** | 3,000 |
| Subscriptions | **1,058** | 336 |
| | **107,219** | 126,537 |
| Total resources expended | **368,057** | 395,464 |
| **Net (expenditure)/income** | **(1,403)** | 15,722 |

**HEADWAY SWINDON AND DISTRICT**

England & Wales - Charity number 1021036

# Accounts

REGISTERED COMPANY NUMBER: 02665296 (England and Wales)
REGISTERED CHARITY NUMBER: 1021036

# HEADWAY SWINDON AND DISTRICT

## UNAUDITED FINANCIAL STATEMENTS
## FOR THE YEAR ENDED
## 31 DECEMBER 2020

**HEADWAY SWINDON AND DISTRICT**

**REPORT OF THE TRUSTEES**
**FOR THE YEAR ENDED 31 DECEMBER 2020**

---

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of 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

### Objectives and aims

The charity's purpose is set out in the objects set out in its governing documents:

1) To relieve persons resident in Swindon, Wiltshire and the surrounding area who have suffered head injury or brain damage through illness or accident.
2) To assist their families including co-habitees and dependents of such persons who are in need as is charitable in law.

We review our objectives, aims and activities on an annual basis. Our aims were reviewed in 2019 and remain as follows:

Headway Swindon is committed to making a positive change in the lives of people with a brain injury, their families and their carers by providing help, information and ongoing support.

We listen to those with brain injuries to find out what's important to them and then provide a tailored Cognitive Rehabilitation Therapy programme of tasks and activities to help them achieve their goals.

At Headway Swindon, people with brain injuries come first and are valued and respected. We are committed to helping each and every one reach their full potential so that they can be themselves and live as independent lives as possible.

We believe that all brain injuries matter - no injury is too slight to ignore or too severe to lose hope. Everyone recovers at their own pace and some people can continue to develop new pathways in their brain for many years after injury.

Headway Swindon is committed to raising public and professional awareness of acquired brain injury and the needs of people with brain injuries, their families and their carers.

Our vision is to be recognised as the regional centre of excellence for cognitive rehabilitation offering the latest techniques and programmes available to maximise independence and quality of life, whilst offering a full programme of support and information to carers and families of brain injury survivors.

The charity receives fees from local authorities towards the costs of the charity's services provided to service users. Fees are also received from private users and the NHS. The remaining costs of the charity are met by income generated by grants and from fundraising and donations.

How we deliver our objectives and aims

The charity is principally engaged in the provision of a day care centre providing cognitive rehabilitation and support for clients with brain injuries, and their families and carers. The centre is run at Avocet House, The Dorcan Centre, Swindon this is also the registered office of the charity.

## OBJECTIVES AND ACTIVITIES

### Objectives and aims - continued

Main focus for the year

A key part of the plan for 2020 was to build on the success of the Next Chapter group, however the focus abruptly changed in March when the centre was forced to close due to Covid-19.

The focus then switched to how we could support our clients without face to face contact, and how to keep the Charity financially viable throughout the pandemic. This involved upskilling our staff to be able to use IT to work remotely, being flexible to offer different services such as online sessions and outreach, and introducing risk assessment and infection control procedures within the centre to allow small trial groups of clients to return to the centre in the autumn.

### Who used and benefited from our services?

The majority of clients who attended the Headway Swindon centre in 2020 live in Swindon 78, with 14 resident in North Wiltshire, and 1 in Oxfordshire. 71% of our attendees are male, reflecting national statistics on brain injury. Our service is available to all adults, with 2020 attendees' ages ranging from 23-83, and is based on an initial assessment where we gather information about their injury and how it affects them to ensure we can help the individual and that they feel comfortable in our environment.

Equal access for all people is very important for us and we take care to make everyone welcome, irrespective of protected characteristics. We welcome diversity and strive to reach all communities. We had 4 clients from the Black, Asian and minority ethnic community, including 3 for whom English is a second language. We also support one European client who doesn't speak English so we prepare work in his native language with the aid of an interpreter. The specialist requirements for assisting children preclude the charity from providing services to children with brain injury under the age of sixteen.

