

HEADWAY CARDIFF AND SOUTH EAST WALES

England & Wales · Charity number 1063221

Details

Other names	HEADWAY CARDIFF
Status	Registered
Legal form	Charitable company
Company number	03331865
Registered	1997-07-05
Register	View on the Charity Commission register

Contact

Address Headway Cardiff and South East Wales
University Hospital Llandough
Penlan Road
Llandough
Penarth
South Gl

Phone 02920577707

Email info@headwaycardiff.org.uk

Website <https://headwaycardiff.com>

Activities

Objects: TO PROVIDE SERVICES AND FACILITIES WITH A VIEW TO THE REHABILITATION AND RELIEF FROM THEIR DISABILITIES OF PERSONS WHO HAVE SUFFERED HEAD INJURIES OR BRAIN DAMAGE AND WHO ARE RECEIVING OR HAVE RECEIVED MEDICAL TREATMENT FOR THOSE INJURIES OR DAMAGE, TO PROVIDE INFORMATION AND SUPPORT FOR THE FAMILIES AND CARERS OF SUCH PERSONS AND TO INCREASE PUBLIC AWARENESS AND UNDERSTANDING OF HEAD INJURIES OR BRAIN DAMAGE AND THEIR AFFECTS.

Activities: We provide support and services to people with an acquired brain injury, their families and carers in south east Wales.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** IN PRACTICE CARDIFF
- Blaenau Gwent
- Bridgend
- Caerphilly
- Cardiff
- Monmouthshire
- Neath Port Talbot
- Newport City
- Rhondda Cynon Taff
- Torfaen
- Vale Of Glamorgan

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£541,861	£496,788	£782,916	15
2024-03-31	£656,134	£472,908	£737,843	13
2023-03-31	£444,831	£382,917	-	-
2022-03-31	£321,527	£333,539	-	-
2021-03-31	£359,366	£285,019	-	-

Trustees

Name	Role	Appointed
Angela Mayle		2024-11-18
Anna Chris-Marie Niemela-Skidmore		2026-01-19
Cari Sowden-Taylor		2022-03-21
Clive Brown		2023-05-15
Ian Francis Cranidge		2025-04-14
JEFF MAYLE		
Jason Lloyd		2026-01-02
Joanna Mary Pickford		2017-06-01
Sarah Ann Jones		2020-03-23
Victoria Jayne Richards		2014-02-24

HEADWAY CARDIFF AND SOUTH EAST WALES

England & Wales - Charity number 1063221

Accounts

Company registration number: 03331865

Charity registration number: 1063221

Headway Cardiff and South East Wales

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

HSJ Accountants Ltd
Severn House
Hazell Drive
Newport
South Wales
NP10 8FY

Headway Cardiff and South East Wales

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Headway Cardiff and South East Wales

Strategic Report for the Year Ended 31 March 2025

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 March 2025, in compliance with s414C of the Companies Act 2006.

Chair's Report

I'm delighted to provide an update in respect of the last year at Headway Cardiff and South East Wales.

Each year our aim is to effectively support as many people affected by acquired brain injury in our community as possible. This year, we are proud to have supported 571 people.

We offered a varied and engaging programme at our Independence and Wellbeing Centre through external gentle exercise, music therapy, Rubicon Dance as well as imaginative and creative sessions designed by our in-house team. We ventured beyond the centre with trips including visits to local sports, climbing and 10 Pin Bowling centres, St Fagans National Museum of Wales and on the Willow Trust canal boat. 120 people have been supported through the centre.

We recognise the impact that brain injury has on families and were delighted that continuation of Welsh Government Amser Funding from the Carers Trust enabled us to run our monthly Family and Friends Group. In addition, the funding allowed us to offer: lifestyle eat vouchers; meals out; trips to Cardiff Bay, the National Botanical Gardens; and shows at the Millenium Centre. We have supported a total of 202 carers during the year.

There has continued to be demand for our one-to-one support services which has resulted in 22 people accessing counselling sessions, and 398 people were provided with our Information and Outreach Service, including help with welfare benefits.

We try to ensure that our services are accessible to people wherever they live in our community with walking/wheeling groups at four different parks in South Wales, which 85 people have taken part in, and through our Independence and Wellbeing centre in Hawthorn, Rhondda Cynon Taf and High Cross, Newport.

We are grateful to all our loyal fundraisers and supporters who provide us with security for our future, in particular: Hugh James for their generous and substantial sponsorship towards both our Information and Outreach Officer posts; Aneurin Bevan University Health Board for funding towards our Gwent Information and Outreach Officer post; Case Management Cymru for sponsorship of our accommodation for our Rhondda Cynon Taff Independence and Wellbeing Session, the numerous companies who have provided sponsorship for our Annual Ball and Afternoon Tea events, and Cardiff and Vale University Health Board for their continued provision of accommodation and utilities.

Thank you also to our corporate supporters, and individuals who help by giving their time and resources to take on challenges, running events to fundraise or donate, and in particular, thank you to our fundraising committee, Chris Case and the Headway Select XV rugby team for all their efforts in raising awareness of Headway Cardiff and South East Wales and for the significant money they have helped to raise.

I'd like to give special thanks to Rebecca Pearce (CEO) and Lisa Lambly (Director of Services) for leading a wonderful and passionate group of staff and volunteers on a daily basis. They are the backbone of this fantastic charity.

Headway Cardiff and South East Wales

Strategic Report for the Year Ended 31 March 2025

We are fortunate that our Trustee, staff and volunteer teams combine expertise and professionalism of experience alongside the energy and enthusiasm of those just starting out their careers. With this sure foundation, we look forward to continuing to expand and develop to meet the future needs of our service users.

The strategic report was approved by the trustees of the charity on 15 September 2025 and signed on its behalf by:

A handwritten signature in black ink, consisting of a stylized, cursive 'C' followed by a long horizontal line that tapers to the right.

Ms C Sowden-Taylor
Chairman and Trustee

Headway Cardiff and South East Wales

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2025.

Objectives and activities

Principal objectives of the charity to:

- increase awareness and understanding of ABI and its consequences;
- provide information and support for people with ABI, their families and carers and professional people;
- promote improved approaches to brain injury screening, acute care, assessment, rehabilitation and community reintegration
- assist people with ABI to maximise their independence;
- support those with ABI so that they can attain the highest possible quality of life.

Principal activities of the charity

Information and Outreach Service

Our 2.8 Information & Outreach Officers liaise with professionals, acting as our referral point, providing the following one-to-one support to around 450 people with brain injuries and their families a year:

- information;
- signposting;
- emotional support;
- practical assistance including help to access individual grants;
- help to apply for Welfare Benefits and to appeal decisions;
- support to access external opportunities such as education, training, volunteering and employment.

Counselling Service

Our trained and registered volunteer and freelance counsellors provide weekly sessions to individuals and their families to help them to come to terms with, and cope with, some of the difficulties they are having because of acquired brain injury.

Social and Activity Groups

Our staff, supported by placement students and volunteers, run 4 weekly community walking/wheeling groups, and a monthly family and carers support group, providing peer-to-peer support to enable people to develop their networks and avoid isolation.

Independence and Wellbeing Centre

Our 4.7 Independence & Wellbeing staff team, and volunteers and placement Psychology students, co-ordinate a 5 day-a-week Independence and Wellbeing Centre, aiming to meet people with ABI's social and emotional needs. The sessions offer a programme of activity, and a safe and supportive environment, in which people requiring more intensive, structured support can practice, maintain, and develop their skills and independence while benefiting from peer-to-peer support. There is a charge for this service, often subsidised by Social and Health Services.

Headway Cardiff and South East Wales

Trustees' Report

Information and Training Services

Information and training on acquired brain injury can be provided for paid and unpaid carers, social workers and professionals working with people with ABI.

We also give talks to community organisations to raise awareness of the issues surrounding ABI and the work of our charity (e.g., Rotary Clubs, Church groups and schools).

Volunteering

Headway Cardiff and South East Wales relies on volunteers and placement Psychology students to enhance its Independence and Wellbeing Centre and community Groups. They provide one-to-one time with service users as well as planning and facilitating group activities such as discussions, quizzes, and games. They provide practical support with preparing refreshments and setting up and clearing away after sessions. Volunteers also assist with fundraising and with the management of our organisation through our Board of Trustees.

Our volunteers are made up of loyal, long-serving volunteers as well as students and young people wishing to contribute to the organisation, whilst developing their experience and skills. Often, they move on to occupations in health or social care, bringing with them the understanding of acquired brain injury and Headway Cardiff and South East Wales gained.

All volunteers go through a selection, induction, and training process, and are disclosure barring and reference checked.

60 individuals volunteered for the charity, including 15 Psychology Placement Students, in total contributing 6,809 hours to the charity.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the objectives they have set.

Headway Cardiff and South East Wales

Trustees' Report

Achievements and performance

Independence and Wellbeing Centre

We have run 4 sessions a week from our centre in University Hospital Llandough and 1 session from Hawthorn and High Cross Community Centres respectively. Each session has targeted different needs and, including those:

- with mixed needs who benefit from some structured activities;
- with high personal care needs and complex disabilities;
- with communication issues who require a slower paced, quieter session to participate;
- who like to be self-determining and enjoy socializing with others.

120 people have participated in this service.

Community Groups

We have run 4 weekly Community Walking/Wheeling groups from: Pontcanna Fields, Cardiff; Barry Sidings, Rhondda Cynon Taff; Tredegar Park, Newport; and Pontypool Park, Torfaen and a monthly family and carers group. 54 people with brain injuries, and 31 carers, have participated in these.

Counselling Service

22 individuals benefitted from our Counselling Service, delivered by fully qualified counsellors, with specialist experience in Brain Injury.

Information and Outreach

Our Information and Outreach Service supported 353 individuals with Brain Injury, and 45 family members. Of these, 145 were new to the service. 124 people have been supported to access their benefit entitlements.

Music Therapy

Through our partnership with Nordorff Robbins, we have offered singing sessions and one-to-one Music Therapy sessions. We have expanded this to a third day. 54 individuals participated in 1:1 sessions, and 16 in weekly Zoom group sessions.

Fundraising and Communications

All internal fundraising activities are coordinated by our CEO, assisted by our Senior Administrator (Fundraising). We are fortunate that we have numerous supporters who undertake fundraising activities in aid of our charity. We make use of online giving platforms, but do not use external professional funders to fundraise on our behalf.

We are registered with the Fundraising Regulator and adhere to their standards. We have not received any complaints about our fundraising activities this year. We have Privacy, Safeguarding, Gift and Money Management Policies and Procedures to ensure vulnerable people and other members of the public are protected from unreasonably intrusive or persistent behaviour or are unduly pressured to give money or other property.

Headway Cardiff and South East Wales

Trustees' Report

We are enormously grateful to those who have supported us through grants, fundraising and giving, in particular: Cardiff and Vale University Health Board for providing us with accommodation and utilities; Hugh James for their substantial sponsorship towards both our Information and Outreach Officers; Aneurin Bevan University Health Board for funding towards our Gwent Information and Outreach Officer post; and Case Management Cymru for sponsorship to cover room rental for our Hawthorn/Highcross Independence and Wellbeing sessions.

We are grateful for grants from: Carers Trust Wales, Gwent Voluntary Service, Jenour Foundation and to the following companies for corporate sponsorship towards events: Hugh James, Slater and Gordon, JCP Solicitors, Case Management Cymru, 30 Park Place. New Law Solicitors. Other supporters included our fundraising committee members, Anu Manda, Ellice Harding, Steve Wynne, Ehlana Penwarden, Amy Downey, Dannielle Hart, Gemma Jones, Sion Richards and Justin Evans, and their companies Hugh James, Case Management Cymru, Irwin Mitchell, Slater and Gordon Lawyers, Thompsons, and Ward Solicitors.

Some of the many other individuals and companies who we are indebted to include Blues Dragon Rhythm and Blues Club, St Stephen's Monday Group, Debbie Williams and Canton Cross Vaults Pub, Chris Case and the Headway Select XV team, LexisNexis Risk Solutions and the Baxter Project, Tesco Penarth, Asda Cardiff Bay, Morrisons Cardiff Bay, Whitchurch Golf Club, BESL Group, ISG, John Ransom, Justin Evans, Jean Shlogl, Emily Hughes, Carole Withey, Jacqueline Jones, Florin Cucos, Helen Morris, Teresa Murphy, Shane Oliver, Mark Howcroft, Elaine Davies, Judith Dutton, Alma Watkins, Julie Smith, Hywel Thomas, Dot Davey, Don O'Driscoll, Joanna Mary Pickford, Angela Rankmore, Suzanne King, Hugh James team from the Cardiff Half – Cari, Anu, Ellis, Carlos, Nadia and Joel; Pat Wareham, Rebecca Large, Nick Barton, Stephen O'Connor, Simone Hughes, Ian Cranidge, Nicola Cranidge, Angela Cogan, Sue Stephens, Claire Pullman, Theresa Spuffard, David Macmorris, Alix Trask and daughters, Stephen Nicholls, Lee Saunders, Peter Cheesman, Terrence Baker, Cathryn Thomas, Scott Taylor, Bill Morse, Sean Carlsen, Emma Fairweather and daughters, Elle Brennan, Linda Tremain, Cathryn and Aled Thomas, Scott Taylor, Jan Hughes, Veronica Charles, Christina Carnell, Mckenna Davies, Sarah Vaughan, Barbara Hallet, Claire Fussey, Rhona McEwan, Rita Harrod, Alison Culverwell, Debra Pitcock, Andreas Salter, family and friends of the late Andrew Brotherton, family and friends of the late Barrie Withey, family and friends of Andrew Sanderson.

We currently have 1,892 Facebook followers, an increase of 4.6% (2023/2024: 1,808). Our Instagram account has 1,165 followers, an increase of 8.5% (2023/2024: 1075), in addition, we have 177 followers on Threads. We currently have 398 connections on our LinkedIn platform, an increase of 45% (2023/2024: 274). We have had a 3% decrease in X followers from 1,813 (2023/2024) to 1,752.

Collaboration

Working to establish links with other organisations is a priority for us. We have been fortunate to have partnered with Nordoff Robbins, Music Therapy Charity, which has significantly enhanced our services and the support we can offer to people with acquired brain injury. We have benefited from our close links through regular referrals, communication, and meetings with ward and therapy staff within Cardiff & the Vale University Health Board's Neurological wards, specialist inpatient Neurology Rehabilitation service, Community Brain Injury Team, and Community Neuro Rehabilitation Service, the Welsh Specialist Neurological Psychiatry Service and Aneurin Bevan University Health Board Community Neuro Rehabilitation Service.

Headway Cardiff and South East Wales

Trustees' Report

Financial review

The Statement of Financial Activities is set out within the financial statements. Total income amounted to £541,861 (2024: £656,134) with total expenditure at £496,788 (2024: £472,908).

Overall, this resulted in a net year end surplus of £45,073 (2024: £183,226) of which £55,127 related to unrestricted funds, with a deficit of £10,054 in restricted funds. This comprised £128,447 (2024: £281,013) from donations and legacies, £296,421 (2024: £342,479) from charitable activities (attendance fees and contracts, corporate sponsorship, and grants), and £29,389 (2024: 28,091) from other trading income (fundraising activities).

At 31 March 2025 the net assets shown on the Balance Sheet as set out within the financial statements amounted to £782,916 (2024: £737,843). The charity's Free reserves stand at £637,884 (unrestricted income of £665,170 - fixed assets of £27,286) (2024: £673,797).

The trustees are satisfied that Headway Cardiff and South East Wales has a sound financial base from which to continue to provide its services to the community.

Principal funding sources

The main sources of funding for the charity are currently by way of contracts from Social Services departments and Health Boards across South East Wales – 59% and donations, gifts and legacies – 24%. Other sources include corporate sponsorship – 7%, charitable fundraising (fundraising events, sales, and box collections) – 6%, grants – 5%.

Investment policy

The Board takes a cautious approach to investment. Currently reserves are invested in savings accounts. The best rates of interest were sought when selecting these accounts. The organisation strives to protect these reserves by distributing them over several institutions and maintain balances below the Financial Services Compensation Scheme deposit protection limit of £85,000. The company is currently in the process of moving these to an online investment platform to manage the portfolio more efficiently and effectively.

Reserves policy

In usual circumstances, the trustees consider that, on 31 March each year, the free cash reserves (unrestricted funds less designated funds and tangible fixed assets) held by the charity should broadly represent between 9 - 12 months of the ordinary ongoing expenditure. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding or a change in circumstances. A legacy of £200,000, the most generous in the charity's history, received in 2024 resulted in reserves far exceeding these levels. The Trustees have developed a plan to make the most effective use of excess reserves allocating £561,463 to designated funds.

This includes: £200,000 to development costs to include improvements to the outside area of our premises on the University Hospital Site Llandough, expanding our existing service and developing new ones and increasing staff infrastructure to support the charity effectively through its growth; £300,000 contingency for premises and utility costs because our current lease is time limited; £61,433 for redundancy liabilities.

Headway Cardiff and South East Wales

Trustees' Report

Future Plans

Our focus for 2025/2026 will be to:

- continue to develop support and social opportunities offered to carers;
- expand capacity within our Independence and Wellbeing Service in response to current demand;
- develop support for families with patients on Neuro Rehab wards;
 - Respond to growing online threats by improving cyber security;
 - Increase capacity within our Business Support function in response to business growth.
- deliver successful and profitable fundraising events.

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12 March 1997 and registered as a charity on 5 July 1997. 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 the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Headway Cardiff and South East Wales is affiliated to Headway, the brain injury association.

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law. Recruitment of new trustees is the responsibility of the existing trustees and can be through personal networks or advertising more widely. The trustees are also responsible for the election of the Charity's Chairman, Secretary and Treasurer.

