

**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**  
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**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**HEADWAY SWINDON AND DISTRICT**  
**REPORT OF THE TRUSTEES**  
**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.

**HEADWAY SWINDON AND DISTRICT**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**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.



**HEADWAY SWINDON AND DISTRICT**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**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 through 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.

**HEADWAY SWINDON AND DISTRICT**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**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.



**HEADWAY SWINDON AND DISTRICT**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**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".

**HEADWAY SWINDON AND DISTRICT**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**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



**HEADWAY SWINDON AND DISTRICT**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**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 14<sup>th</sup> September 2022 and signed on its behalf by:



.....  
Mr S Brazington - Trustee

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

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

The notes form part of these financial statements



# HEADWAY SWINDON AND DISTRICT

## STATEMENT OF FINANCIAL POSITION 31 DECEMBER 2021

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

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

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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.


**HEADWAY SWINDON AND DISTRICT**

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

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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 14 September 2022 and were signed on its behalf by:

A handwritten signature in black ink, appearing to be 'S Brazington', written over a dotted line.

Mr S Brazington - Trustee

**HEADWAY SWINDON AND DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**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.



# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 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	<u>4,870</u>	<u>2,946</u>

### 4. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>25</u>	<u>164</u>

### 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
		<u>348,188</u>	<u>390,599</u>

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

	2021	2020
	£	£
Local authority services	53,326	8,848
Voluntary sector grants	-	29,975
	<u>53,326</u>	<u>38,823</u>

### 6. NET INCOME/(EXPENDITURE)

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

	2021	2020
	£	£
Depreciation - owned assets	4,911	17,346
Computer software amortisation	<u>2,237</u>	<u>602</u>

**HEADWAY SWINDON AND DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**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:

	<b>2021</b>	2020
	<b>15</b>	15
Charitable activities	<u>15</u>	<u>15</u>

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

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

**9. INDEPENDENT EXAMINERS FEES**

	<b>2021</b>	2020
	<b>£</b>	£
Statutory accounts production & external scrutiny	<b>1,890</b>	1,746
	<u><b>1,890</b></u>	<u>1,746</u>

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	17,477	-	17,477
<b>Charitable activities</b>			
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
<b>Total</b>	<u>389,916</u>	<u>21,270</u>	<u>411,186</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable Community	384,416	11,048	395,464
<b>NET INCOME</b>	<u>5,500</u>	<u>10,222</u>	<u>15,722</u>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	364,560	6,551	371,111

# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

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

	Unrestricted funds £	Restricted funds £	Total funds £
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>370,060</u>	<u>16,773</u>	<u>386,833</u>

### 11. INTANGIBLE FIXED ASSETS

	Computer software £
<b>COST</b>	
At 1 January 2021	<u>5,760</u>
Additions	<u>5,000</u>
At 31 December 2021	<u>10,760</u>
<b>AMORTISATION</b>	
At 1 January 2021	<u>602</u>
Charge for year	<u>2,237</u>
At 31 December 2021	<u>2,839</u>
<b>NET BOOK VALUE</b>	
At 31 December 2021	<u>7,921</u>
At 31 December 2020	<u>5,158</u>

### 12. TANGIBLE FIXED ASSETS

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



# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

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

	2021	2020
	£	£
Other debtors	20,042	22,886
Prepayments and accrued income	17,466	16,729
	<u>37,508</u>	<u>39,615</u>

### 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
	<u>8,756</u>	<u>21,879</u>

### 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
	<u>282,298</u>	<u>313,958</u>

### 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.

# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 17. MOVEMENT IN FUNDS

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
<b>Unrestricted funds</b>			
General fund	370,061	(660)	369,401
<b>Restricted funds</b>			
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
	<u>16,772</u>	<u>(743)</u>	<u>16,029</u>
<b>TOTAL FUNDS</b>	<u>386,833</u>	<u>(1,403)</u>	<u>385,430</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	317,474	(318,134)	(660)
<b>Restricted funds</b>			
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
	<u>49,180</u>	<u>(49,923)</u>	<u>(743)</u>
<b>TOTAL FUNDS</b>	<u>366,654</u>	<u>(368,057)</u>	<u>(1,403)</u>

# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 17. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
<b>Unrestricted funds</b>			
General fund	364,560	5,501	370,061
<b>Restricted funds</b>			
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
	<u>6,551</u>	<u>10,221</u>	<u>16,772</u>
<b>TOTAL FUNDS</b>	<u>371,111</u>	<u>15,722</u>	<u>386,833</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	389,916	(384,415)	5,501
<b>Restricted funds</b>			
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)	-
	<u>21,270</u>	<u>(11,049)</u>	<u>10,221</u>
<b>TOTAL FUNDS</b>	<u>411,186</u>	<u>(395,464)</u>	<u>15,722</u>



# HEADWAY SWINDON AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 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 £
<b>Unrestricted funds</b>			
General fund	364,560	4,841	369,401
<b>Restricted funds</b>			
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
	<u>6,551</u>	<u>9,478</u>	<u>16,029</u>
<b>TOTAL FUNDS</b>	<u>371,111</u>	<u>14,319</u>	<u>385,430</u>

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 £
<b>Unrestricted funds</b>			
General fund	707,390	(702,549)	4,841
<b>Restricted funds</b>			
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
	<u>70,450</u>	<u>(60,972)</u>	<u>9,478</u>
<b>TOTAL FUNDS</b>	<u>777,840</u>	<u>(763,521)</u>	<u>14,319</u>

## HEADWAY SWINDON AND DISTRICT

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

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#### 17. MOVEMENT IN FUNDS - continued

<b>Fund name</b>	<b>Purpose and restriction</b>
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.

**HEADWAY SWINDON AND DISTRICT**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021 £	2020 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	13,571	13,068
Legacies	-	4,409
	<b>13,571</b>	17,477
<b>Fundraising activities</b>		
Fundraising events	4,870	2,946
<b>Investment income</b>		
Deposit account interest	25	164
<b>Charitable activities</b>		
Client funding	261,115	317,492
Daily client contributions	1,547	2,084
Contract payment	32,200	32,200
Grants	53,326	38,823
	<b>348,188</b>	390,599
<b>Total incoming resources</b>	<b>366,654</b>	411,186
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
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
	<b>251,799</b>	250,373
<b>Support costs</b>		
<b>Management</b>		
Training costs	1,241	546
<b>Finance</b>		
Bank charges	201	60
Bad debts	449	-
Amortisation of intangible fixed assets	1,237	-
Depreciation of tangible fixed assets	5,911	17,948
	<b>7,798</b>	18,008
<b>Governance costs</b>		
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

This page does not form part of the statutory financial statements

**HEADWAY SWINDON AND DISTRICT**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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