We are very conscious that brain injury does not only affect the individuals who attend our centre, it can also have a major impact on their families, friends and carers. We provide advice and support, through our helpline or in person, and have a resource centre full of information to help people understand the effects of brain injury. During lockdown we were contacting clients at home, which gave additional opportunity to interact with, and offer support to, families and carers.

### Public benefit

The public benefit provided by the charity is the provision of information, services and support to people with a brain injury, and their families and carers, who live in Swindon and the surrounding areas including Wiltshire, Gloucestershire, Oxfordshire and Berkshire. 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 and objectives and in planning future activities and are satisfied that the public benefit requirements are fully met. There are no private benefits made available to the charity's Trustees.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

Operational Statistics

Our ability to provide and record statistics was severely disrupted when Headway Swindon went into lockdown in March 2020 due to the Covid-19 pandemic. Our regular centre-based sessions were quickly replaced with wellbeing calls, activity packs and virtual groups that were constantly changing as the situation evolved.

The number of clients engaging with the service stayed fairly flat throughout 2020, with the number averaging at 85.5. We had 34 new referrals in 2020. The majority of referrals came from health and social care professionals and other Headway groups, with the remainder being self-referral or enquiry from a family member or carer.

Client Activities

When lockdown was announced we immediately started to look at new ways to support our clients whilst the centre was closed and face to face contact prohibited.

During the first 3 months of lock down we created and delivered 451 bespoke cognitive work and art packs to clients isolating at home and provided 135 hours of video sessions. Many hours of well-being calls and support were provided to calm and comfort clients who were anxious. Our rehabilitation team had to adapt the way they were working to suit a variety of complex disabilities, including emergency shopping and medication deliveries where needed. In addition to learning how to use technology themselves, the team also had to teach clients how to access our virtual sessions using Microsoft Teams and WhatsApp. Funding bids were required to be able to provide vital technology to both staff working from home and clients without means to join sessions. Many clients are digitally excluded so tablets were purchased for clients, which reduced feelings of isolation and loneliness.

A survey was conducted in August to get feedback on our remote service and evaluate interest in new activities. The aim was to increase the services and participation, with a focus on how to engage with the harder to reach clients. As a result of this our services became more focused and client led towards their goals. Structured video calls through Microsoft Teams provided sessions on memory, fine motor skills and speech and language.

We worked with Public Health England to risk assess our activities, especially when we started some face to face sessions in the autumn. We started trialling some small groups in the centre and did some doorstep home visits and walks with clients. Our "Next Chapter" group were supported to film and edit a short clip showing other clients and visitors what the centre looked like with Covid measures in place to both reassure and prepare people to return. We liaised with local companies to acquire donations of PPE stocks.

We discovered that we were spending many hours supporting carers and family through this time as many would now have taken on more caring responsibilities as support groups were closed. Many had not been able to gain any support from professional services due to closures.

All our clients have a care plan and are working on individual goals that are agreed to help on a path to relearning skills and gaining greater independence and we were able to adapt this process to reflect the services we were able to deliver in a pandemic.

During 2020 we have kept in contact with many organisations to make them aware that we remained open when many services closed. We continued to produce our newsletter and we were extremely active on social media to inform people of services provided, keeping in touch and providing information and guidance to the community.

## FINANCIAL REVIEW

### Financial position

Operational Income

The majority of our income comes from the daily rate that we charge clients to attend the centre, the majority of whom are supported by social services. We also receive an annual grant of £32,200 from Swindon Borough Council (SBC) towards the infrastructure that is required to support all Swindon residents.

When the centre was forced to close we were supported by SBC's Covid relief fund for 6-7 months to continue to support our clients in different ways. We would like to thank the council for their support during this challenging time. As a result, the income from our services only suffered an £18,245 reduction in 2020.

Fundraising

We were able to apply for a number of Covid related grants and therefore our income from grants increased from £41,984 to £71,023. Our income dropped when the SBC relief funding was no longer available, and with the pandemic continuing into 2021 we anticipate further reductions in income going forward, with fewer funding opportunities available.