Under the requirements of the Articles of Association, one third of the trustees must retire by rotation at each Annual General Meeting (AGM) and, if they are still eligible, may offer themselves for re-election at the same meeting. Clive Brown, Sarah Jones, Nicola Sinclair, Cari Sowden-Taylor, retire by rotation at the next AGM and, being eligible, offer themselves for re-election. Alison Culverwell, after over 25 years of service will retire permanently from the board. Angela Mayle was co-opted to the Board within the year and will stand for election.

The charity's role is to provide services for brain-injured people and consequently the trustees feel it is important to have at least one person who has suffered a brain injury on the board of trustees. There are currently three brain injury survivors on the Board. Two of our trustees also volunteer within our services and consequently have firsthand experience of them.

Headway Cardiff and South East Wales

Trustees' Report

Trustee induction and training

New trustees induction comprises:

- External training session on their role and responsibilities from the local Volunteer Council or Headway, the Brain Injury Association;
- An induction meeting with the CEO;
- Copies of: the Charity commission's "The Essential Trustee: What you need to know"; the Trustee Code of Conduct and Declaration, and conflicts of Interest Declaration and Policy which they are asked to sign; the Charity's Memorandum and Articles; the Annual Business Plan; the Charities Governing documents;
- The opportunity to spend time in our services.

Organisational Structure

A board of at least four trustees meets monthly to administer the Charity. During the year ended 31 March 2025, the trustees were those listed on page 15. Currently one trustee has a beneficial interest in the company as they are also a service user. All trustees give their time freely, and no trustee received remuneration in the year for undertaking the role.

The trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. Details of key management personnel benefits and any related party transactions are disclosed in notes 11 and 20 of the accounts.

At 31 March 2025 the charity employed 15 staff, details of whom are as follows:

0.9 x Chief Executive Officer (CEO) (1 post)

0.8 x Director of Services (1 post)

2.4 x Senior Independence and Wellbeing Officer (3 posts)

3.7 x Independence and Wellbeing Officer (4 posts)

2.8 x Information and Outreach Officers (3 posts)

2.6 x Administrators (4 posts)

Overseen by the board of Trustees, the CEO is responsible for the charity's operations, and its organizational policies and strategic development. The Director of Services is responsible for the delivery and development of safe and high-quality service, and service user welfare. Both managers share responsibility for staff and volunteer management and supervision, and compliance, processes, and service development within their areas.

Risk Management

The trustees conduct regular reviews of the major risks to which the charity is exposed. Significant risks identified include trustee succession: management capacity; over-reliance on key staff; the pressures on local authority social service funding and capacity, cyber security risks; and the external environment. Actions have been taken, or are planned, to mitigate these.

Activity and individual service user risk assessments are carried out by our staff as required. Procedures are in place to ensure compliance with the health and safety of staff, volunteers, service users and visitors and adequate public, employee and legal insurance is in place.

We continue to comply with Headway National Standards to ensure consistent quality of delivery for all operational and service aspects of the charity.

Headway Cardiff and South East Wales

Trustees' Report

Reference and Administrative Details

Charity Registration Number: 1063221
Company Registration Number: 03331865
The charity is incorporated in Wales.
Registered Office: Two Central Square
Central Square
Cardiff
CF10 1FS
Independent Examiner: HSJ Accountants Ltd
Severn House
Hazell Drive
Newport
South Wales
NP10 8FY

Trustees and officers

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

Trustees: Ms C Sowden-Taylor
Mrs L J Green
Ms N J Sinclair
Mr C Brown
Ms A M Culverwell
Ms S A Jones
Mrs A Mayle (appointed 18 November 2024)
Mr J Mayle
Mrs J M Pickford
Mrs V J Richards
Chair: Ms C Sowden-Taylor
Secretary: Mrs L J Green

Headway Cardiff and South East Wales

Trustees' Report

Statement of Trustees' Responsibilities

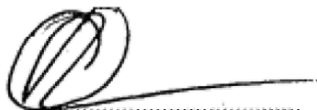
The trustees (who are also the directors of Headway Cardiff and South East Wales for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

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

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

The annual report was approved by the trustees of the charity on 15 September 2025 and signed on its behalf by:



Ms C Sowden-Taylor
Chairman and Trustee

Headway Cardiff and South East Wales

Independent Examiner's Report to the trustees of Headway Cardiff and South East Wales ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

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 Headway Cardiff and South East Wales 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 the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of FCCA ACA DChA BFP, 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 Headway Cardiff and South East Wales 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.



Mr Andrew Hill
FCCA ACA DChA BFP

Severn House
Hazell Drive
Newport
South Wales
NP10 8FY

3 October 2025

Headway Cardiff and South East Wales

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £
Income and Endowments from:				
Donations and legacies	3	128,447	-	128,447
Charitable activities	4	296,421	80,749	377,170
Other trading activities	5	29,389	-	29,389
Investment income	6	6,855	-	6,855
Total income		<u>461,112</u>	<u>80,749</u>	<u>541,861</u>
Expenditure on:				
Raising funds	7	(15,920)	(350)	(16,270)
Charitable activities	8	(390,065)	(90,453)	(480,518)
Total expenditure		<u>(405,985)</u>	<u>(90,803)</u>	<u>(496,788)</u>
Net income/(expenditure)		55,127	(10,054)	45,073
Transfers between funds		<u>(24,866)</u>	<u>24,866</u>	-
Net movement in funds		30,261	14,812	45,073
Reconciliation of funds				
Total funds brought forward		<u>734,843</u>	<u>3,000</u>	<u>737,843</u>
Total funds carried forward	18	<u><u>765,104</u></u>	<u><u>17,812</u></u>	<u><u>782,916</u></u>

The notes on pages 16 to 29 form an integral part of these financial statements.

Headway Cardiff and South East Wales

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	281,013	-	281,013
Charitable activities	4	259,725	82,754	342,479
Other trading activities	5	28,091	-	28,091
Investment income	6	4,551	-	4,551
Total income		<u>573,380</u>	<u>82,754</u>	<u>656,134</u>
Expenditure on:				
Raising funds	7	(16,743)	-	(16,743)
Charitable activities	8	(359,904)	(96,261)	(456,165)
Total expenditure		<u>(376,647)</u>	<u>(96,261)</u>	<u>(472,908)</u>
Net income/(expenditure)		<u>196,733</u>	<u>(13,507)</u>	<u>183,226</u>
Net movement in funds		196,733	(13,507)	183,226
Reconciliation of funds				
Total funds brought forward		<u>538,110</u>	<u>16,507</u>	<u>554,617</u>
Total funds carried forward	18	<u><u>734,843</u></u>	<u><u>3,000</u></u>	<u><u>737,843</u></u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2024 is shown in note 18.

The notes on pages 16 to 29 form an integral part of these financial statements.

Headway Cardiff and South East Wales

(Registration number: 03331865)
Balance Sheet as at 31 March 2025

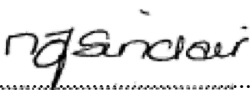
	Note	2025 £	2024 £
Fixed assets			
Tangible assets	13	27,286	26,383
Current assets			
Debtors	14	47,064	46,748
Cash at bank and in hand	15	<u>733,059</u>	<u>694,163</u>
		780,123	740,911
Creditors: Amounts falling due within one year	16	<u>(24,493)</u>	<u>(29,451)</u>
Net current assets		<u>755,630</u>	<u>711,460</u>
Net assets		<u>782,916</u>	<u>737,843</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		17,812	3,000
Unrestricted income funds			
Unrestricted funds		<u>765,104</u>	<u>734,843</u>
Total funds	18	<u>782,916</u>	<u>737,843</u>

For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 13 to 29 were approved by the trustees, and authorised for issue on 15 September 2025 and signed on their behalf by:


.....
Ms N J Sinclair
Trustee

The notes on pages 16 to 29 form an integral part of these financial statements.

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

1 Charity status

The charity is limited by guarantee, incorporated in Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Two Central Square
Central Square
Cardiff
CF10 1FS

These financial statements were authorised for issue by the trustees on 15 September 2025.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Headway Cardiff and South East Wales meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

Judgements

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

Income and endowments

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

Donations and legacies

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

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

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Donated services and facilities

Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

This is based on a valuation in June 2016 by a qualified professional valuer.

Other trading activities

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

Investment income

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Charitable activities

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Capital grants are released to the SOFA in the year of receipt. Fixed assets relating to capital grants are capitalised, and depreciation charged is offset against the grant income, in a restricted fund.

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

Other income

Sponsorship income is credited to the Statement of Financial Activities in the year in which the sponsorship relates.

Attendance and counselling fees are recognised in the period to which the service is provided.

Fundraising income is recognised when the event takes place with any amounts received in advance deferred.

Expenditure

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

Raising funds

Expenditure on raising funds relates to the costs in relation to generating income such as fundraising activities.

Charitable activities

Expenditure on charitable activities includes all costs relating to the furtherance of the charity's objectives as stated in the trustees report and their associated support costs.

Support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

As a registered charity, Headway Cardiff and South East Wales is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

Tangible fixed assets

Individual fixed assets costing £1,000.00 or more are initially recorded at cost.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Office equipment	15% & 33% straight line

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

Impairment of fixed assets

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

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

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

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

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

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

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

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

Pensions and other post retirement obligations

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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

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

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

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

3 Income from donations and legacies

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Donations and legacies;			
Donations from individuals	41,689	41,689	39,496
Legacies	43,218	43,218	200,000
Gift aid reclaimed	2,023	2,023	-
Donated services and facilities	41,517	41,517	41,517
	<u>128,447</u>	<u>128,447</u>	<u>281,013</u>

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Acquired brain injury (ABI) support	296,421	80,749	377,170	342,479

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Corporate sponsorship	-	37,000	37,000	37,000
Attendance fees	294,996	-	294,996	257,771
Counselling	1,425	-	1,425	1,454
GVS	-	7,834	7,834	10,326
Aneurin Bevan UHB	-	18,300	18,300	18,285
Jenour Foundation	-	6,000	6,000	-
C3SC	-	-	-	6,331
EUI Limited	-	-	-	500
Carers Trust	-	11,615	11,615	10,812
	<u>296,421</u>	<u>80,749</u>	<u>377,170</u>	<u>342,479</u>

5 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2024 £
Trading income;			
Other trading income	29,389	29,389	28,091
	<u>29,389</u>	<u>29,389</u>	<u>28,091</u>

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

6 Investment income

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Interest receivable and similar income;			
Interest receivable on bank deposits	6,855	6,855	4,551
	6,855	6,855	4,551

7 Expenditure on raising funds

a) Costs of trading activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Note				
Costs of goods sold	-	350	350	-
Events and conferences	15,920	-	15,920	16,743
	15,920	350	16,270	16,743

8 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Note				
Acquired brain injury (ABI) support	38,718	16,521	55,239	65,214
Staff costs	278,650	70,843	349,493	307,144
Allocated support costs	70,339	2,813	73,152	80,807
Governance costs	2,358	276	2,634	3,000
	390,065	90,453	480,518	456,165

In addition to the expenditure analysed above, there are also governance costs of £2,635 (2024 - £3,000) which relate directly to charitable activities. See note 9 for further details.

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Independent examiner fees				
Examination of the financial statements	2,358	-	2,358	3,000
Allocated support costs	-	276	276	-
	2,358	276	2,634	3,000

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

11 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
Staff costs during the year were:		
Wages and salaries	319,377	271,462
Social security costs	21,406	23,985
Pension costs	8,710	11,697
	349,493	307,144

No employee received emoluments of more than £60,000 during the year.

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

13 Tangible fixed assets

	Furniture and equipment	Total
	£	£
Cost		
At 1 April 2024	57,338	57,338
Additions	10,220	10,220
At 31 March 2025	67,558	67,558
Depreciation		
At 1 April 2024	30,955	30,955
Charge for the year	9,317	9,317
At 31 March 2025	40,272	40,272
Net book value		
At 31 March 2025	27,286	27,286
At 31 March 2024	26,383	26,383

14 Debtors

	2025	2024
	£	£
Trade debtors	43,847	37,875
Prepayments	3,217	8,873
	47,064	46,748

15 Cash and cash equivalents

	2025	2024
	£	£
Cash on hand	6	6
Cash at bank	733,053	694,157
	733,059	694,163

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

16 Creditors: amounts falling due within one year

	2025	2024
	£	£
Trade creditors	3,101	3,006
Other taxation and social security	270	5,414
Other creditors	7,698	7,287
Accruals	2,704	2,394
Deferred income	10,720	11,350
	<u>24,493</u>	<u>29,451</u>

17 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £8,711 (2024 - £11,697).

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

18 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2025 £
Unrestricted funds					
<i>General</i>					
General funds	670,180	461,112	(405,985)	(521,636)	203,671
<i>Designated</i>					
Contingency premises and utility costs	-	-	-	300,000	300,000
Redundancy costs	34,663	-	-	26,770	61,433
Organisational development costs	30,000	-	-	170,000	200,000
	<u>64,663</u>	<u>-</u>	<u>-</u>	<u>496,770</u>	<u>561,433</u>
Total unrestricted funds	<u>734,843</u>	<u>461,112</u>	<u>(405,985)</u>	<u>(24,866)</u>	<u>765,104</u>
Restricted funds					
Aneurin Bevan University Health Board	-	18,300	(33,194)	14,894	-
CMC Trehafod	-	3,000	-	-	3,000
Hugh James Solicitors	-	34,000	(43,749)	9,749	-
Glamorgan Voluntary Services	-	7,834	(2,022)	-	5,812
Case Management Cymru	3,000	-	-	-	3,000
Jenour Foundation	-	6,000	-	-	6,000
Carers Trust	-	11,615	(11,838)	223	-
	<u>3,000</u>	<u>80,749</u>	<u>(90,803)</u>	<u>24,866</u>	<u>17,812</u>
Total funds	<u>737,843</u>	<u>541,861</u>	<u>(496,788)</u>	<u>-</u>	<u>782,916</u>

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General funds	475,116	573,380	(343,653)	(34,663)	670,180
<i>Designated</i>					
Contingency premises and utility costs	32,994	-	(32,994)	-	-
Redundancy costs	30,000	-	-	4,663	34,663
Organisational development costs	-	-	-	30,000	30,000
	<u>62,994</u>	<u>-</u>	<u>(32,994)</u>	<u>34,663</u>	<u>64,663</u>
Total unrestricted funds	<u>538,110</u>	<u>573,380</u>	<u>(376,647)</u>	<u>-</u>	<u>734,843</u>
Restricted funds					
Aneurin Bevan University Health Board	-	18,285	(18,285)	-	-
Hugh James Solicitors	3,729	34,000	(37,729)	-	-
Glamorgan Voluntary Services	-	10,326	(10,326)	-	-
Aviva Community Fund	6,665	-	(6,665)	-	-
Bruce Wake Charitable Trust	1,000	-	(1,000)	-	-
Case Management Cymru	2,432	3,000	(2,432)	-	3,000
Jenour Foundation	2,681	-	(2,681)	-	-
C3SC	-	6,331	(6,331)	-	-
Carers Trust	-	10,812	(10,812)	-	-
	<u>16,507</u>	<u>82,754</u>	<u>(96,261)</u>	<u>-</u>	<u>3,000</u>
Total funds	<u>554,617</u>	<u>656,134</u>	<u>(472,908)</u>	<u>-</u>	<u>737,843</u>

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

The specific purposes for which the funds are to be applied are as follows:

- Aneurin Bevan University Health Board funding was provided towards our Information and Outreach Officer for the area;
- Case Management Cymru funding covered costs associated community centre accommodation for our Rhondda Cynon Taff Independence and Wellbeing sessions;
- Hugh James funding contributed to the costs associated with our Information and Outreach Officer posts for Cardiff and the Vale and Aneurin Bevan University Health Board;
- GVS funding covered the costs of capital items for our Independence and Wellbeing Centre;
- The Jenour Foundation funding subsidised our Counselling Service;
- The Carers Trust funded Carer short breaks and activities through Amser funding from the Welsh Government.

Designated funds were assigned to:

- contingency premises and utilities costs should the current lease arrangements with Cardiff and the Vale University Health Board change;
- staff redundancy costs should it become necessary to wind up the charity;
- organisational development costs to include – improvements to the outside area of our premises, expanding our existing service and developing new ones, increasing staff infrastructure to support the charity effectively through its growth.

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2025

19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 31 March 2025
	General	Designated		
	£	£	£	£
Tangible fixed assets	27,286	-	-	27,286
Current assets	200,878	561,433	17,812	780,123
Current liabilities	(24,493)	-	-	(24,493)
Total net assets	<u>203,671</u>	<u>561,433</u>	<u>17,812</u>	<u>782,916</u>

	Unrestricted funds		Restricted funds	Total funds at 31 March 2024
	General	Designated		
	£	£	£	£
Tangible fixed assets	26,383	-	-	26,383
Current assets	673,248	64,663	3,000	740,911
Current liabilities	(29,451)	-	-	(29,451)
Total net assets	<u>670,180</u>	<u>64,663</u>	<u>3,000</u>	<u>737,843</u>

HEADWAY CARDIFF AND SOUTH EAST WALES

England & Wales - Charity number 1063221

Accounts

Company registration number: 03331865

Charity registration number: 1063221

Headway Cardiff and South East Wales

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

HSJ Accountants Ltd
Severn House
Hazell Drive
Newport
South Wales
NP10 8FY

Headway Cardiff and South East Wales

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Headway Cardiff and South East Wales

Strategic Report for the Year Ended 31 March 2024

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 March 2024, in compliance with s414C of the Companies Act 2006.