Our income from donations and fundraising events reduced from £35,266 to £20,423 as events were cancelled and fundraising plans put on hold.

As always, the Trustees are very grateful to those who support Headway Swindon & District in work that is widely acknowledged to be necessary. Donations make all the difference to our clients.

Operational costs

Expenditure increased from £384,268 to £395,464 in line with the growth of our service. Our largest expense is staffing costs which reduced very slightly from £273,607 in 2019 to £269,626 in 2020. The saving came from our training budget as some face to face training was suspended.

The rent will be subject to a 5-year rent review, next due in October 2025, in line with local market rates. The expected cost for building dilapidations are being written off over 10 years.

Performance review

The financial outcome for the year was a surplus of £15,722. This was due to our successful application for Covid-19 emergency funding, much of which will support the charity through 2021.

### Reserves policy

Reserves are reviewed periodically to ensure that, as far as possible, they are maintained at a level that will enable the service to continue for a period of approximately twelve months following a cessation or diminution of current income. The reserves policy also considers the financial commitment arising from the terms of the lease that Headway Swindon and District has entered into in respect of its new premises. Reserves also need to be built so that if we cannot stay and refurbish our current premises at lease end in 2030 the charity will have sufficient reserves to fund another move and refurbishment project. £80,000 has been set aside so far towards refurbishment, repairs and/or dilapidations costs. Reserves in 2020 represent around 10 months running cost and the trustees continue to focus on increasing reserves in line with the reserves policy of 12 months whilst understanding the very challenging financial environment in which the charity is operating.

## FUTURE PLANS

The main focus for 2021 is to prepare for a renegotiation of our contract with Swindon Borough Council resulting in a new contract to be awarded in December. This is likely to be a competitive tender situation however there are national plans to merge health and social care in England, and to overhaul the commissioning system. At the time of writing we do not have any visibility of how this could affect us.

We aim to secure some more funding to further develop our CRM database. The initial project designed a system to monitor our traditional centre-based service. As a result of the pandemic our service has changed dramatically and we now need a database that can cope with a far more flexible and adaptable service provision.

We were able to benefit from government schemes and Covid-19 relief grants in 2020 that enabled us to deliver a good financial result. 2021 is more challenging as we anticipate client income to be down while clients are unable to return to face to face services, and the Covid-19 support schemes and grants are being reduced or withdrawn. We will be focused on how we can increase our income and minimise our costs whilst still meeting the needs of our highly vulnerable client group.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

Headway Swindon is a company limited by guarantee (number 2665296), incorporated in November 1991, and registered as a charity (number 1021036) in May 1993. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In event of the company being wound up members are required to contribute an amount not exceeding £1.

### Recruitment and appointment of new trustees

Recruitment and appointment of the Management Committee

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity. In 2019 Neil Sharland, Anna Cole and Ian Reynolds retired and were re-elected to the committee.
The trustees undertake a skills audit to ensure that collectively they have sufficient expertise and experience to ensure the charity is managed effectively.

Trustee Induction and Training

Trustees are familiar with the practical work of the charity having been encouraged to spend time in the centre interacting with clients and staff. Training for trustees is advertised and new trustees encouraged to attend courses offered by organisations such as Voluntary Action Swindon and Wiltshire Community Foundation.

New trustees spend time with the Chair of the Management Committee to understand their role and responsibilities, the governing documents, the charity's financial position and its business plan. They are also encouraged to read the Charity Commission's guide "The Essential Trustee".

On appointment the trustees sign a declaration of eligibility, a code of conduct, a confidentiality agreement, complete a conflict of interest form, a skills evaluation, and undertake an enhanced DBS check.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Organisational structure

Headway Swindon is affiliated to Headway the brain injury association, a registered charity (number 1025852).

Headway Swindon has a Management Committee of 6 members who meet every 3 months and are responsible for the strategic direction and financial oversight of the charity. A finance sub-committee of trustees plus the Chief Executive Officer meet as and when appropriate (a minimum of twice a year).

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive Officer together with the Service Development Manager. The Chief Executive Officer is responsible for ensuring that charity delivers the services specified, key performance indicators are met and requirements of funders are fulfilled. They manage the staff team and ensure adequate training and development opportunities are provided. The Service Development Manager supports the day to day operation of the centre and look at the introduction of new grant funded projects and services.

### Related parties

Headway Swindon and District has no related parties transactions.

### Risk management

The Management Committee, together with the Chief Executive, have established a risk register for the charity that is reviewed at least annually. Where possible systems or procedures have been established to mitigate these risks. Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, clients and visitors to the centre. Adherence to the Headway UK Governance and Service Standards, audited annually, ensures that we consistently deliver a quality service.

## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered Company number

02665296 (England and Wales)

### Registered Charity number

1021036

### Registered office

Ground Floor, Avocet House
The Dorcan Complex, Faraday Road
Dorcan
SWINDON
Wiltshire
SN3 5HQ

### Trustees

The trustees serving during the year and since the year end were as follows:

Mrs A K Cole - resigned 15 September 2020
Mr A N Hill - resigned 14 February 2020
Mr I J M Reynolds
Mr S Brazington
Mr D Green
Mr N Sharland

### Company Secretary

Mr D Green

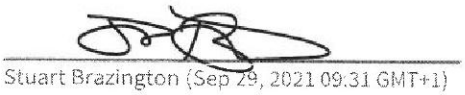
## REFERENCE AND ADMINISTRATIVE DETAILS

**Independent Examiner**
Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

**Bankers**
CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

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

Approved by order of the board of trustees on 20 September 2021 and signed on its behalf by:



Stuart Brazington (Sep 29, 2021 09:31 GMT+1)

Mr S Brazington - Trustee

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY SWINDON AND DISTRICT

**Independent examiner's report to the trustees of Headway Swindon and District ('the Company')**
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

**Responsibilities and basis of report**
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

**Independent examiner's statement**
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Association of Chartered Certified Accountants which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I. Sumbler.

Mr I Sumbler FCCA
Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

Date: 29.09.2021

**HEADWAY SWINDON AND DISTRICT**

**STATEMENT OF FINANCIAL ACTIVITIES**
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**
**FOR THE YEAR ENDED 31 DECEMBER 2020**

| | Notes | Unrestricted funds £ | Restricted funds £ | **2020 Total funds £** | 2019 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | | **17,477** | - | **17,477** | 29,459 |
| **Charitable activities** | 5 | | | | |
| Charitable Community | | **355,624** | **5,000** | **360,624** | 377,440 |
| Fundraising Grants | | **8,000** | - | **8,000** | 9,284 |
| Covid-19 Grants | | **5,705** | **16,270** | **21,975** | - |
| Fundraising activities | 3 | **2,946** | - | **2,946** | 5,807 |
| Investment income | 4 | **164** | - | **164** | 237 |
| **Total** | | **389,916** | **21,270** | **411,186** | 422,227 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | | | | | |
| Charitable Community | | **384,416** | **11,048** | **395,464** | 384,268 |
| **NET INCOME** | | **5,500** | **10,222** | **15,722** | 37,959 |
| **RECONCILIATION OF FUNDS** | | | | | |
| **Total funds brought forward** | | **364,560** | **6,551** | **371,111** | 333,152 |
| **TOTAL FUNDS CARRIED FORWARD** | | **370,060** | **16,773** | **386,833** | 371,111 |