Chair's Report

It is with pleasure that I provide my first report as Chair of Headway Cardiff and South East Wales.

It is an honour to have been appointed as Chair and my thanks go to our former Chair, Andrew Harding, who has fulfilled the role with commitment and passion since 1995. During that time, Andrew has overseen the organisation's growth and development, and smooth passage through COVID and our move. Thank you, Andrew, for your leadership and also your support during the transition as I took over the helm.

During the last year, we have settled into our delightful new base at University Hospital Llandough and we enjoyed celebrating our one-year anniversary with friends and supporters in October.

Each year our aim is to effectively support as many people affected by acquired brain injury as possible. This year that number totals 571.

We offered a varied and engaging programme at our Independence and Wellbeing Centre through external gentle exercise, drama, music therapy, Tai Chi sessions, and visits from Roaming Reptiles, as well as imaginative and creative sessions designed by our in-house team. We ventured beyond the centre with trips including visits to St Fagans National Museum of Wales and on the Willow Trust canal boat. 107 people have been supported through the centre.

We recognize the impact of Brain Injury on family and were delighted that Welsh Government Amser Funding from the Carers Trust and C3SC enabled us to offer: wellbeing boxes; treatment, dining in and cinema vouchers; meals and evenings out; trips to Barry Island, the National Botanical Gardens; and shows at the Principality Stadium. 142 carers benefited.

Demand for our one-to-one support services has not slackened. 26 people accessed counselling sessions, and 450 people were provided with our Information and Outreach Service, including help with welfare benefits.

We try to ensure our services are accessible to people wherever they live with walking/wheeling groups at four different parks in South Wales, which 170 people have taken part in, and through our Independence and Wellbeing centre in Trehafod, Rhondda Cynon Taf. We plan to expand this by developing a session in High Cross, Newport.

We rely on our fundraisers and supporters to provide this much needed support and are grateful to our fundraising committee, the Headway Select XV, our corporate supporters, and everyone who took on challenges, ran events or donated. With help from our supporters, we relaunched our fundraising ball in June 2024 with considerable success.

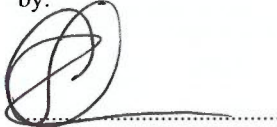
We are fortunate that our Trustee, staff and volunteer team combine the expertise and professionalism of experience alongside the energy and enthusiasm of those just starting out their careers. With this sure foundation, we look forward to continuing to expand and develop to meet the future needs of our service users.

Headway Cardiff and South East Wales

Strategic Report for the Year Ended 31 March 2024

We are grateful to all our loyal fundraisers and supporters who provide us with security for our future, in particular: Hugh James for their generous and substantial sponsorship towards both our Information and Outreach Officer posts; Aneurin Bevan University Health Board for funding towards our Gwent Information and Outreach Officer post; and Cardiff and Vale University Health Board for their continued provision of accommodation and utilities. There are many other individuals and companies who we are indebted to for their generous support.

The strategic report was approved by the trustees of the charity on 16 September 2024 and signed on its behalf by:

A handwritten signature in black ink, consisting of a large, stylized 'S' and 'T' intertwined, with a horizontal line extending to the right.

Ms C Sowden-Taylor
Trustee

Headway Cardiff and South East Wales

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2024.

Objectives and activities

Principal objectives of the charity to:

- increase awareness and understanding of ABI and its consequences;
- provide information and support for people with ABI, their families and carers and professional people;
- promote improved approaches to brain injury screening, acute care, assessment, rehabilitation and community reintegration;
- assist people with ABI to maximise their independence;
- support those with ABI so that they can attain the highest possible quality of life;
- information;
- signposting;
- emotional support;
- practical assistance including help to access individual grants;
- help to apply for Welfare Benefits and to appeal decisions;
- support to access external opportunities such as education, training, volunteering and employment.

Principal activities of the charity

Information and Outreach Service

Our 1.8 Information & Outreach Officers liaise with professionals, acting as our referral point, providing the following one-to-one support to around 450 people with brain injuries and their families a year:

- information;
- signposting;
- emotional support;
- practical assistance including help to access individual grants;
- help to apply for Welfare Benefits and to appeal decisions;
- support to access external opportunities such as education, training, volunteering and employment.

Counselling Service

Our trained and registered volunteer and freelance counsellors provide weekly sessions to individuals and their families to help them to come to terms with, and cope with, some of the difficulties they are having because of acquired brain injury.

Social and Activity Groups

Our staff, supported by placement students and volunteers, run 4 weekly community walking/wheeling groups, and a monthly family and carers support group, providing peer-to-peer support to enable people to develop their networks and avoid isolation.

Headway Cardiff and South East Wales

Trustees' Report

Independence and Wellbeing Centre

Our 3.3 Independence & Wellbeing staff team, and volunteers and placement Psychology students, co-ordinate a 5 day-a-week Independence and Wellbeing Centre, aiming to meet people with ABI's social and emotional needs. The sessions offer a programme of activity, and a safe and supportive environment, in which people requiring more intensive, structured support can practice, maintain, and develop their skills and independence while benefiting from peer-to-peer support. There is a charge for this service, often subsidised by Social and Health Services.

Information and Training Services

Information and training on acquired brain injury can be provided for paid and unpaid carers, social workers and professionals working with people with ABI.

We also give talks to community organisations to raise awareness of the issues surrounding ABI and the work of our charity (e.g., Rotary Clubs, Church groups and schools).

Volunteering

Headway Cardiff and South East Wales relies on volunteers and placement Psychology students to enhance its Independence and Wellbeing Centre and community Groups. They provide one-to-one time with service users as well as planning and facilitating group activities such as discussions, quizzes, and games. They provide practical support with preparing refreshments and setting up and clearing away after sessions. Volunteers also assist with fundraising and with the management of our organisation through our Board of Trustees.

Our volunteers are made up of loyal, long serving volunteers as well as students and young people wishing to contribute to the organisation, whilst developing their experience and skills. Often, they move on to occupations in health or social care, bringing with them the understanding of acquired brain injury and Headway Cardiff and South East Wales gained.

All volunteers go through a selection, induction, and training process, and are disclosure barring and reference checked.

41 individuals volunteered for the charity, including 15 Psychology Placement Students, in total contributing 6,045 hours to the charity.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the objectives they have set.

Achievements and performance

Independence and Wellbeing Centre

We have run 4 sessions a week from our centre in University Hospital Llandough and 1 from Trehafod Community Centre. Each session has targeted different needs and including those:

- with mixed needs who benefit from some structured activities;
- with high personal care needs and complex disabilities;
- with communication issues who require a slower paced, quieter session to participate;
- who like to be self-determining and enjoy socializing with others.

107 people have participated in this service.

Headway Cardiff and South East Wales

Trustees' Report

Community Groups

We have run 4 weekly Community Walking/Wheeling groups from: Pontcanna Fields, Cardiff; Barry Sidings, Rhondda Cynon Taff; Tredegar Park, Newport; and Pontypool Park, Torfaen and a monthly family and carers group. 122 people with brain injuries, and 68 carers, have participated in these.

Counselling Service

26 individuals benefitted from our Counselling Service, delivered by fully qualified counsellors, with specialist experience in Brain Injury, representing over a 13% increase on last year. Funding from the Jenour Foundation enabled us to deliver this service.

Information and Outreach

Our Information and Outreach Service supported 406 individuals with Brain Injury, and 44 family members, a rise of 7% on 2022/2023. Of these, 175 were new to the service. 55 people have been supported with PIP Benefit applications and 10 with ESA/UC applications.

Music Therapy

Through our partnership with Nordorff Robbins, we have offered singing sessions and one-to-one Music Therapy sessions. 41 individuals participated in 1:1 sessions, and 15 in weekly Zoom group sessions.

Fundraising and Communications

All internal fundraising activities are coordinated by our CEO, assisted by our Senior Administrator (Fundraising). We are fortunate that we have numerous supporters who undertake fundraising activities in aid of our charity. We make use of online giving platforms, but do not use external professional funders to fundraise on our behalf.

We are registered with the Fundraising Regulator and adhere to their standards. We have not received any complaints about our fundraising activities this year. We have Privacy, Safeguarding, Gift and Money Management Policies and Procedures to ensure vulnerable people and other members of the public are protected from unreasonably intrusive or persistent behaviour or are unduly pressured to give money or other property.

We are enormously grateful to those who have supported us through grants, fundraising and giving, in particular: Cardiff and Vale University Health Board for providing us with accommodation and utilities; Hugh James for their substantial sponsorship towards both our Information and Outreach Officer; and Aneurin Bevan University Health Board for funding towards our Gwent Information and Outreach Officer post.

Headway Cardiff and South East Wales

Trustees' Report

We are grateful for grants from: Carers Trust Wales, C3SC, Gwent Voluntary Service, Jenour Foundation and to the following companies for corporate sponsorship towards events: Case Management Cymru, Thompsons, Irwin Mitchell, Other supporters included our fundraising committee members, Anu Manda, Charlotte Fletcher, Ellice Harding, Steve Wynne, Amy Downey, Dannielle Hart, Gemma Jones, Charlotte Werner, Rhian Hooton, and Sion Richards and their companies Hugh James, Case Management Cymru Thompsons, Irwin Mitchell, Slater and Gordon Lawyers, and Ward Solicitors. Some of the many other individuals and companies who we are indebted to include Wenvoe Castle Golf Club, Cinemaes Cinema Club, Admiral Insurance, Admiral Law Serious Injuries Team, The Barratt Foundation, Archbishop McGrath High School, Old Farts Cycling club, Cardiff City Ladies Football Team, Welsh Personal Injury Lawyers Association, LexisNexis, Headway Select XV Rugby Team, Debbie Williams, Gavin Rowlands, Pauline and Tony Watson, David Macmorris, Niamh Woods, Ella Powe, Megan Webber, Hannah Richards, Rhiannon Forsyth, Maddison and Nakita Goldsworthy, Charlotte Werner, Rhian Jones, Emma Fairweather, Damia Griffiths, Ema Sava, Tahmina Rahman, Jade Bosley, Christina Carnell, Angela and Ray Cogin, Ian Cranidge, Allison Culverwell, Dot Davey, Judith Dutton, Claire Fussey, John Goman, Barbara Hallett, Tita Harrod, Sharon Houghton, Jan Hughes, Brian James, Dave Jones, Jacqueline Jones, Rhona McEwan, Zoe Pearce, Debra Pitcock, Angela Rankmore, John Ransom, Allyson Richards, Andreas Salter, Benjamin Taylor, Hywel Thomas, Tracey Tram, Sarah Vaughan, Alma Watkins, Gareth Williams, and Carole Withey.

We currently have 1,808 Facebook followers, an increase of 10.7% (2022/2023: 1,633). Our Instagram account has 1,075 followers, an increase of 17.1% (2022/2023: 918), in addition, we have 143 followers on the new platform Threads. We currently have 274 connections on our LinkedIn platform, an increase of 63% (2022/2023: 168). We have increased our X followers to 1,813 an increase of 1.3% on last year (2022/2023: 1,789).

Collaboration

Working to establish links with other organisations is a priority for us. We have been fortunate to have partnered with Nordoff Robbins, Music Therapy Charity, which has significantly enhanced our services and the support we can offer to people with acquired brain injury. We have benefited from our close links through regular referrals, communication, and meetings with ward and therapy staff within Cardiff & the Vale University Health Board's Neurological wards, specialist inpatient Neurology Rehabilitation service, Community Brain Injury Team, and Community Neuro Rehabilitation Service, the Welsh Specialist Neurological Psychiatry Service and Aneurin Bevan University Health Board Community Neuro Rehabilitation Service.

Financial review

The Statement of Financial Activities is set out within the financial statements. Total income amounted to £656,134 (2023: £444,831) with total expenditure at £472,908 (2023: £382,917).

Overall, this resulted in a net year end surplus of £183,226 (2023: £61,914) of which £196,733 related to unrestricted funds (2023: £57,305) with a deficit of £13,507 in restricted funds. Donations and legacies totalled £281,013 (2023: £103,244).

At 31 March 2024 the net assets shown on the Balance Sheet as set out within the financial statements amounted to £737,843 (2023: £554,617). Free reserves totalled £673,797 (2023: £442,950).

The trustees are satisfied that Headway Cardiff and South East Wales has a sound financial base from which to continue to provide its services to the community.

Headway Cardiff and South East Wales

Trustees' Report

Principal funding sources

The main sources of funding for the charity are currently by way of contracts from Social Services departments and Health Boards across South East Wales – 42% and donations, gifts and legacies – 43%. Other sources include corporate sponsorship – 5.5%, grants – 4%, charitable fundraising (fundraising events, sales, and box collections) – 4%, investments – 0.5%.

Investment policy

The Board takes a cautious approach to investment. Currently reserves are invested in savings accounts. The best rates of interest were sought when selecting these accounts. The organisation strives to protect these reserves by distributing them over several institutions and maintain balances below the Financial Services Compensation Scheme deposit protection limit of £85,000.

Reserves policy

In usual circumstances, the trustees consider that, on 31 March each year, the free cash reserves (unrestricted funds less designated funds and tangible fixed assets) held by the charity should broadly represent between 9 - 12 months of the ordinary ongoing expenditure. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding or a change in circumstances. A legacy of £200,000, the most generous in the charity's history, received late in the year has resulted in reserves far exceeding these levels. The Trustees intend to consider carefully how to invest this to deliver the greatest ongoing impact for people affected by acquired brain injury living within the area.

The Trustees have allocated £34,663 of our reserves to a designated fund to cover current redundancy liabilities.

Future Plans

Our focus for 2024/2025 will be to:

- continue to develop support and social opportunities offered to carers;
- expand Independence and Wellbeing satellite service targeting ABUHB in the first instance;
- expand capacity within our Information and Outreach Service;
- develop support for families with patients on Neuro Rehab wards;
- deliver successful and profitable fundraising events.

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12 March 1997 and registered as a charity on 5 July 1997. 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 the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Headway Cardiff and South East Wales is affiliated to Headway, the brain injury association.

Headway Cardiff and South East Wales

Trustees' Report

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law. Recruitment of new trustees is the responsibility of the existing trustees and can be through personal networks or advertising more widely. The trustees are also responsible for the election of the Charity's Chairman, Secretary and Treasurer.

Under the requirements of the Articles of Association, one third of the trustees must retire by rotation at each Annual General Meeting (AGM) and, if they are still eligible, may offer themselves for re-election at the same meeting. Andrew Harding, Joanne Pickford, Alison Culverwell and Peter Mayle retire by rotation at the next AGM and, being eligible, may offer themselves for re-election. The charity's role is to provide services for brain-injured people and consequently the trustees feel it is important to have at least one person who has suffered a brain injury on the board of trustees. There are currently two brain injury survivors on the board.

Two of our trustees also volunteer within our services and consequently have firsthand experience of them.

Trustee induction and training

New trustees are provided with: a copy of the Charity Commission's publication "The Essential Trustee: What you need to know"; the Trustee Code of Conduct, which they are asked to sign; and attend an induction meeting which covers:

- the obligations of trustees;
- the main documents which set out the operational framework of the charity, including the

Memorandum and Articles;

- resourcing and the current financial position;
- future plans and objectives, including the Business Plan.

Organisational Structure

A board of at least four trustees meets monthly to administer the Charity. During the year ended 31 March 2024, the trustees were those listed on page 15. No trustee has any beneficial interest in the company. All trustees give their time freely and no trustee received remuneration in the year for undertaking the role.

The trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. Details of key management personnel benefits and any related party transactions are disclosed in notes 11 and 20 of the accounts.

At 31 March 2024 the charity employed 11 staff, details of whom are as follows:

- 1 x Chief Executive Officer (CEO) (1 post)
- 0.8 x Director of Services (1 post)
- 1 x Independence and Wellbeing Manager (1 post)
- 2.4 x Independence and Wellbeing Officer (3 posts)
- 1.8 x Information and Outreach Officers (2 posts)
- 2.2 x Admin Assistants (3 posts)

Headway Cardiff and South East Wales

Trustees' Report

Overseen by the board of Trustees, the CEO is responsible for the charity's operations, and its organizational policies and strategic development. The Director of Services is responsible for the delivery and development of safe and high-quality service, and service user welfare. Both managers share responsibility for staff and volunteer management and supervision, and compliance, processes, and service development within their areas.

Risk Management

The trustees conduct regular reviews of the major risks to which the charity is exposed. Significant risks identified include trustee succession; management capacity; over-reliance on key staff; viability of community venues hired; and the external environment. Actions have been taken, or are planned, to mitigate these.

Activity and individual service user risk assessments are carried out by our staff as required. Procedures are in place to ensure compliance with the health and safety of staff, volunteers, service users and visitors and adequate public, employee and legal insurance is in place.

We continue to comply with Headway National Standards to ensure consistent quality of delivery for all operational and service aspects of the charity.

Reference and Administrative Details

Charity Registration Number: 1063221

Company Registration Number: 03331865

The charity is incorporated in Wales.

Registered Office: Two Central Square
Central Square
Cardiff
CF10 1FS

Independent Examiner: HSJ Accountants Ltd
Severn House
Hazell Drive
Newport
South Wales
NP10 8FY

Headway Cardiff and South East Wales

Trustees' Report

Trustees and officers

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

Trustees:

Mr J Mayle

Ms A M Culverwell

Mrs J M Pickford

Ms N J Sinclair

Ms S A Jones

Mr A J A Harding

Mrs V J Richards

Ms C Sowden-Taylor

Mr P G Mayle

Mr C Brown (appointed 15 May 2023)

Mrs L J Green

Headway Cardiff and South East Wales

Trustees' Report

Statement of Trustees' Responsibilities

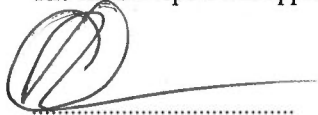
The trustees (who are also the directors of Headway Cardiff and South East Wales for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

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

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

The annual report was approved by the trustees of the charity on 16 September 2024 and signed on its behalf by:



Ms C Sowden-Taylor
Trustee

Headway Cardiff and South East Wales

Independent Examiner's Report to the trustees of Headway Cardiff and South East Wales ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 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 Headway Cardiff and South East Wales 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 the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, 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 Headway Cardiff and South East Wales 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.