The notes form part of these financial

## HEADWAY SWINDON AND DISTRICT

## STATEMENT OF FINANCIAL POSITION
## 31 DECEMBER 2020

| | Notes | Unrestricted funds £ | Restricted funds £ | **2020 Total funds £** | 2019 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 11 | **134,777** | **9,878** | **144,655** | 150,108 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 12 | **39,615** | - | **39,615** | 65,273 |
| Cash at bank and in hand | | **286,367** | **18,075** | **304,442** | 239,917 |
| | | **325,982** | **18,075** | **344,057** | 305,190 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 13 | **(10,698)** | **(11,181)** | **(21,879)** | (17,187) |
| **NET CURRENT ASSETS** | | **315,284** | **6,894** | **322,178** | 288,003 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | **450,061** | **16,772** | **466,833** | 438,111 |
| **PROVISIONS FOR LIABILITIES** | 15 | **(80,000)** | - | **(80,000)** | (67,000) |
| **NET ASSETS** | | **370,061** | **16,772** | **386,833** | 371,111 |
| **FUNDS** | 16 | | | | |
| Unrestricted funds | | | | **370,061** | 364,560 |
| Restricted funds | | | | **16,772** | 6,551 |
| **TOTAL FUNDS** | | | | **386,833** | 371,111 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements 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 charitable company.

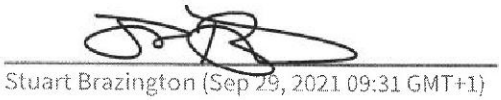
The notes form part of these financial statements



continued...

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

The financial statements were approved by the Board of Trustees and authorised for issue on 20 September 2021 and were signed on its behalf by:



Stuart Brazington (Sep 29, 2021 09:31 GMT+1)

Mr S Brazington - Trustee

## 1. CHARITY INFORMATION

The charity is incorporated, limited by guarantee and registered at the Charity Commission for England & Wales.

The registered office is Avocet House, The Dorcan Complex, Faraday Road, Swindon, SN3 5HQ.

These financial statements are presented in British Pounds (GBP), which is the charity's functional and presentational currency.

## 2. ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Government grants**

During the year, the charity became eligible for a grants under the Coronavirus Job Retention Scheme (CJRS), Wiltshire Community Foundation and Swindon Borough Council Infection Control Grant . The total amount receivable of £21,975 has been accounted for on an accruals basis.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Improvements to property | - Over the term of the lease |
| Fixtures and fittings | - 15% on reducing balance |
| Computer equipment | - 25% on cost |

**Taxation**

The charity is exempt from corporation tax on its charitable activities.



continued...

2. **ACCOUNTING POLICIES - continued**

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Financial instruments**

Short term other debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Short term trade creditors are measured at the transaction price. Other financial liabilities, including loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

3. **FUNDRAISING ACTIVITIES**

| | **2020** | 2019 |
|---|---|---|
| | **£** | £ |
| Fundraising events | **2,946** | 5,807 |

4. **INVESTMENT INCOME**

| | **2020** | 2019 |
|---|---|---|
| | **£** | £ |
| Deposit account interest | **164** | 237 |



continued...

## 5. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 2020 £ | 2019 £ |
|---|---|---|---|
| Client funding | Charitable Community | **317,492** | 335,737 |
| Daily client contributions | Charitable Community | **2,084** | 9,003 |
| Grants | Charitable Community | **41,048** | 32,700 |
| Grants | Fundraising Grants | **8,000** | 9,284 |
| Grants | Covid-19 Grants | **21,975** | - |
| | | **390,599** | 386,724 |

Grants received, included in the above, are as follows:

| | 2020 £ | 2019 £ |
|---|---|---|
| Local authority services | **40,882** | 32,700 |
| Voluntary sector grants | **30,141** | 9,284 |
| | **71,023** | 41,984 |

## 6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2020 £ | 2019 £ |
|---|---|---|
| Depreciation - owned assets | **17,948** | 16,680 |

## 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2019 nor for the year ended 31st December 2018.

## 8. STAFF COSTS

The average monthly number of employees during the year was as follows:

| | 2020 | 2019 |
|---|---|---|
| Charitable activities | **15** | 15 |

No employees received emoluments in excess of £60,000.

No employees received a salary in excess of £60,000.