Mr Andrew Hill FCCA ACA DChA BFP
ACCA

Severn House
Hazell Drive
Newport
South Wales
NP10 8FY

17 September 2024

Headway Cardiff and South East Wales

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	281,013	-	281,013
Charitable activities	4	259,725	82,754	342,479
Other trading activities	5	28,091	-	28,091
Investment income	6	4,551	-	4,551
Total income		<u>573,380</u>	<u>82,754</u>	<u>656,134</u>
Expenditure on:				
Raising funds	7	(16,743)	-	(16,743)
Charitable activities	8	(359,904)	(96,261)	(456,165)
Total expenditure		<u>(376,647)</u>	<u>(96,261)</u>	<u>(472,908)</u>
Net income/(expenditure)		<u>196,733</u>	<u>(13,507)</u>	<u>183,226</u>
Net movement in funds		196,733	(13,507)	183,226
Reconciliation of funds				
Total funds brought forward		<u>538,110</u>	<u>16,507</u>	<u>554,617</u>
Total funds carried forward	19	<u><u>734,843</u></u>	<u><u>3,000</u></u>	<u><u>737,843</u></u>

The notes on pages 16 to 29 form an integral part of these financial statements.

Headway Cardiff and South East Wales

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	63,704	39,540	103,244
Charitable activities	4	255,538	56,433	311,971
Other trading activities	5	26,571	-	26,571
Investment income	6	3,045	-	3,045
Total income		<u>348,858</u>	<u>95,973</u>	<u>444,831</u>
Expenditure on:				
Raising funds	7	(6,062)	-	(6,062)
Charitable activities	8	(290,330)	(85,502)	(375,832)
Other expenditure		(1,023)	-	(1,023)
Total expenditure		<u>(297,415)</u>	<u>(85,502)</u>	<u>(382,917)</u>
Net income		51,443	10,471	61,914
Transfers between funds		5,862	(5,862)	-
Net movement in funds		57,305	4,609	61,914
Reconciliation of funds				
Total funds brought forward		480,805	11,898	492,703
Total funds carried forward	19	<u>538,110</u>	<u>16,507</u>	<u>554,617</u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2023 is shown in note 19.

Headway Cardiff and South East Wales

(Registration number: 03331865)
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	14	26,383	32,166
Current assets			
Debtors	15	46,748	44,986
Cash at bank and in hand	16	<u>694,163</u>	<u>496,678</u>
		740,911	541,664
Creditors: Amounts falling due within one year	17	<u>(29,451)</u>	<u>(19,213)</u>
Net current assets		<u>711,460</u>	<u>522,451</u>
Net assets		<u>737,843</u>	<u>554,617</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		3,000	16,507
Unrestricted income funds			
Unrestricted funds		<u>734,843</u>	<u>538,110</u>
Total funds	19	<u>737,843</u>	<u>554,617</u>

For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 13 to 29 were approved by the trustees, and authorised for issue on 16 September 2024 and signed on their behalf by:

.....
Ms N J Sinclair
Trustee

The notes on pages 16 to 29 form an integral part of these financial statements.

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Charity status

The charity is limited by guarantee, incorporated in Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Two Central Square
Central Square
Cardiff
CF10 1FS

These financial statements were authorised for issue by the trustees on 16 September 2024.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Headway Cardiff and South East Wales meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

Judgements

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

Income and endowments

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

Donations and legacies

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

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

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Donated services and facilities

Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

This is based on a valuation in June 2016 by a qualified professional valuer.

Other trading activities

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

Investment income

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Charitable activities

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Capital grants are released to the SOFA in the year of receipt. Fixed assets relating to capital grants are capitalised, and depreciation charged is offset against the grant income, in a restricted fund.

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

Other income

Sponsorship income is credited to the Statement of Financial Activities in the year in which the sponsorship relates.

Attendance and counselling fees are recognised in the period to which the service is provided.

Fundraising income is recognised when the event takes place with any amounts received in advance deferred.

Expenditure

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

Raising funds

Expenditure on raising funds relates to the costs in relation to generating income such as fundraising activities.

Charitable activities

Expenditure on charitable activities includes all costs relating to the furtherance of the charity's objectives as stated in the trustees report and their associated support costs.

Support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

As a registered charity, Headway Cardiff and South East Wales is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

Tangible fixed assets

Individual fixed assets costing £1,000.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Office equipment	15% & 33% straight line

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

Impairment of fixed assets

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

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

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

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

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

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

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

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

Pensions and other post retirement obligations

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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

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

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

3 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Donations and legacies;			
Donations from individuals	39,496	39,496	52,704
Legacies	200,000	200,000	11,000
Donated services and facilities	41,517	41,517	39,540
	<u>281,013</u>	<u>281,013</u>	<u>103,244</u>

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

Included in donations, is £41,517 (2023: £39,540) in respect of free accommodation, lighting and heating made available to the organisation by Cardiff and Vale University Health Board.

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Acquired brain injury (ABI) support	<u>259,725</u>	<u>82,754</u>	<u>342,479</u>	<u>311,971</u>
	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Corporate sponsorship	-	37,000	37,000	51,400
Attendance fees	257,771	-	257,771	208,676
Counselling	1,454	-	1,454	1,185
GVS	-	10,326	10,326	10,000
Aneurin Bevan UHB	-	18,285	18,285	21,942
Aviva Community Fund	-	-	-	2,902
Bruce Wake Charitable Trust	-	-	-	1,000
People's Postcode Lottery	-	-	-	7,500
Jenour Foundation	-	-	-	6,000
C3SC	-	6,331	6,331	1,366
EUI Limited	500	-	500	-
Carers Trust	-	10,812	10,812	-
	<u>259,725</u>	<u>82,754</u>	<u>342,479</u>	<u>311,971</u>

5 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2023 £
Trading income;			
Other trading income	<u>28,091</u>	<u>28,091</u>	<u>26,571</u>
	<u>28,091</u>	<u>28,091</u>	<u>26,571</u>

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

6 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable and similar income;			
Interest receivable on bank deposits	4,551	4,551	3,045

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2024 £	Total 2023 £
Events and conferences		16,743	16,743	6,062
		<u>16,743</u>	<u>16,743</u>	<u>6,062</u>

8 Expenditure on charitable activities

	Note	Unrestricted funds Designated £	General £	Restricted funds £	Total 2024 £
Acquired brain injury (ABI) support		-	65,214	-	65,214
Staff costs		-	210,883	96,261	307,144
Allocated support costs	9	32,994	47,813	-	80,807
Governance costs	9	-	3,000	-	3,000
		<u>32,994</u>	<u>326,910</u>	<u>96,261</u>	<u>456,165</u>
					Total 2023 £
Acquired brain injury (ABI) support				Note	35,461
Staff costs					256,392
Allocated support costs				9	81,459
Governance costs				9	2,520
					<u>375,832</u>

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

In addition to the expenditure analysed above, there are also governance costs of £3,000 (2023 - £2,520) which relate directly to charitable activities. See note 9 for further details.

Included in allocated support costs, is £41,517 (2023: £39,540) in respect of free accommodation, lighting and heating made available to the organisation by Cardiff and Vale University Health Board.

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Independent examiner fees			
Examination of the financial statements	3,000	3,000	2,520
	3,000	3,000	2,520

10 Net incoming/outgoing resources

Net incoming resources for the year include:

	2024 £	2023 £
Loss on disposal of fixed assets held for the charity's own use	-	1,023

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

12 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	271,462	234,565
Social security costs	23,985	15,261
Pension costs	11,697	6,566
	307,144	256,392

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

No employee received emoluments of more than £60,000 during the year.

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2023	54,832	54,832
Additions	3,101	3,101
Disposals	<u>(595)</u>	<u>(595)</u>
At 31 March 2024	<u>57,338</u>	<u>57,338</u>
Depreciation		
At 1 April 2023	22,666	22,666
Charge for the year	8,408	8,408
Eliminated on disposals	<u>(119)</u>	<u>(119)</u>
At 31 March 2024	<u>30,955</u>	<u>30,955</u>
Net book value		
At 31 March 2024	<u>26,383</u>	<u>26,383</u>
At 31 March 2023	<u>32,166</u>	<u>32,166</u>

15 Debtors

	2024 £	2023 £
Trade debtors	37,875	43,781
Prepayments	<u>8,873</u>	<u>1,205</u>
	<u>46,748</u>	<u>44,986</u>

16 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	6	-
Cash at bank	<u>694,157</u>	<u>496,678</u>
	<u>694,163</u>	<u>496,678</u>

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

17 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	3,006	4,869
Other taxation and social security	5,414	-
Other creditors	7,287	7,674
Accruals	2,394	6,670
Deferred income	11,350	-
	29,451	19,213

18 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £11,697 (2023 - £6,566).

19 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General funds	475,116	573,380	(343,653)	(34,663)	670,180
<i>Designated</i>					
Relocation costs	32,994	-	(32,994)	-	-
Wind up costs	30,000	-	-	4,663	34,663
Deficit and development fund	-	-	-	30,000	30,000
	62,994	-	(32,994)	34,663	64,663
Total unrestricted funds	538,110	573,380	(376,647)	-	734,843

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Restricted funds					
Aneurin Bevan University Health Board	-	18,285	(18,285)	-	-
Hugh James Solicitors	3,729	34,000	(37,729)	-	-
Glamorgan Voluntary Services	-	10,326	(10,326)	-	-
Aviva Community Fund	6,665	-	(6,665)	-	-
Bruce Wake Charitable Trust	1,000	-	(1,000)	-	-
Case Management Cymru	2,432	3,000	(2,432)	-	3,000
Jenour Foundation	2,681	-	(2,681)	-	-
C3SC	-	6,331	(6,331)	-	-
Carers Trust	-	10,812	(10,812)	-	-
	<u>16,507</u>	<u>82,754</u>	<u>(96,261)</u>	<u>-</u>	<u>3,000</u>
Total funds	<u>554,617</u>	<u>656,134</u>	<u>(472,908)</u>	<u>-</u>	<u>737,843</u>
					Balance at 31 March 2023 £
Unrestricted funds					
General					
General funds	368,544	333,858	(277,140)	49,854	475,116
Designated					
Relocation costs	32,261	-	-	733	32,994
Wind up costs	80,000	15,000	(20,275)	(44,725)	30,000
	<u>112,261</u>	<u>15,000</u>	<u>(20,275)</u>	<u>(43,992)</u>	<u>62,994</u>
Total unrestricted funds	<u>480,805</u>	<u>348,858</u>	<u>(297,415)</u>	<u>5,862</u>	<u>538,110</u>

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Restricted funds					
Aneurin Bevan University Health Board	166	21,942	(27,307)	5,199	-
ICF Capital Grant	2,837	-	(635)	(2,202)	-
Hugh James Solicitors	8,895	44,000	(49,166)	-	3,729
Glamorgan Voluntary Services	-	10,000	(1,044)	(8,956)	-
Aviva Community Fund	-	6,665	-	-	6,665
Bruce Wake Charitable Trust	-	1,000	-	-	1,000
Case Management Cymru	-	5,000	(2,568)	-	2,432
Jenour Foundation	-	1,366	(1,463)	97	-
C3SC	-	6,000	(3,319)	-	2,681
	<u>11,898</u>	<u>95,973</u>	<u>(85,502)</u>	<u>(5,862)</u>	<u>16,507</u>
Total funds	<u>492,703</u>	<u>444,831</u>	<u>(382,917)</u>	<u>-</u>	<u>554,617</u>

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

The specific purposes for which the funds are to be applied are as follows:

Aneurin Bevan University Health Board funding was provided for towards an Information and Outreach Officer.

ICF funding was provided to purchase capital items in preparation for the move to Llandough Hospital.

Hugh James funding was received for furniture and furnishings for the Independence and Wellbeing Centre as well as funding towards two part-time Information and Outreach Officers.

Jenour Foundation funding contributed towards an Information and Outreach Officer's salary and pension.

Aviva Community Fund was a donation for creative / arts activities for the Independence and Wellbeing Centre.

Case Management Cymru was funding for developing the centre garden.

Cardiff & Vale Health Charity contributed towards the costs of running the Cosmeston Walking/Wheeling Group, including PPE.

C3SC Family and Friends is funding for family and friend group costs.

Bruce Wake Charitable Trust is funding for Rise Gentle Exercise sessions.

GVS is funding for capital Items for the centre.

The wind up costs fund represents money set aside to cover any future costs should the charity cease its' current activities.

The relocation costs fund represents money set aside for the additional anticipated expenditure associated.

The deficit and development fund represents funds set aside by the trustees' to address short term budget shortfalls.

Transfers relate to the board agreeing to fund any funding shortfalls and overspends from unrestricted funds.

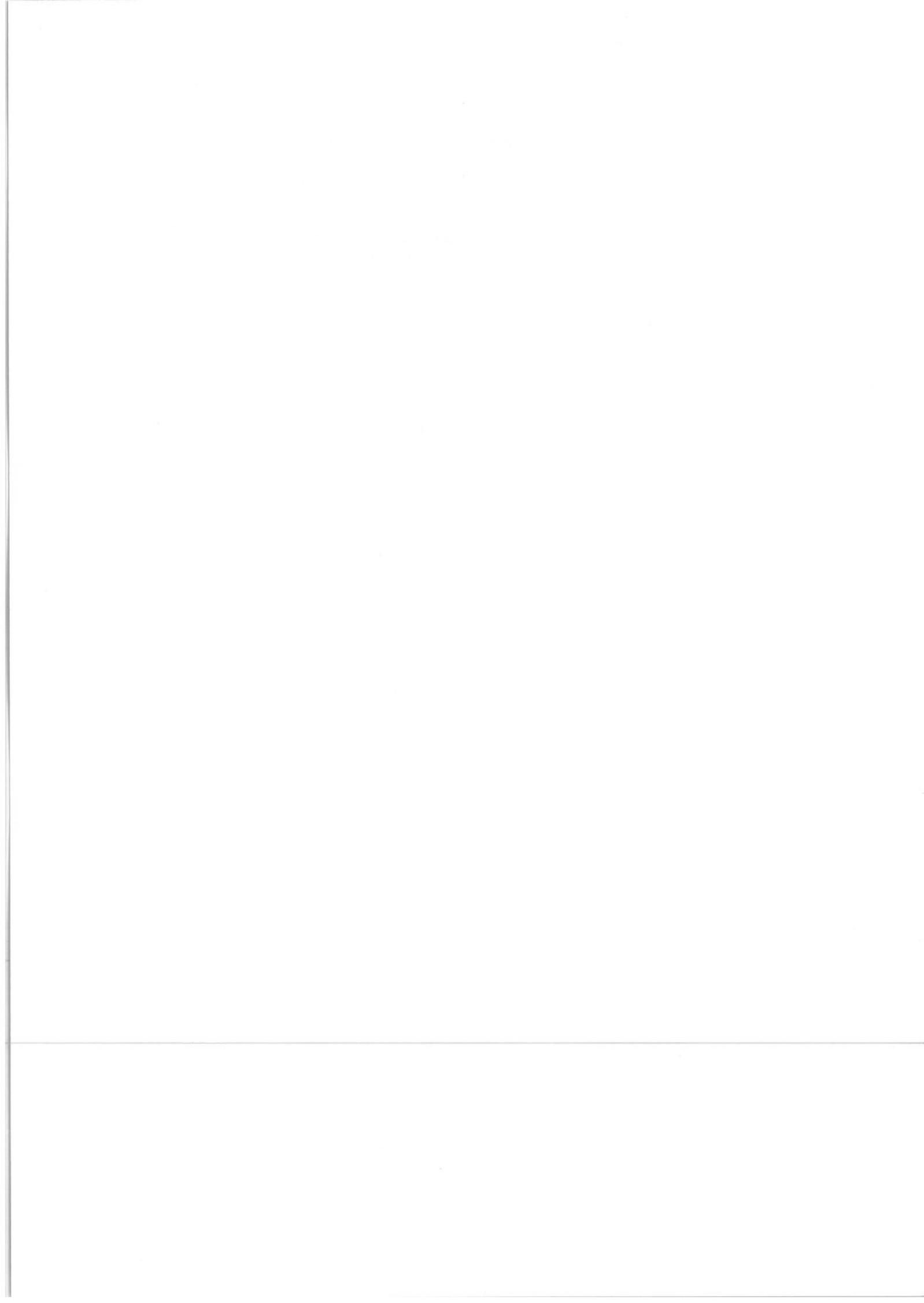
20 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 31 March 2024
	General	Designated		
	£	£	£	£
Tangible fixed assets	26,383	-	-	26,383
Current assets	673,248	64,663	3,000	740,911
Current liabilities	(29,451)	-	-	(29,451)
Total net assets	670,180	64,663	3,000	737,843

Headway Cardiff and South East Wales

Notes to the Financial Statements for the Year Ended 31 March 2024

	Unrestricted funds		Restricted funds	Total funds at 31 March 2023
	General £	Designated £	£	£
Tangible fixed assets	32,166	-	-	32,166
Current assets	462,163	62,994	16,507	541,664
Current liabilities	(19,213)	-	-	(19,213)
Total net assets	475,116	62,994	16,507	554,617



HEADWAY CARDIFF AND SOUTH EAST WALES

England & Wales - Charity number 1063221

Accounts

Charity registration number 1063221

Company registration number 3331865 (England and Wales)

HEADWAY CARDIFF AND SOUTH EAST WALES

**ANNUAL REPORT AND INDEPENDENTLY EXAMINED
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2023

2.1

HEADWAY CARDIFF AND SOUTH EAST WALES

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HEADWAY CARDIFF AND SOUTH EAST WALES

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2023

Chair's Report

The last year has been one of the most significant in our history with the much-anticipated move from our long-standing home in Rookwood Hospital, Llandaff to our new centre in University Hospital Llandough. Thanks to the careful planning and hard work of our staff, the backing of loyal supporters Hugh James and Case Management Cymru, and substantial investment by Cardiff and the Vale University Health Board, we have the ideal new home, and the move has been a resounding success. We were delighted to be able to welcome many of our friends and supporters to the centre to celebrate its launch with Suzanne Rankin, CEO of the Health Board, and AM Eluned Morgan, Cabinet Member for Health and Social Services.