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## 9. INDEPENDENT EXAMINERS FEES

| | 2020 | 2019 |
|---|---|---|
| | £ | £ |
| Statutory accounts production & external scrutiny | **1,620** | 1,440 |
| | **1,620** | 1,440 |

## 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds | Restricted funds | Total funds |
|---|---|---|---|
| | £ | £ | £ |
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 29,459 | - | 29,459 |
| **Charitable activities** | | | |
| Charitable Community | 377,440 | - | 377,440 |
| Fundraising Grants | 4,642 | 4,642 | 9,284 |
| Fundraising activities | 5,807 | - | 5,807 |
| Investment income | 237 | - | 237 |
| **Total** | 417,585 | 4,642 | 422,227 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| Charitable Community | 380,846 | 3,422 | 384,268 |
| **NET INCOME** | 36,739 | 1,220 | 37,959 |
| **RECONCILIATION OF FUNDS** | | | |
| **Total funds brought forward** | 327,821 | 5,331 | 333,152 |
| **TOTAL FUNDS CARRIED FORWARD** | 364,560 | 6,551 | 371,111 |



continued...

## 11. TANGIBLE FIXED ASSETS

| | Improvements to property £ | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 January 2020 | **169,881** | **21,505** | **15,948** | **207,334** |
| Additions | **-** | **1,504** | **10,991** | **12,495** |
| At 31 December 2020 | **169,881** | **23,009** | **26,939** | **219,829** |
| **DEPRECIATION** | | | | |
| At 1 January 2020 | **39,000** | **7,409** | **10,817** | **57,226** |
| Charge for year | **13,000** | **2,167** | **2,781** | **17,948** |
| At 31 December 2020 | **52,000** | **9,576** | **13,598** | **75,174** |
| **NET BOOK VALUE** | | | | |
| At 31 December 2020 | **117,881** | **13,433** | **13,341** | **144,655** |
| At 31 December 2019 | **130,881** | **14,096** | **5,131** | **150,108** |

## 12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2020 £ | 2019 £ |
|---|---|---|
| Other debtors | **22,886** | 47,596 |
| Prepayments and accrued income | **16,729** | 17,677 |
| | **39,615** | 65,273 |

## 13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2020 £ | 2019 £ |
|---|---|---|
| Trade creditors | **6,106** | 3,689 |
| Social security and other taxes | **990** | 3,651 |
| Accruals and deferred income | **14,783** | 9,847 |
| | **21,879** | 17,187 |

## 14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2020 £ | 2019 £ |
|---|---|---|
| Within one year | **31,660** | 31,660 |
| Between one and five years | **126,640** | 126,640 |
| In more than five years | **155,658** | 187,317 |
| | **313,958** | 345,617 |



continued...

15. **PROVISIONS FOR LIABILITIES**

Dilapidations
A further £10,000 provision has been made, in addition to last year to bring the total provision as at 31 December 2020 to £60,000. This is to reflect the need for a dilapidations provision on the premises at Faraday Road Dorcan to be built up over 10 years.

Redecoration
A further provision of £3,000 has been made, in addition to last year to bring the total provision as at 31 December 2020 to £12,000. This is to reflect the need to carry out decoration and replacement floor covering throughout the facility before the end of the lease term. This is in addition to any dilapidation costs that might also be incurred, and this is being built up over the same time frame.

Roof Repairs
It is anticipated that there will be a pro rata share of roof repairs likely to be required before the end of the lease term. A provision of £8,000 was made in 2017 in full to reflect the potential liability arising.

16. **MOVEMENT IN FUNDS**

| | At 1.1.20 £ | Net movement in funds £ | At 31.12.20 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | **364,560** | **5,501** | **370,061** |
| **Restricted funds** | | | |
| Respite Care | **490** | **-** | **490** |
| Big Lottery Fund | **235** | **(34)** | **201** |
| Wiltshire Community Foundation | **3,566** | **1,817** | **5,383** |
| Co-op Community Grant 2017 | **1,273** | **(196)** | **1,077** |
| National Lottery Cook Book 2019 | **987** | **4,844** | **5,831** |
| National Lottery Community Fund | **-** | **3,790** | **3,790** |
| | **6,551** | **10,221** | **16,772** |
| **TOTAL FUNDS** | **371,111** | **15,722** | **386,833** |



continued...