With a new base, and COVID-19 presenting less of an immediate threat, we have been able to resume many of our popular Independence and Wellbeing Centre and Carer activities including trips out on the Willow Trust canal boat, to Barry Island, for meals out, 10 pin bowling and indoor climbing, and drama sessions with Spectacle Theatre Company. We have also introduced some new activities such as kurling and Rise gentle exercise sessions. 98 people have participated in this service.

We have continued the most popular of our weekly community walking/wheeling groups and currently offer 4 across Southeast Wales. 127 people with acquired brain injury and their carers have taken part in these groups.

The demand for our Information and Outreach remains constant with 421 people with acquired brain injury and their carers accessing this. Assisting with benefit applications and renewals continues to be vital to the service with the team supporting 101 people.

Demand for our counselling service continued to outstrip the sessions which volunteer counsellor, Jo Pickford was able to provide. The Jenour Foundation generously provided a grant which enabled us to contract an experienced freelance counsellor to assist. 23 people with acquired brain injury and their carers received this service.

Our Cardiff University Psychology Placement Students continue to be an invaluable asset, such that we expanded the number of places offered to 14. We are pleased our association continues after their placement has ended, with some becoming employees.

We are grateful to all our loyal fundraisers and supporters who provide us with security for our future, in particular: Hugh James for their generous and substantial sponsorship towards both our Information and Outreach Officer posts; Aneurin Bevan University Health Board for funding towards our Gwent Information and Outreach Officer post; and Cardiff and Vale University Health Board for their continued provision of accommodation and utilities. There are many other individuals and companies who we are indebted to for their generous support. Among these are Case Management Cymru, Chris Case and the Rugby Select XV, and the Forum for the Built Environment.



Mr A Harding - Chair

Date: 4/10/2023

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

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

Objectives and activities

Principal objectives of the charity to:

- increase awareness and understanding of ABI and its consequences;
- provide information and support for people with ABI, their families and carers and professional people;
- promote improved approaches to brain injury screening, acute care, assessment, rehabilitation and community reintegration;
- assist people with ABI to maximise their independence;
- support those with ABI so that they can attain the highest possible quality of life.

Principal activities of the charity

Information and Outreach Service

Our 1.8 Information & Outreach Officers liaise with professionals, acting as our referral point, providing the following one to one support to around 450 people with brain injuries and their families a year:

- information;
- signposting;
- emotional support;
- practical assistance including help to access individual grants;
- help to apply for Welfare Benefits and to appeal decisions;
- support to access external opportunities such as education, training, volunteering and employment.

Counselling Service

Our trained and registered volunteer and freelance counsellors provide weekly sessions to individuals and their families to help them to come to terms with, and cope with, some of the difficulties they are having because of acquired brain injury.

Social and Activity Groups

Our staff, supported by placement students and volunteers, run 4 weekly community walking/wheeling groups, and a monthly family and carers support group, providing peer-to-peer support to enable people to develop their networks and avoid isolation.

Independence and Wellbeing Centre

Our 3.3 Independence & Wellbeing staff team, and volunteers and placement Psychology students, co-ordinate a 5 day-a-week Independence and Wellbeing Centre, aiming to meet people with ABI's social and emotional needs. The sessions offer a programme of activity, and a safe and supportive environment, in which people requiring more intensive, structured support can practice, maintain, and develop their skills and independence while benefiting from peer-to-peer support. There is a charge for this service, often subsidised by Social and Health Services.

Information and Training Services

Information and training on acquired brain injury can be provided for paid and unpaid carers, social workers and professionals working with people with ABI.

We also give talks to community organisations to raise awareness of the issues surrounding ABI and the work of our charity (e.g., Rotary Clubs, Church groups and schools).

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Volunteering

Headway Cardiff and South East Wales relies on volunteers and placement Psychology students to enhance its Independence and Wellbeing Centre and community Groups. They provide one-to-one time with service users as well as planning and facilitating group activities such as discussions, quizzes, and games. They provide practical support with preparing refreshments and setting up and clearing away after sessions. Volunteers also assist with fundraising and with the management of our organisation through our Board of Trustees.

Our volunteers are made up of loyal, long serving volunteers as well as students and young people wishing to contribute to the organisation, whilst developing their experience and skills. Often, they move on to occupations in health or social care, bringing with them the understanding of acquired brain injury and Headway Cardiff and South East Wales gained.

All volunteers go through a selection, induction, and training process, and are data barring and reference checked.

44 individuals volunteered for the charity, including 14 Psychology Placement Students. In total contributing 6,161 hours to the charity.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the objectives they have set.

Achievements and performance

Independence and Wellbeing Centre

We have run 4 sessions a week from our centre in University Hospital Llandough and 1 weekly session from Trehafod Community Centre. Each session has targeted different needs and included 2 sessions for people with mixed needs who benefit from some structured activities, a session for people with high personal care needs and complex disabilities, a session for people with communication issues who require a slower paced, quieter session to participate, a social session for people who like to be self-determining. 98 people have participated in this service.

Community Groups

We have run 4 weekly Community Walking/Wheeling groups from: Pontcanna Fields, Cardiff; Barry Sidings, Rhondda Cynon Taff; Tredegar Park, Newport; and Pontypool Park, Torfaen and a monthly family and carers group. 105 people with brain injuries, and 22 carers, have participated in these.

Counselling Service

23 individuals benefitted from our Counselling Service, delivered by fully qualified counsellors, with specialist experience in Brain Injury, representing over a 53% increase on last year. Funding from the Jenour Foundation enabled us to expand this service.

Information and Outreach

Our Information and Outreach Service supported 354 individuals with Brain Injury, and 67 family members, a rise of 5.5% on 2021/2022. Of these, 186 were new to the service. 101 people have been supported with welfare benefits advice, a 3% increase on 2021/2022. 66 people were assisted to complete benefit applications, 53% of which have been successful, 1.1% unsuccessful, and in 22.5% of cases we have not been informed of the outcome, 22.5% of these cases are ongoing.

Music Therapy

Through our partnership with Nordorff Robbins, we have offered singing sessions and one-to-one Music Therapy sessions. 31 individuals participated in these sessions and 42 people in weekly and monthly group sessions.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Fundraising and Communications

Since the departure of our Fundraising and Communications Manager, all internal fundraising activities are coordinated by our CEO, assisted by our Administrator (Fundraising). We are fortunate that we have numerous supporters who undertake fundraising activities in aid of our charity. We make use of online giving platforms, but do not use external professional funders to fundraise on our behalf.

We are registered with the Fundraising Regulator and adhere to their standards. We have not received any complaints about our fundraising activities this year. We have Privacy, Safeguarding, Gift and Money Management Policies and Procedures to ensure vulnerable people and other members of the public are protected from unreasonably intrusive or persistent behaviour or are unduly pressured to give money or other property.

We are enormously grateful to those who have supported us through grants, fundraising and giving, in particular: Cardiff and Vale University Health Board for providing us with accommodation and utilities and in particular for all the resource, time and hard work they have invested in our new centre at University Hospital Llandough; Hugh James for their substantial sponsorship towards both our Information and Outreach Officer; Aneurin Bevan University Health Board for funding towards our Gwent Information and Outreach Officer post.

We are grateful for grants from: Aviva, C3SC, Jenour Foundation, Gwent Voluntary Service, Interlink, ICF Capital fund, and to the following companies for corporate sponsorship towards our new centre and for events: Case Management Cymru, Hugh James, and Slater and Gordon.

Other supporters included our fundraising committee members, Anu, Amy, Charlotte, Charlotte, Dannielle, Gemma, Linda, Rhian, Sion, and Steve, and their companies Case Management Cymru, Hugh James, Irwin Mitchell, Slater Gordon, and Thompsons. Some of the many other individuals and companies who we are indebted to include Radyr & Morganstown Festival Committee, Aneurin Bevan University Hospital Community Neuro Rehab Team, Asda Coryton, Jayne Hicks and the Cathays Conservative Club, Port Electro Club, Radyr Primary School, Bryn Deri Primary School, Penarth Seniors Club, USW Psychology Society, Radyr & Morganstown Women's Institute, Lisa Powell, Megan Webber, Justin Evans, Darren Green, Kathryn Jones, Tamlyn Palmer, Emily Brennan, Rhian Jones, Claire Protheroe-Jones, Kristian Latosinski, Damia Griffiths, Chloe Simon, Matthew Grant, Rebecca Oats, Peter Williams and family, the Hugh James Neuro team: Cari, Ellis, Anu, Charlotte, Joy, Carlos, Robert and Gareth, and to Paul Rattle, Howard Davies, David Ackland, and Michael Jones and the loving families they have left behind and Robert Lesurf for his generous legacy. Laura and the Forum of the Built Environment deserve a special mention for raising significant funds for us as their charity of the year, as do Chris Case and the Rugby Select XV for their substantial and ongoing fundraising efforts.

We have increased our Twitter followers to 1,789, an increase of 3% on last year (2021/2022: 1,729). We currently have 1,633 Facebook followers, an increase of 10.5% (2021/2022: 1,476). Our Instagram account has 918 followers, an increase of 17% (2021/22: 784).

Collaboration

Working to establish links with other organisations is a priority for us. We have been fortunate to have partnered with Nordoff Robbins, Music Therapy Charity, which has significantly enhanced our services and the support we can offer to people with acquired brain injury.

We have benefited from our close links through regular referrals, communication, and meetings with ward and therapy staff within Cardiff & the Vale University Health Board's Neurological wards, specialist inpatient Neurology Rehabilitation service, Community Brain Injury Team, and Community Neuro Rehabilitation Service, the Welsh Specialist Neurological Psychiatry Service and Aneurin Bevan University Health Board Community Neuro Rehabilitation Service.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Financial review

The Statement of Financial Activities is set out on page 10 of the financial statements. Total income amounted to £444,831 (2022: £321,527) with total expenditure at £382,917 (2022: £333,539).

Overall, this resulted in a net year end surplus of £61,914 (2022: deficit £12,012) of which £57,305 related to unrestricted funds (2022: deficit of £6,741). Donations and legacies totalled £103,244 (2022: £63,669).

At 31 March 2023 the net assets shown on the Balance Sheet as set out on page 11 amounted to £554,617 (2022: £492,703). Free reserves totalled £442,950 (2022: £361,733).

The trustees are satisfied that Headway Cardiff and South East Wales has a sound financial base from which to continue to provide its services to the community.

Principal funding sources

The main sources of funding for the charity are currently by way of spot contracts from Social Services departments and Health Boards across South East Wales – 53%; donations, gifts and legacies – 27%, corporate sponsorship – 11%, grants – 7%, charitable fundraising (fundraising events, sales, and box collections) – 1%, investments – 1%.

Investment policy

The Board takes a cautious approach to investment. Currently reserves are invested in savings accounts. The best rates of interest were sought when selecting these accounts. The organisation strives to protect these reserves by distributing them over several institutions and maintain balances below the Financial Services Compensation Scheme deposit protection limit of £85,000.

Reserves policy

In usual circumstances, the trustees consider that, on 31 March each year, the free cash reserves (unrestricted funds less designated funds and tangible fixed assets) held by the charity should broadly represent between 9 - 12 months of the ordinary ongoing expenditure. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding or change in circumstances.

We forecast expenditure of £370,659 in 2022/2023 with a shortfall in income of £26,155. It is for circumstances such as these, that we hold reserves. Our current free reserves of £442,950 represent 14 months' running costs for the organisation based on the 2022/2023 expenditure forecast.

The Trustees have allocated £30,000 of our reserves to a designated fund to cover costs associated with our move from the Rookwood Hospital site to the University Hospital of Wales Llandough site alongside a designated fund of £32,994 to cover current redundancy liabilities.

Future Plans

Our focus for 2023/2024 will be to:

- Develop support and social opportunities offered to carers;
- Facilitate focused sessions to assist service users to develop specific skills around resilience, independence, and wellbeing;
- Improve current systems, processes, training, and documentation to ensure they comply with legal requirements and are streamlined and efficient;
- Deliver successful and profitable fundraising events.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12 March 1997 and registered as a charity on 5 July 1997. 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 the event of the company being wound up, members are required to contribute an amount not exceeding £10. Headway Cardiff and South East Wales is affiliated to Headway, the brain injury association.

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law. Recruitment of new trustees is the responsibility of the existing trustees and can be through personal networks or advertising more widely. The trustees are also responsible for the election of the Charity's Chairman, Secretary and Treasurer.

Under the requirements of the Articles of Association, one third of the trustees must retire by rotation at each Annual General Meeting (AGM) and, if they are still eligible, may offer themselves for re-election at the same meeting. Jeff Mayle, Vicky Richards and Peter Mayle retire by rotation at the next AGM and, being eligible, may offer themselves for re-election. The charity's role is to provide services for brain injured people and consequently the trustees feel it is important to have at least one person who has suffered a brain injury on the board of trustees. There are currently two brain injury survivors on the board.

Two of our trustees also volunteer within our services and consequently have firsthand experience of them.

Trustee induction and training

New trustees are provided with: a copy of the Charity Commission's publication "The Essential Trustee: What you need to know"; the Trustee Code of Conduct, which they are asked to sign; and attend an induction meeting which covers:

- the obligations of trustees;
- the main documents which set out the operational framework of the charity, including the Memorandum and Articles;
- resourcing and the current financial position;
- future plans and objectives, including the Business Plan.

Organisational Structure

A board of at least four trustees meets monthly to administer the Charity. During the year ended 31 March 2023, the trustees were those listed on page 15. No trustee has any beneficial interest in the company. All trustees give their time freely and no trustee received remuneration in the year.

The trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. Details of key management personnel benefits and any related party transactions are disclosed in notes 11 and 20 of the accounts.

At 31 March 2023 the charity employed 12 staff, details of whom are as follows:

- 1 x Chief Executive Officer (CEO) (1 post)
- 0.8 x Director of Services (1 post)
- 1 x Independence and Wellbeing Manager (1 post)
- 2.3 x Independence and Wellbeing Officer (3 posts)
- 1.8 x Information and Outreach Officers (2 posts)
- 2.1 x Admin Assistants (3 posts)

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Overseen by the board of Trustees, the CEO is responsible for the charity's operations, and its organisational policies and strategic development. The Director of Services is responsible for the delivery and development of safe and high-quality service, and service user welfare. Both managers share responsibility for staff and volunteer management and supervision, and compliance, processes, and service development within their areas.

Risk Management

The trustees conduct regular reviews of the major risks to which the charity is exposed.

Significant risks identified include trustee succession; management capacity; over-reliance on key staff; viability of community venues hired; and the external environment. Actions have been taken, or are planned, to mitigate these.

Activity and individual service user risk assessments are carried out by our staff as required. Procedures are in place to ensure compliance with the health and safety of staff, volunteers, service users and visitors and adequate public, employee and legal insurance is in place.

We continue to comply with Headway National Standards to ensure consistent quality of delivery for all operational and service aspects of the charity.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Reference and Administrative details

Name Headway Cardiff and South East Wales

Charity registration number 1063221

Company registration number 3331865

Registered office Two Central Square
Central Square
Cardiff
CF10 1FS

Trustees Mr A Harding (Chair)
Ms N Sinclair (Treasurer)- appointed 22 November 2022
Ms L Green (Secretary) – appointed 9 September 2022
Ms A Culverwell
Mrs V Richards
Mr P Mayle
Mr Jeff Mayle
Mrs J Pickford
Mrs S A Jones
Ms C Sowden-Taylor
Ms P A Derbyshire – resigned 9 September 2022
Mrs R M Wysome – resigned 9 November 2022
Mr C Brown - co-opted 15 May 2023

Secretary Ms L Green

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

Independent Examiner Claire Thompson FCCA DChA
Azets Audit Services
Statutory Auditors
Ty Derw
Lime Tree Court
Cardiff Gate Business Park
CARDIFF
CF23 8AB

The Trustees report was approved by the Board of Trustees.


.....

N Sinclair - Treasurer

Dated: 4.10.2023

HEADWAY CARDIFF AND SOUTH EAST WALES

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY CARDIFF AND SOUTH EAST WALES

I report to the trustees on my examination of the financial statements of Headway Cardiff and South East Wales (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 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 financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their 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 financial statements to be reached.

Claire Thompson

Claire Thompson FCCA DChA

Azets Audit Services

Ty Derw, Lime Tree Court

Cardiff Gate Business Park

Cardiff

CF23 8AB

United Kingdom

Dated: 04-10-2023

HEADWAY CARDIFF AND SOUTH EAST WALES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
Income and endowments from:							
Donations and legacies	3	103,244	-	103,244	63,669	-	63,669
Charitable activities	4	215,998	95,973	311,971	153,012	68,633	221,645
Other trading activities	5	26,571	-	26,571	34,759	-	34,759
Investments	6	3,045	-	3,045	1,436	-	1,436
Other income	7	-	-	-	18	-	18
Total Income		348,858	95,973	444,831	252,894	68,633	321,527
Expenditure on:							
Raising funds	8	23,906	-	23,906	20,492	-	20,492
Charitable activities	9	272,486	85,502	357,988	239,108	73,939	313,047
Other	13	1,023	-	1,023	-	-	-
Total expenditure		297,415	85,502	382,917	259,600	73,939	333,539
Net incoming/(outgoing) resources before transfers		51,443	10,471	61,914	(6,706)	(5,306)	(12,012)
Gross transfers between funds		5,862	(5,862)	-	(35)	35	-
Net income/(expenditure) for the year/							
Net movement in funds		57,305	4,609	61,914	(6,741)	(5,271)	(12,012)
Fund balances at 1 April 2022		480,805	11,898	492,703	487,546	17,169	504,715
Fund balances at 31 March 2023		538,110	16,507	554,617	480,805	11,898	492,703

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

All income and expenditure derive from continuing activities.

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

HEADWAY CARDIFF AND SOUTH EAST WALES

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	14		32,166		9,648
Current assets					
Debtors	15	44,986		25,762	
Cash at bank and in hand		496,678		465,531	
		<u>541,664</u>		<u>491,293</u>	
Creditors: amounts falling due within one year	16	<u>(19,213)</u>		<u>(8,238)</u>	
Net current assets			522,451		483,055
Total assets less current liabilities			<u>554,617</u>		<u>492,703</u>
Income funds					
Restricted funds	19		16,507		11,898
Unrestricted funds			538,110		480,805
			<u>554,617</u>		<u>492,703</u>

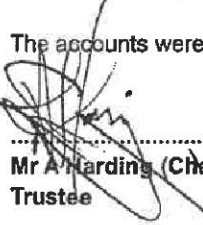
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

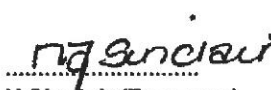
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The accounts were approved by the Trustees on 4th October 2023


.....
Mr A Harding (Chairman)
Trustee


.....
N Sinclair (Treasurer)

Company Registration No. 3331865

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Headway Cardiff and South East Wales is a private company limited by guarantee incorporated in England and Wales. The registered office is Two Central Square, Central Square, Cardiff, CF10 1FS.

1.1 Accounting convention

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

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

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

1.4 Income

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

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

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

Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Sponsorship income is credited to the Statement of Financial Activities in the year in which the sponsorship relates.

Attendance and counselling fees are recognised in the period to which the service is provided.

Fundraising income is recognised when the event takes place with any amounts received in advance deferred.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Capital grants are released to the SOFA in the year of receipt. Fixed assets relating to capital grants are capitalised, and depreciation charged is offset against the grant income, in a restricted fund.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Expenditure

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

Expenditure on raising funds relates to the costs in relation to generating income such as fundraising activities.

Expenditure on charitable activities includes all costs relating to the furtherance of the charity's objectives as stated in the trustees report and their associated support costs.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

1.6 Tangible fixed assets

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

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

Office equipment	15% & 33% straight line
------------------	-------------------------

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

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

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of the ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

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

Derecognition of financial liabilities

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

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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

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

1.11 Retirement benefits

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

1.12 Valuation of gifts in kind

This is based on a valuation in June 2016 by a qualified professional valuer.

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies (Continued)

1.13 Taxation

As a registered charity, Headway Cardiff and South East Wales is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

2 Critical accounting estimates and judgements

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

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

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	92,244	63,669
Legacies receivable	11,000	-
	<u>103,244</u>	<u>63,669</u>

Included in donations, is £39,540 (2022: £39,540) in respect of free accommodation, lighting and heating made available to the organisation by Cardiff and Vale University Health Board.

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	2023 £	2022 £
Corporate sponsorship	51,400	34,000
Attendance fees	208,676	151,822
Counselling	1,185	940
Grants receivable	50,710	34,883
	<u>311,971</u>	<u>221,645</u>
Analysis by fund		
Unrestricted funds	215,998	153,012
Restricted funds	95,973	68,633
	<u>311,971</u>	<u>221,645</u>
Grants		
GVS	10,000	-
ICF	-	5,675
Aneurin Bevan University Health Board	21,942	27,428
Aviva Community Fund	2,902	-
Bruce Wake Charitable Trust	1,000	-
People's Postcode Lottery	7,500	500
Jenour Foundation	6,000	-
C3SC Family & Friends	1,366	-
C3SC Winter Pressures	-	1,280
	<u>50,710</u>	<u>34,883</u>

5 Other trading activities

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Charitable fundraising	<u>26,571</u>	<u>34,759</u>

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	3,045	1,436

7 Other income

	Total Unrestricted funds	Total Unrestricted funds
	2023	2022
	£	£
Other income	-	18

8 Raising funds

	Unrestricted funds	Total
	2023	2022
	£	£
Fundraising events	6,062	4,019
Staff costs	17,844	16,473
	23,906	20,492

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Charitable activities

	2023	2022
	£	£
Staff costs	238,548	227,146
Independence and wellbeing centre	18,402	10,830
Groups, activities and carers	1,021	264
Advertising, marketing and publications	-	509
Counselling	2,975	1,350
Staff training	2,945	1,867
Travelling and subsistence	3,182	2,344
Volunteers	6,936	5,139
	<u>274,009</u>	<u>249,449</u>
Share of support costs (see note 10)	81,459	61,733
Share of governance costs (see note 10)	2,520	1,865
	<u>357,988</u>	<u>313,047</u>
Analysis by fund		
Unrestricted funds	272,486	239,108
Restricted funds	85,502	73,939
	<u>357,988</u>	<u>313,047</u>

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Depreciation	7,029	-	7,029	5,168	-	5,168
Rent, rates, light and heat	39,540	-	39,540	39,540	-	39,540
Postage, stationery and publications	4,081	-	4,081	2,515	-	2,515
IT maintenance and development	12,010	-	12,010	7,933	-	7,933
Small consumable equipment	14,063	-	14,063	782	-	782
Insurance, legal and professional fees	1,452	-	1,452	2,128	-	2,128
Telephone and internet	2,573	-	2,573	2,386	-	2,386
Recruitment	257	-	257	546	-	546
Sundry expenses	454	-	454	735	-	735
Independent examiners fees	-	2,520	2,520	-	1,865	1,865
	<u>81,459</u>	<u>2,520</u>	<u>83,979</u>	<u>61,733</u>	<u>1,865</u>	<u>63,598</u>
Analysed between						
Charitable activities	<u>81,459</u>	<u>2,520</u>	<u>83,979</u>	<u>61,733</u>	<u>1,865</u>	<u>63,598</u>

Included in rent, rates, light and heat, is £39,540 (2022: £39,540) in respect of free accommodation, lighting and heating made available to the organisation by Cardiff and Vale University Health Board.

Governance costs includes payments to the independent examiners of £2,520 (2022: £1,865).

11 Trustees

No trustee received any remuneration or reimbursement of expenses from the charity during the current or prior year.

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Staff	13	13

Employment costs

	2023 £	2022 £
Wages and salaries	234,535	223,707
Social security costs	15,291	14,138
Other pension costs	6,566	5,774
	<u>256,392</u>	<u>243,619</u>

No termination payments were made in the year (2022: £nil).

Key Management Personnel

The total amount of employee benefits (including salary, employers national insurance and pension contributions) received by the key management personnel for their services to the charity during the year totalled £85,957 (2022: £56,096).

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

13 Other

	Unrestricted funds	Total
	2023 £	2022 £
Net loss on disposal of tangible fixed assets	1,023	-

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

14 Tangible fixed assets

	Office equipment £
Cost	
At 1 April 2022	37,117
Additions	30,611
Disposals	(12,896)
At 31 March 2023	<u>54,832</u>
Depreciation and impairment	
At 1 April 2022	27,469
Depreciation charged in the year	7,029
Eliminated in respect of disposals	(11,832)
At 31 March 2023	<u>22,666</u>
Carrying amount	
At 31 March 2023	<u><u>32,166</u></u>
At 31 March 2022	<u><u>9,648</u></u>

15 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	43,781	24,728
Other debtors	1,205	1,034
	<u>44,986</u>	<u>25,762</u>

16 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Deferred income	17	4,150	-
Trade creditors		4,869	1,218
Other creditors		7,674	4,920
Accruals		2,520	2,100
		<u>19,213</u>	<u>8,238</u>

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

21 Analysis of net assets between funds

	Unrestricted funds		Designated funds		Restricted funds		Total Unrestricted funds		Designated funds		Restricted funds		Total	
	2023	£	2023	£	2023	£	2023	£	2022	£	2022	£	2022	£
Fund balances at 31 March 2023 are represented by:														
Tangible assets	32,166		-		-		6,811		-		2,837		9,648	
Current assets/(liabilities)	442,950		62,994		16,507		361,733		112,261		9,061		483,055	
	<u>475,116</u>		<u>62,994</u>		<u>16,507</u>		<u>368,544</u>		<u>112,261</u>		<u>11,898</u>		<u>492,703</u>	

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

22 Company Limited by Guarantee

The company is limited by guarantee; each member's liability is limited to £10 on winding up of the company.

23 Related party transactions

There were no related party transactions that occurred during the current or previous year.

HEADWAY CARDIFF AND SOUTH EAST WALES

England & Wales - Charity number 1063221

Accounts

Charity Registration No. 1063221

Company Registration No. 3331865 (England and Wales)

HEADWAY CARDIFF AND SOUTH EAST WALES
ANNUAL REPORT AND INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

HEADWAY CARDIFF AND SOUTH EAST WALES

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HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report and financial statements for the year ended 31 March 2022.

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

OBJECTIVES AND ACTIVITIES

Principal objectives of the charity

- To increase awareness and understanding of ABI and its consequences
- To provide information and support for people with ABI, their families and carers and professional people
- To promote improved approaches to brain injury screening, acute care, assessment, rehabilitation and community reintegration
- To assist people with ABI to maximise their independence
- To support those with ABI so that they can attain the highest possible quality of life

Principal activities of the charity

Information and Outreach Service

Our 1.8 Information & Outreach Officers liaise with professionals, acting as our referral point, providing the following one to one support to around 450 people with brain injuries and their families a year:

- information
- signposting
- emotional support
- practical assistance including help to access individual grants
- help to apply for Welfare Benefits and to appeal decisions
- support to access external opportunities such as education, training, volunteering and employment

Counselling Service

Our trained and registered volunteer and freelance counsellors provide weekly sessions to individuals and their families to support them to come to terms with, and cope with, some of the difficulties they are having as a result of acquired brain injury.

Social and Activity Groups

Our staff, supported by placement students and volunteers, run 4 weekly community walking/wheeling groups and a monthly family and carers support group, providing peer to peer support to enable people to develop their networks and avoid isolation.

Independence and Wellbeing Centre

Our 2.5 Independence & Wellbeing Officers, and volunteer and placement Psychology student team co-ordinate a 5 day a week Independence and Wellbeing Centre, offering a programme of activity, and a safe and supportive environment, in which people requiring more intensive, structured support can practice, maintain and develop their skills and independence to achieve identified goals, while at the same time benefiting from peer-to-peer support. There is a charge for this service which is often subsidised by Social and Health Services.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Information and Training Services

Information and training on acquired brain injury can be provided for paid and unpaid carers, social workers and professionals working with people with ABI.

We also give talks to community organisations to raise awareness of the issues surrounding ABI and the work of our charity (e.g., Rotary Clubs, Church groups and schools).

Volunteering

Headway Cardiff and South East Wales relies on volunteers and placement Psychology students to enhance its Independence and Wellbeing Centre and our Community Groups. They provide one-to-one time with service users as well as planning and facilitating group activities such as discussions, quizzes, and games. They provide practical support with preparing refreshments and setting up and clearing away after sessions. Volunteers also assist with fundraising and with the management of our organisation through our Board of Trustees.

Our volunteers are made up of loyal, long serving volunteers as well as students and young people wishing to contribute to the organisation, whilst developing their experience and skills. Often, they move on to occupations in health or social care, bringing with them the understanding they have gained of acquired brain injury and Headway Cardiff and South East Wales.

All volunteers go through a selection, induction and training process, and are data barring and reference checked. 43 individuals volunteered for the charity, including 7 psychology placement students. In total contributing 9,341 hours to the charity.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the objectives they have set.

ACHIEVEMENTS AND PERFORMANCE

Whilst in-person services have been able to re-open, this year has been a challenging one. The break in service delivery, enabled us to reconfigure our service to better meet need and to prepare for our move from the Rookwood site to Llandough Hospital. Coronavirus has impacted on the staff team, but with the good will of staff and volunteers we have managed to continue to run our Independence and Wellbeing Centre, despite staff absence.

Community Groups

We have run 5 weekly Community Walking/Wheeling groups from: Pontcanna Fields, Cardiff; Cosmeston Park, Vale of Glamorgan; Barry Sidings, Rhondda Cynon Taff; Tredegar Park, Newport; and Pontypool Park, Torfaen and a monthly family and carers group. 125 people with brain injuries, and 59 carers, have participated in these.

Virtual Zoom Activity Sessions

Through working with external facilitators, we have offered virtual Zoom sessions including group Tai Chi and singing sessions and one-to-one Music Therapy Sessions. 50 individuals participated in these sessions. We are very grateful to Nordoff Robbins for their ongoing partnership which made the latter possible.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Counselling Service

15 individuals benefitted from our Counselling Service, delivered by fully qualified counsellors, with specialist experience in brain injury, representing over a 100% increase on last year which demonstrates the importance people place on receiving this in person.

Information and Outreach

Our Information and Outreach Service supported 336 individuals with Brain Injury, and 63 family members, a rise of 1% on 2020/2021. Of these, 159 were new to the service. 101 people have been supported with welfare benefits advice, a 3% increase on 2020/2021. We have succeeded in applying for individual grants for 9 people, securing a total of £1,688.

Fundraising and Communications

All internal fundraising activities are co-ordinated by our Fundraising and Communications Manager, or in her absence, our CEO. We are fortunate that we have numerous supporters who undertake fundraising activities in aid of our charity. We make use of online giving platforms, but do not use external professional funders to fundraise on our behalf.

We are registered with the Fundraising Regulator and adhere to their standards. We have not received any complaints about our fundraising activities this year. We have Privacy, Safeguarding, Gift and Money Management Policies and Procedures to ensure vulnerable people and other members of the public are protected from unreasonably intrusive or persistent behaviour, or are unduly pressured to give money or other property.

We are enormously grateful to those who have supported us through grants, fundraising and giving, in particular: Cardiff and Vale University Health Board for providing us with accommodation and utilities; Hugh James for their substantial sponsorship towards both our Information and Outreach Officers posts; Aneurin Bevan University Health Board for funding towards our Gwent Information and Outreach Officer post. We are grateful for grants from Jenour Foundation, Cardiff and Vale Health Charity Third Sector Grant Scheme (GVS), C3SC – Winter Pressures Third Sector Fund and the ICF Capital Grant.

Other supporters include: Case Management Cymru who provided event sponsorship, the Forum of the Built Environment and Radyr and Morganstown Festival Committee who chose us as their charity of the year. Our fundraising committee members, Tim, Justin, Cari, Charlotte, Rhian, Gemma, Danielle, Steve, Ciaran, Anu, Linda, Amy and Sion, and their companies Hugh James, JCP, Irwin Mitchell, Thompsons and Slater Gordon. Some of the many other individuals and companies who we are indebted to include Lisa Powell, Carwyn Davies, Jackie Sadler, Mark Ahearne, Ian Cranidge and family and the Welsh Eagle Bikers, I-Tel Group, GE Aviation, Lexis Nexis, Megan Webber, Glaslyn Court Nursing Home, Rhiwbina Rugby Club, Dave Hobbs and the loving family he has left behind, the family of Andrew McIntyre, Lyndon Taylor, Andrew McCarthy, Damon McCarthy, Betty Murphy, and Patrina Jones. Finally, a special mention should be made to Chris Case and Rugby Select XV for their significant and ongoing fundraising efforts.

We have increased our Twitter followers to 1,729, an increase of 10% on last year (2020/2021: 1,564). We currently have 1,549 Facebook followers, an increase of 16% (2020/2021: 1,306). Our Instagram account has 784 followers, an increase of 36% (2020/2021: 509).

Collaboration

Establishing links with other organisations is a priority. These enhance the services offered and support available to people with acquired brain injury. We have partnered with Nordoff Robbins to provide Music Therapy and Cardiff University to provide our Psychology Student Placement Programme. We also work closely with ward and therapy staff from Cardiff & Vale University Health Board Neurological wards, specialist inpatient Neurology Rehabilitation service, Community Brain Injury Team and Community Neuro Rehabilitation Service, and the Welsh Specialist Neurological Psychiatry Service, Cwm Taf Morgannwg University Health Board Neuro Service, and Aneurin Bevan University Health Board Community Neuro Rehabilitation Service.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

FINANCIAL REVIEW

The Statement of Financial Activities is set out on page 10 of the financial statements. Total income amounted to £321,527 (2021: £359,366) with total expenditure at £333,539 (2021: £285,019).

Overall this resulted in a net year end deficit of £12,012 (2021: surplus £74,347). Donations and legacies totalled £63,669. (2021: £68,625).

At 31 March 2022 the net assets shown on the Balance Sheet as set out on page 11 amounted to £492,703 (2021: £504,715).

The trustees are satisfied that Headway Cardiff and South East Wales has a sound financial base from which to continue to provide its services to the community.