16. **MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | **389,916** | **(384,415)** | **5,501** |
| General fund | | | |
| **Restricted funds** | **-** | **(34)** | **(34)** |
| Big Lottery Fund | **4,000** | **(2,183)** | **1,817** |
| Wiltshire Community Foundation | **-** | **(196)** | **(196)** |
| Co-op Community Grant 2017 | **5,000** | **(156)** | **4,844** |
| National Lottery Cook Book 2019 | **7,270** | **(3,480)** | **3,790** |
| National Lottery Community Fund | **5,000** | **(5,000)** | **-** |
| Edward Gostling - salaries | | | |
| | **21,270** | **(11,049)** | **10,221** |
| **TOTAL FUNDS** | **411,186** | **(395,464)** | **15,722** |

**Comparatives for movement in funds**

| | At 1.1.19 £ | Net movement in funds £ | At 31.12.19 £ |
|---|---|---|---|
| **Unrestricted funds** | 327,821 | 36,739 | 364,560 |
| General fund | | | |
| **Restricted funds** | 490 | - | 490 |
| Respite Care | 277 | (42) | 235 |
| Big Lottery Fund | 3,068 | 498 | 3,566 |
| Wiltshire Community Foundation | 1,496 | (223) | 1,273 |
| Co-op Community Grant 2017 | - | 987 | 987 |
| National Lottery Cook Book 2019 | | | |
| | 5,331 | 1,220 | 6,551 |
| **TOTAL FUNDS** | 333,152 | 37,959 | 371,111 |



continued...

16. **MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 417,585 | (380,846) | 36,739 |
| **Restricted funds** | | | |
| Big Lottery Fund | - | (42) | (42) |
| Wiltshire Community Foundation | 3,333 | (2,835) | 498 |
| Co-op Community Grant 2017 | - | (223) | (223) |
| National Lottery Cook Book 2019 | 1,309 | (322) | 987 |
| | 4,642 | (3,422) | 1,220 |
| **TOTAL FUNDS** | 422,227 | (384,268) | 37,959 |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.1.19 £ | Net movement in funds £ | At 31.12.20 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 327,821 | 42,240 | 370,061 |
| **Restricted funds** | | | |
| Respite Care | 490 | - | 490 |
| Big Lottery Fund | 277 | (76) | 201 |
| Wiltshire Community Foundation | 3,068 | 2,315 | 5,383 |
| Co-op Community Grant 2017 | 1,496 | (419) | 1,077 |
| National Lottery Cook Book 2019 | - | 5,831 | 5,831 |
| National Lottery Community Fund | - | 3,790 | 3,790 |
| | 5,331 | 11,441 | 16,772 |
| **TOTAL FUNDS** | 333,152 | 53,681 | 386,833 |



continued...

16. **MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 807,501 | (765,261) | 42,240 |
| **Restricted funds** | | | |
| Big Lottery Fund | - | (76) | (76) |
| Wiltshire Community Foundation | 7,333 | (5,018) | 2,315 |
| Co-op Community Grant 2017 | - | (419) | (419) |
| National Lottery Cook Book 2019 | 6,309 | (478) | 5,831 |
| National Lottery Community Fund | 7,270 | (3,480) | 3,790 |
| Edward Gostling - salaries | 5,000 | (5,000) | - |
| | 25,912 | (14,471) | 11,441 |
| **TOTAL FUNDS** | 833,413 | (779,732) | 53,681 |

| **Fund name** | **Purpose and restriction** |
|---|---|
| Respite care | To provide respite for those suffering from brain injuries, and their families and carers, at the trustees' discretion. |
| Big Lottery Fund | To provide therapeutic activities. This figure represents remaining IT asset value. |
| Wiltshire Community Foundation | To provide an occupational therapist service and related equipment for the centre. The reported figure represents remaining asset value |
| Co-op Community Grant | To provide chairs for clients to use in the main centre. The reported figure represents remaining asset value. |
| National Lottery Cook Book 2019 | To design and produce a cook book that is specifically tailored for brain injury survivors. This includes investment in a laptop. |

17. **RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2020.

18. **COMPANY LIMITED BY GUARANTEE**

The company is limited by the guarantee of the members. The liability of the members is limited to £1 upon the winding up of the company.