Principal funding sources

The main sources of funding for the charity are currently by way of spot contracts from Social Services departments and Health Boards across South East Wales – 47%; grants – 11%; corporate sponsorship – 11%; and donations and gifts – 20%. Approximately 11% of our income came from charitable fundraising.

It has been necessary to cancel planned fundraising events up until year end. The potential for supporters to fundraise is currently very limited. The economic impact of the virus may well be felt for some time resulting in less disposable income for individuals and companies. We anticipate the reduction in the proportion of income raised through fundraising to continue in 2022/2023.

Investment policy

The Board takes a cautious approach to investment. Currently reserves are invested in savings accounts. The best rates of interest were sought when selecting these accounts. The organisation strives to protect these reserves by distributing them over several institutions and maintaining balances below the Financial Services Compensation Scheme deposit protection limit of £85,000.

Reserves policy

In usual circumstances, the trustees consider that, at 31 March each year, the free cash reserves (unrestricted funds less designated funds and tangible fixed assets) held by the charity should broadly represent between nine and 12 months of the ordinary ongoing expenditure. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding or change in circumstances.

We forecast expenditure of £277,095 in 2022/2023 with an underspend of £19,253. Our current free reserves £361,733 represent approximately 15 months' running costs for the organisation based on the 2022/2023 expenditure forecast. At present, the trustees deem it wise to hold reserves in excess of the usual limits. They anticipate that the COVID-19 crisis, and Brexit, could negatively impact on the UK economy and, as a result, the Charity's income could fall over the next few years while its costs increase.

A move from the Rookwood Hospital site to the Llandough Hospital site, with other specialist rehabilitation Neurological services is anticipated in September 2022. There will be significant costs associated with relocation. As a result, the Trustees have allocated £80,000 of our reserves to a designated fund to cover these costs alongside a designated fund of £32,261 to cover current redundancy liabilities.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

FUTURE PLANS

Our focus for 2022/2023 will be to:

- Successfully transfer to University Hospital Llandough with the minimum of disruption to our services
- Develop a pleasant and conducive environment from which to deliver our services.
- Monitor and evaluate our services to ensure we make the most efficient use of available resources to deliver the maximum benefit for our community, and if necessary, change and adapt to deliver this.
- Ensure our future sustainability by exploring possible funding streams.

STRUCTURE MANAGEMENT AND GOVERNANCE

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12 March 1997 and registered as a charity on 5 July 1997. 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 the event of the company being wound up, members are required to contribute an amount not exceeding £10. Headway Cardiff and South East Wales is affiliated to Headway, the brain injury association.

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law. Recruitment of new trustees is the responsibility of the existing trustees and is by word of mouth rather than through advertising. The trustees are also responsible for the election of the Charity's Chairman, Secretary and Treasurer.

Under the requirements of the Articles of Association, one third of the trustees must retire by rotation at each Annual General Meeting (AGM) and, if they are still eligible, may offer themselves for re-election at the same meeting. Alison Culverwell, Sarah Jones and Linda Green retire by rotation at the next AGM and, being eligible, may offer themselves for re-election. Sally Palmer, Rosemary Wysome and Patricia Derbyshire will be permanently retiring after many years of service. The charity's role is to provide services for brain injured people and consequently the trustees feel it is important to have at least one person who has suffered a brain injury on the board of trustees. There are currently two brain injury survivors on the board.

Three of our trustees are also volunteers and consequently they are very familiar with the practical work of the charity.

Trustee induction and training

New trustees are provided with: a copy of the Charity Commission's publication "The Essential Trustee: What you need to know"; the Trustee Code of Conduct, which they are asked to sign, and are asked to attend an induction meeting which covers:

- the obligations of trustees;
- the main documents which set out the operational framework of the charity, including the Memorandum and Articles;
- resourcing and the current financial position;
- future plans and objectives, including the Business Plan.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Organisational Structure

A board of at least four trustees meets monthly to administer the Charity. During the year ended 31 March 2022, the trustees were those listed on page 7. No trustee has any beneficial interest in the company. All trustees give their time freely and no trustee received remuneration in the year.

The trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. Details of key management personnel benefits and any related party transactions are disclosed in note 11 on page 20 of the accounts.

At 31 March 2022 the charity employed 11 staff, details of whom are as follows:

- 1 x Chief Executive Officer (CEO) (1 post)
- 0.8 x Director of Services - part time (1 post)
- 1 x Senior Independence and Wellbeing Officer (1 post)
- 1.5 x Independence and Wellbeing Officer (2 posts)
- 0.1 x Temporary Support Worker (1 post)
- 1.8 x Information and Outreach Officers (2 posts)
- 1.1 x Administrators (2 posts)
- 0.6 x Fundraising and Community Manager (1 post)

Overseen by the board of Trustees, the CEO is responsible for the charity's operations, and its organisational policies and strategic development. The Director of Services is responsible for the delivery and development of safe and high-quality service, and service user welfare. Both managers share responsibility for staff and volunteer management and supervision, and compliance, processes, and service development within their areas.

Risk Management

The trustees conduct regular reviews of the major risks to which the charity is exposed. The current Coronavirus crisis has presented the greatest immediate risk to the charity in terms of the impact on its finances, services and the health and safety of clients, volunteers, and staff. Significant action has been taken to minimise this including: rigorous risk assessment and management processes.

Other risks identified include impact of relocation, current economic crisis, escalating costs, staff recruitment and retention and the external environment. Actions have been taken, or are planned to mitigate these.

Activity and individual service user risk assessments are carried out by our staff as required. Procedures are in place to ensure compliance with the health and safety of staff, volunteers, service users and visitors and adequate public, employee and legal insurance is in place.

We continue to comply with Headway National Standards to ensure consistent quality of delivery for all operational and service aspects of the charity.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Name Headway Cardiff and South East Wales

Charity registration number 1063221

Company registration number 3331865

Registered office Two Central Square
Central Square
Cardiff
CF10 1FS

Trustees Mr A Harding (Chairman)
Mr P G Mayle (Treasurer)
Ms A Culverwell
Mrs S M Palmer
Mrs R M Wysome
Mrs J Pickford
Mr J Mayle
Mrs V Richards
Mrs P Derbyshire
Ms S A Jones
Ms L Green
Ms Sowden-Taylor (co-opted 21/3/2022)

Secretary Mrs S M Palmer

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

Independent Examiner Sarah Case FCA DChA
Azets Audit Services
Statutory Auditors
Ty Derw
Lime Tree Court
Cardiff Gate Business Park
CARDIFF
CF23 8AB

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees report was approved by the Board of Trustees.

P G Mayle (Treasurer): *P. G. Mayle*

Trustee
Dated: *10-08-2022*

HEADWAY CARDIFF AND SOUTH EAST WALES

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY CARDIFF AND SOUTH EAST WALES

I report to the trustees on my examination of the financial statements of Headway Cardiff and South East Wales (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 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 financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their 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 financial statements to be reached.

Sarah Case

Sarah Case FCA DChA
Azets Audit Services

Ty Derw
Lime Tree Court
Cardiff Gate Business Park
Cardiff
CF23 8AB
United Kingdom

Dated: *11th August 2022*

HEADWAY CARDIFF AND SOUTH EAST WALES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
Income and endowments from:							
Donations and legacies	3	63,669	-	63,669	68,625	-	68,625
Charitable activities	4	153,012	68,633	221,645	168,841	100,186	269,027
Other trading activities	5	34,759	-	34,759	18,968	-	18,968
Investments	6	1,436	-	1,436	2,667	-	2,667
Other income	7	18	-	18	79	-	79
Total income		252,894	68,633	321,527	259,180	100,186	359,366
Expenditure on:							
Raising funds	8	20,492	-	20,492	19,675	-	19,675
Charitable activities	9	239,108	73,939	313,047	163,580	101,764	265,344
Total resources expended		259,600	73,939	333,539	183,255	101,764	285,019
Net (outgoing)/incoming resources before		(6,706)	(5,306)	(12,012)	75,925	(1,578)	74,347
Gross transfers between funds		(35)	35	-	-	-	-
Net (expenditure)/income for the year/							
Net movement in funds		(6,741)	(5,271)	(12,012)	75,925	(1,578)	74,347
Fund balances at 1 April 2021		487,546	17,169	504,715	411,621	18,747	430,368
Fund balances at 31 March 2022		480,805	11,898	492,703	487,546	17,169	504,715

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

All income and expenditure derive from continuing activities.

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

HEADWAY CARDIFF AND SOUTH EAST WALES

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	12		9,648		7,006
Current assets					
Debtors	13	25,762		24,721	
Cash at bank and in hand		465,531		489,019	
		<u>491,293</u>		<u>513,740</u>	
Creditors: amounts falling due within one year	14	<u>(8,238)</u>		<u>(16,031)</u>	
Net current assets			483,055		497,709
Total assets less current liabilities			<u>492,703</u>		<u>504,715</u>
Income funds					
Restricted funds	15		11,898		17,169
<u>Unrestricted funds</u>					
Designated funds	16	112,261		112,261	
General unrestricted funds		<u>368,544</u>		<u>375,285</u>	
			<u>480,805</u>		<u>487,546</u>
			<u>492,703</u>		<u>504,715</u>

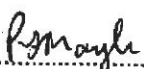
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The financial statements were approved by the Trustees on 10-8-2022


.....

Mr P Mayle
Trustee

Company Registration No. 3331865

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Headway Cardiff and South East Wales is a private company limited by guarantee incorporated in England and Wales. The registered office is Two Central Square, Central Square, Cardiff, CF10 1FS.

1.1 Accounting convention

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

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

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

1.4 Income

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

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

No amounts are included in the financial statement for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies (Con't)

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Membership and subscriptions income is credited to the Statement of Financial Activities in the year in which they are due. Income received in advance is deferred to the appropriate financial year.

Sponsorship income is credited to the Statement of Financial Activities in the year in which they are due.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Capital grants are released to the SOFA in the year of receipt. Fixed assets relating to capital grants are capitalised, and depreciation charged is offset against the grant income, in a restricted fund.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Expenditure

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

Expenditure on raising funds relates to the costs in relation to generating income such as fundraising activities.

Expenditure on charitable activities includes all costs relating to the furtherance of the charity's objectives as stated in the trustees report and their associated support costs.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

1.6 Tangible fixed assets

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

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

Office equipment	15% & 33% straight line
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1.7 Cash and cash equivalents

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

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies (Con't)

1.8 Financial instruments

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

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

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

Basic financial assets

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

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of the ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

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

Derecognition of financial liabilities

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

1.9 Employee benefits

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

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

1.10 Retirement benefits

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

1.11 Valuation of gifts in kind

This is based on a valuation in June 2016 by a qualified professional valuer.

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies (Con't)

1.12 Taxation

As a registered charity, Headway Cardiff and South East Wales is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

2 Critical accounting estimates and judgements

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

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

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	63,669	68,625

Included in core donations, is £39,540 (2021: £39,540) in respect of free accommodation, lighting and heating made available to the organisation by Cardiff and Vale University Health Board.

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	2022	2021
	£	£
Corporate sponsorship	34,000	34,000
Attendance fees	151,822	168,131
Counselling	940	510
Grants receivable	34,883	66,186
Other income	-	200
	<u>221,645</u>	<u>269,027</u>
Analysis by fund		
Unrestricted funds	153,012	168,841
Restricted funds	68,633	100,186
	<u>221,645</u>	<u>269,027</u>
Grants		
WCVA	-	5,250
GVS Capital Grant	-	2,467
ICF Grant funding	5,675	995
ABHB funding	27,428	21,942
TVA COVID-19 Torfaen Voluntary	-	613
GVS Health Charity Glamorgan	-	3,751
Other grant funding	500	-
Jenour Foundation	-	4,000
HMRC Furlough Income	-	27,168
C3SC Winter Pressuers funding	1,280	-
	<u>34,883</u>	<u>66,186</u>

5 Other trading activities

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Charitable fundraising	<u>34,759</u>	<u>18,968</u>

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

6 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	1,436	2,667
	<u>1,436</u>	<u>2,667</u>

7 Other income

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Other income	18	79
	<u>18</u>	<u>79</u>

8 Raising funds

	Unrestricted funds	Total
	2022	2021
	£	£
Fundraising events	4,019	1,185
Staff costs	16,473	18,490
	<u>20,492</u>	<u>19,675</u>

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

9 Charitable activities

	2022	2021
	£	£
Staff costs	227,146	192,562
Independence & Wellbeing centre	10,830	2,540
Groups, activities and carers	264	700
Advertising, marketing and publications	509	932
Counselling	1,350	295
Staff training	1,867	1,070
Travelling & subsistence	2,344	858
Volunteers	5,139	1,342
	<u>249,449</u>	<u>200,299</u>
Share of support costs (see note 10)	61,733	63,545
Share of governance costs (see note 10)	1,865	1,500
	<u>313,047</u>	<u>265,344</u>
Analysis by fund		
Unrestricted funds	239,108	163,580
Restricted funds	73,939	101,764
	<u>313,047</u>	<u>265,344</u>

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

10 Support costs

	Support costs	Governance costs	2022		Governance costs	2021
	£	£	Support costs	Support costs	£	£
			£	£		
Depreciation	5,168	-	5,168	2,611	-	2,611
Accountancy	-	-	-	1,632	-	1,632
Rent, rates, light & heat	39,540	-	39,540	39,540	-	39,540
Postage, stationery & publications	2,515	-	2,515	3,514	-	3,514
IT maintenance & development	7,933	-	7,933	11,688	-	11,688
Small consumable equipment	782	-	782	826	-	826
Insurance, legal & professional fees	2,128	-	2,128	940	-	940
Telephone & internet	2,386	-	2,386	1,749	-	1,749
Recruitment	546	-	546	140	-	140
Sundry expenses	735	-	735	265	-	265
Photocopier & printing	-	-	-	640	-	640
Audit fees	-	-	-	-	1,500	1,500
Independent Examiners fees	-	1,865	1,865	-	-	-
	<u>61,733</u>	<u>1,865</u>	<u>63,598</u>	<u>63,545</u>	<u>1,500</u>	<u>65,045</u>
Analysed between						
Charitable activities	<u>61,733</u>	<u>1,865</u>	<u>63,598</u>	<u>63,545</u>	<u>1,500</u>	<u>65,045</u>

Governance costs includes payments to the independent examiners of £1,865 (2021- £1,500 for audit fees).

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Administration officers	13	11

Employment costs

	2022 £	2021 £
Wages and salaries	223,707	190,054
Social security costs	14,138	14,978
Other pension costs	5,774	6,020
	<u>243,619</u>	<u>211,052</u>

No termination payments were made in the year (2021: £nil).

Key Management Personnel

The total amount of employee benefits (including salary, employers national insurance and pension contributions) received by the key management personnel for their services to the charity during the year totalled £56,096 (2021: £73,908).

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

12 Tangible fixed assets

	Office equipment £
Cost	
At 1 April 2021	29,305
Additions	7,812
At 31 March 2022	<u>37,117</u>
Depreciation and impairment	
At 1 April 2021	22,301
Depreciation charged in the year	5,168
At 31 March 2022	<u>27,469</u>
Carrying amount	
At 31 March 2022	<u>9,648</u>
At 31 March 2021	<u>7,006</u>

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

13 Debtors		
	2022	2021
Amounts falling due within one year:	£	£
Trade debtors	24,728	23,757
Other debtors	1,034	964
	<u>25,762</u>	<u>24,721</u>
14 Creditors: amounts falling due within one year		
	2022	2021
	£	£
Trade creditors	1,218	3,749
Other creditors	4,920	4,237
Accruals and deferred income	2,100	8,045
	<u>8,238</u>	<u>16,031</u>

**HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2022

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2020		Movement in funds		Balance at 1 April 2021		Movement in funds		Balance at 31 March 2022	
	£	£	Income	Outgoing	£	£	Income	Outgoing	£	£
C3SC Winter Pressures	-	-	-	-	-	-	1,280	(1,284)	4	-
Job Retention Scheme	-	-	27,168	(27,168)	-	-	-	-	-	-
Interlink Grant RCT Trehafod	-	-	-	-	-	-	250	(250)	-	-
Anuerin Bevan UHB	115	115	21,942	(21,942)	115	115	27,428	(27,377)	-	166
ICF Capital Grant	-	-	-	-	-	-	5,675	(2,838)	-	2,837
Hugh James Solicitors	15,145	15,145	34,000	(36,620)	12,525	12,525	34,000	(37,630)	-	8,895
Jenour Foundation	-	-	4,000	(2,000)	2,000	2,000	-	(2,000)	-	-
3rd Sector (GVS)	1,482	1,482	-	(1,482)	-	-	-	-	-	-
Prince of Wales Charity Foundation	75	75	-	(75)	-	-	-	-	-	-
Virgin Money Lounge	1,930	1,930	-	(1,930)	-	-	-	-	-	-
3rd Sector Capital Investment Fund (GVS)	-	-	2,467	(2,467)	-	-	-	-	-	-
Cardiff & Vale Health Charity 3rd Sector Grant Scheme	-	-	3,751	(1,222)	2,529	2,529	-	(2,560)	31	-
3rd Sector Small Grant Scheme	-	-	995	(995)	-	-	-	-	-	-
Voluntary Services Emergency Grant (TVA)	-	-	613	(613)	-	-	-	-	-	-
3rd Sector Resilience Fund for Wales (WCVA)	-	-	5,250	(5,250)	-	-	-	-	-	-
	<u>18,747</u>	<u>18,747</u>	<u>100,186</u>	<u>(101,764)</u>	<u>17,169</u>	<u>17,169</u>	<u>68,633</u>	<u>(73,939)</u>	<u>35</u>	<u>11,898</u>

**HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

15 Restricted funds

CSC Winter Pressures funding was received for costs relating to counselling service and new board games for the centre.

Job Retention Scheme funding was received from government to pay towards the costs of staff who were furloughed due to the lockdowns imposed by the COVID 19 pandemic.

Interlink Grant was provided to cover Christmas Party expenses.

Aneurin Bevan UHB funding was provided for towards an Information and Outreach Officer.

ICF Capital funding was provided to purchase capital items in preparation for the move to Llandough Hospital.

Hugh James Solicitors funding was provided towards two part-time Information and Outreach Officers.

Jenour Foundation funding contributed towards an Information and Outreach Officer's salary and pension.

GVS 3rd Sector funding was for a visual and expressive arts project in the IWC.

Prince of Wales Charity Foundation funding was also for the visual and arts project in the IWC.

Virgin Money Lounge funding was for a music therapy project in the IWC and exercise in the IWC.

3rd Sector Capital Investment Fund (GVS) contributed to the extra costs of running services in the pandemic, including provision of laptops.

Cardiff & Vale Health 3rd Sector Grant Scheme (GVS) contributed towards the costs of running the Cosmeston Walking/Wheeling Group, including PPE.

3rd Sector Small Grant Scheme (RCT) contributed towards the costs of running the Barry Sidings RCT Walking/Wheeling Group including PPE.

Voluntary Services Emergency grant (TVA) contributed towards the costs of running the Pontypool Park Walking/Wheeling Group including PPE.

3rd Sector Resilience Fund for Wales (WCVA) helped sustain the organisation through the financial impact of the pandemic.

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

16 Designated funds

	Balance at 1 April 2020 £	Transfers £	Balance at 1 April 2021 £	Movement in funds	
				Incoming resources £	Balance at 31 March 2022 £
Redundancy	27,955	4,306	32,261	-	32,261
Relocation costs	60,000	20,000	80,000	-	80,000
	<u>87,955</u>	<u>24,306</u>	<u>112,261</u>	<u>-</u>	<u>112,261</u>

Redundancy

The redundancy fund represents money set aside to cover any future redundancy costs.

Relocation costs

The relocation costs fund represents money set aside for the additional anticipated expenditure associated with the relocation to the Llandough site.

17 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	6,811	2,837	9,648	7,006	-	7,006
Current assets/(liabilities)	473,994	9,061	483,055	480,540	17,169	497,709
	<u>480,805</u>	<u>11,898</u>	<u>492,703</u>	<u>487,546</u>	<u>17,169</u>	<u>504,715</u>

18 Company Limited by Guarantee

The company is limited by guarantee; each member's liability is limited to £10 on winding up of the company.

19 Related party transactions

No director/trustee received any salary or expenses in their role as a trustee from the charity in the year.

There were no other related party transactions that occurred during the current or previous year.

HEADWAY CARDIFF AND SOUTH EAST WALES

England & Wales - Charity number 1063221

Accounts

Charity Registration No. 1063221

Company Registration No. 3331865 (England and Wales)

**HEADWAY CARDIFF AND SOUTH EAST WALES
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

HEADWAY CARDIFF AND SOUTH EAST WALES

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HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

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

OBJECTIVES AND ACTIVITIES

Principal objectives of the charity

- To increase awareness and understanding of ABI and its consequences
- To provide information and support for people with ABI, their families and carers and professional people
- To promote improved approaches to brain injury screening, acute care, assessment, rehabilitation and community reintegration
- To assist people with ABI to maximise their independence
- To support those with ABI so that they can attain the highest possible quality of life

Principal activities of the charity

Information and Outreach Service

Our 1.8 Information & Outreach Officers liaise with professionals, acting as our referral point, providing the following one to one support to around 450 people with brain injuries and their families a year:

- information;
- signposting;
- emotional support;
- practical assistance including help to access individual grants;
- help to apply for Welfare Benefits and to appeal decisions;
- support to access external opportunities such as education, training, volunteering and employment.

Counselling Service

Our trained and registered volunteer counsellor provides 2 sessions a week to individuals and their families to support them to come to terms with, and cope with, some of the difficulties they are having as a result of acquired brain injury.

Social and Activity Groups

Our staff, supported by volunteers, run 5 weekly community social and activity groups, and a monthly family and friends support group, providing peer to peer support to enable people to develop their networks and avoid isolation.

Independence and Wellbeing Centre

Our 2.6 Independence & Wellbeing Officers, and volunteer and placement Psychology student team co-ordinate a 4 day a week Independence and Wellbeing Centre, offering a programme of activity, and a safe and supportive environment, in which people requiring more intensive, structured support can practice, maintain and develop their skills and independence to achieve identified goals, while at the same time benefiting from peer-to-peer support. There is a charge for this service which is often subsidised by Social and Health Services.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Information and Training Services

Information and training on acquired brain injury can be provided for paid and unpaid carers, social workers and professionals working with people with ABI.

We also give talks to community organisations to raise awareness of the issues surrounding ABI and the work of our charity (e.g. Rotary Clubs, Church groups and schools).

Volunteering

Headway Cardiff and South East Wales relies on volunteers and placement Psychology students to enhance its Independence and Wellbeing Centre and our Social and Activity Groups. They provide one-to-one time with service users as well as facilitating group activities such as discussions, quizzes, and games. They provide practical support with preparing refreshments and setting up and clearing away after sessions. Volunteers also assist with fundraising and with the management of our organisation through our Board of Trustees.

Our volunteers are made up of loyal, long serving volunteers as well as students and young people wishing to contribute to the organisation, at the same time as developing their experience and skills. Often, they move on to occupations in health or social care and bring with them the understanding of acquired brain injury and Headway Cardiff and South East Wales they have gained.

All volunteers go through a selection, induction and training process, and are data barring and reference checked.

In 2020/2021, COVID-19 made it necessary for us to suspend many of our face-to-face services. As a result, the need for volunteer involvement decreased. 26 individuals volunteered for the charity, including 3 Psychology Placement Students. In total they all contributed 3,724 hours to the charity.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the objectives they have set.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENTS AND PERFORMANCE

This year has been a challenging one. Coronavirus forced us to suspend our Independence & Wellbeing Centre and find alternative ways to support our service users. We had anticipated a shortfall between income and expenditure but, thanks to grant funding, our supporters' generosity, and the Furlough scheme, we ended the year in surplus.

Community Groups

When restrictions allowed, we continued, and expanded, our Community Walking/Wheeling groups. These took place in: Pontcanna Fields, Cardiff; Cosmeston Park, Vale of Glamorgan; Barry Sidings, Rhondda Cynon Taff; Tredegar Park, Newport; and Pontypool Park, Torfaen. We made these available to all service users and their families with 119 people with brain injuries, and 25 carers, participating.

Activity Packs

We devised and distributed activity packs to 111 service users, who indicated that they would like to receive one, to provide them with activities to stimulate, entertain and engage them.

Virtual Zoom Activity Sessions

We facilitated Zoom activity sessions to small groups of service users to keep them connected, stimulated, entertained, and engaged. 58 individuals participated in these activities. Through working with external facilitators, these sessions included Tai Chi, Music Therapy, and singing. We are very grateful to Nordoff Robbins for their ongoing partnership which made the latter possible and enabled 19 individuals to benefit from one-to-one Music Therapy sessions.

Counselling Service

7 individuals benefitted from our Counselling Service, delivered by a fully qualified volunteer counsellor, with specialist experience in Brain Injury. This represented a 60% decrease on last year. Many people have been reluctant to receive this service remotely.

Information and Outreach

Our Information and Outreach Service supported 317 individuals with Brain Injury, and 77 family members, a rise of 60% on 2019/2020. Of these, 186 were new to the service, an increase of 27% on 2019/2020. 93 people have been supported with welfare benefits advice, a 12% increase on 2019/2020. 59 people were assisted to complete benefit applications, 66% of which have been successful, 9% unsuccessful, and 25% are ongoing or we haven't been informed of the outcome.

Fundraising and Communications

All internal fundraising activities are co-ordinated by our Fundraising and Communications Manager, or in her absence, our CEO. We are fortunate that we have numerous supporters who undertake fundraising activities in aid of our charity. We make use of online giving platforms, but do not use external professional funders to fundraise on our behalf.

We are registered with the Fundraising Regulator and adhere to their standards. We have not received any complaints about our fundraising activities this year. We have Privacy, Safeguarding, Gift and Money Management Policies and Procedures to ensure vulnerable people and other members of the public are protected from unreasonably intrusive or persistent behaviour, or are unduly pressured to give money or other property.

We are enormously grateful to those who have fundraised in aid of us, in particular: Hugh James for their substantial sponsorship towards both our Information and Outreach Officer; Aneurin Bevan University Health Board for funding towards our Gwent Information and Outreach Officer post; and Cardiff & the Vale University Health Board for providing us with free accommodation. Other supporters include: CPMS, Judith Dutton, Emma Davenport, Mason & Naomi Rees, Andy Mardell, Nick Barton, Hugh James staff team, Asda Supermarket & Garage Coryton, Case Management Cymru, A1 Diagnostics, the families and friends of Linda Green, Colin Price and Andrew McIntyre. There are many other individuals and companies who we are indebted to for their generous support. Finally, a special mention should be made of Chris Case, the Rugby Select XV, and members of Rhiwbina Rugby Club for their incredible fundraising efforts throughout the year.

We have increased our Twitter followers to 1,624, an increase of 4% on last year. We currently have 1,443 Facebook followers, an increase of 10%. Our Instagram account has 664 followers, an increase of 30%.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Collaboration

Working to establish links with other organisations is a priority for us. We have been fortunate to have partnered with Nordoff Robbins, Music Therapy Charity, which has significantly enhanced our services and the support we can offer to people with acquired brain injury.

We are also grateful to Leonard Cheshire, who through their Information Technology Project, have supported us by providing laptops and ipads for our Service Users.

We have benefited from our close links through regular referrals, communication, and meetings with ward and therapy staff within Cardiff & the Vale University Health Board's Neurological wards, specialist inpatient Neurology Rehabilitation service, Community Brain Injury Team, and Community Neuro Rehabilitation Service, the Welsh Specialist Neurological Psychiatry Service, Cwm Taf Morgannwg University Health Board Neuro Service, and Aneurin Bevan University Health Board Community Neuro Rehabilitation Service.

FINANCIAL REVIEW

The Statement of Financial Activities is set out on page 13 of the financial statements. Total income amounted to £359,366 (2020: £363,692) with total expenditure at £285,019 (2020: £348,945).

Overall this resulted in a net year end surplus of £74,347 (2020: surplus £14,747). Donations and legacies totalled £68,625, (2020: £64,019).

At 31 March 2021 the net assets shown on the Balance Sheet as set out on page 14 amounted to £504,715 (2020: £430,368).

The trustees are satisfied that Headway Cardiff and South East Wales has a sound financial base from which to continue to provide its services to the community.

Principal funding sources

The main sources of funding for the charity are currently by way of spot contracts from Social Services departments and Health Boards across South East Wales - 47%; grants - 18%; corporate sponsorship – 9%; and donations and gifts – 19%. Approximately 5% of our income came from charitable fundraising (fundraising events, sales and box collections).

It has been necessary to cancel planned fundraising events up until year end. The potential for supporters to fundraise is currently very limited. The economic impact of the virus may well be felt for some time resulting in less disposable income for individuals and companies. We anticipate the reduction in the proportion of income raised through fundraising to continue in 2021/2022.

We are fortunate that at present, despite the necessary adaptations we have had to make to our services, commissioners continue to pay individual contracts.

From March 2020, the company has made use of the Government's Employment Retention Scheme to cover salary costs of staff who are furloughed due to the changes in the way that services are delivered during the current crisis. We have also been awarded a Third Sector Resilience Grant and Loan for 2020/2021 which will assist in lessening the impact of the current situation on the organisation and securing its long-term future.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Investment policy

The Board takes a cautious approach to investment. Currently reserves are invested in savings accounts. The best rates of interest were sought when selecting these accounts. The organisation strives to protect these reserves by distributing them over several institutions and maintaining balances below the Financial Services Compensation Scheme deposit protection limit of £85,000.

Reserves policy

In usual circumstances, the trustees consider that, at 31 March each year, the free cash reserves (unrestricted funds less designated funds and tangible fixed assets) held by the charity should broadly represent between nine and twelve months of the ordinary ongoing expenditure. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding or change in circumstances.

We forecast expenditure of £293,203 in 2021/2022 with a shortfall in income of £18,161. It is for circumstances such as these, that we hold reserves. Our current free reserves (£368,279) represent approximately 15 months running costs for the organisation based on the 2021/2022 expenditure forecast. At present, the trustees deem it wise to hold reserves in excess of the usual limits. They anticipate that the COVID-19 crisis, and Brexit, could negatively impact on the UK economy and, as a result, the Charity's income for the next few years.

A move from the Rookwood Hospital site, to the Llandough Hospital site, with other specialist rehabilitation Neurological services is anticipated in September 2021. There will be significant costs associated with relocation. As a result, the Trustees have allocated £80,000 of our reserves to a designated fund to cover these costs alongside establishing a designated fund of £32,261 to cover current redundancy liabilities.

FUTURE PLANS

Our focus for 2021/2022 will be to:

- adapt our services to ensure access after our move to the Llandough Hospital site – we have already reorganised some Independence & Wellbeing Centre days so they are specific to service users from particular geographical areas, and have established a successful satellite session in Trehafod, Rhondda Cynon Taff;
- maintain extra community walking/wheeling groups that were introduced in response to the COVID-19 pandemic, where the demand for these continues;
- ensure that our new centre in Llandough is appropriate to meet the needs and preferences of our service users and services;
- take a flexible approach to service delivery so we can respond appropriately to the changing COVID-19 environment and protect continuity of the support we offer, and the health and safety of our service users, volunteers, and staff;
- continually monitor and evaluate our services to ensure we make the most efficient use of available resources to deliver the maximum benefit for our community.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12 March 1997 and registered as a charity on 5 July 1997. 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 the event of the company being wound up, members are required to contribute an amount not exceeding £10. Headway Cardiff and South East Wales is affiliated to Headway, the brain injury association.

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law. Recruitment of new trustees is the responsibility of the existing trustees and is by word of mouth rather than through advertising. The trustees are also responsible for the election of the Charity's Chairman, Secretary and Treasurer.

Under the requirements of the Articles of Association, one third of the trustees must retire by rotation at each Annual General Meeting (AGM) and, if they are still eligible, may offer themselves for re-election at the same meeting. Mrs J Pickford, Mrs R Wysome, Mr A Harding and Mr P Mayle retire by rotation at the next AGM and, being eligible, may offer themselves for re-election. The charity's role is to provide services for brain injured people and consequently the trustees feel it is important to have at least one person who has suffered a brain injury on the board of trustees. There are currently two brain injury survivors on the board.

Four of our trustees are also volunteers and consequently they are very familiar with the practical work of the charity.

Trustee induction and training

New trustees are provided with: a copy of the Charity Commission's publication "The Essential Trustee: What you need to know"; the Trustee Code of Conduct, which they are asked to sign, and are asked to attend an induction meeting which covers:

- the obligations of trustees;
- the main documents which set out the operational framework of the charity, including the Memorandum and Articles;
- resourcing and the current financial position;
- future plans and objectives, including the Business Plan.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Organisational Structure

A board of at least four trustees meets monthly to administer the Charity. During the year ended 31 March 2021, the trustees were those listed on page 8. No trustee has any beneficial interest in the company. All trustees give their time freely and no trustee received remuneration in the year.

The trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. Details of key management personnel benefits and any related party transactions are disclosed in notes 11 and 20 of the accounts.

At 31 March 2021 the charity employed 11 staff, details of whom are as follows:

1 x Chief Executive Officer (CEO) (1 post)
0.8 x Director of Services - part time (1 post)
1 x Senior Independence and Wellbeing Officer (1 post)
1.6 x Independence and Wellbeing Officer (2 posts)
1.8 x Information and Outreach Officers (2 posts)
1.8 x Admin Assistants (3 posts - 1 currently on Maternity Leave)
1 x Fundraising and Community Officer (1 post - currently on Maternity Leave)

Overseen by the board of Trustees, the CEO is responsible for the charity's operations, and its organisational policies and strategic development. The Director of Services is responsible for the delivery and development of safe and high-quality service, and service user welfare. Both managers share responsibility for staff and volunteer management and supervision, and compliance, processes, and service development within their areas.

Risk Management

The trustees conduct regular reviews of the major risks to which the charity is exposed. The current Coronavirus crisis has presented the greatest immediate risk to the charity in terms of the impact on its finances, services and the health and safety of clients, volunteers, and staff. Significant action has been taken to minimise this including: rigorous risk assessment and management processes; adapting our services and ways of working so we can continue to effectively support people with acquired brain injury and their families; and using available government schemes and funding to support this work.

Other risks identified include trustee succession; management capacity; over-reliance on key staff; security of tenure; and the external environment. Actions have been taken, or are planned, to mitigate these.

Activity and individual service user risk assessments are carried out by our staff as required. Procedures are in place to ensure compliance with the health and safety of staff, volunteers, service users and visitors and adequate public, employee and legal insurance is in place.

We continue to comply with Headway National Standards to ensure consistent quality of delivery for all operational and service aspects of the charity.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Name

Headway Cardiff and South East Wales

Charity registration number

1063221

Company registration number

3331865

Registered office

Two Central Square
Central Square
Cardiff
CF10 1FS

Trustees

Mr A Harding (Chairman)
Mr P G Mayle (Treasurer)
Ms A Culverwell
Mrs S M Palmer
Mrs R M Wysome
Mrs J Pickford
Mr J Mayle
Mrs S McLoughlin - Resigned 08/06/2020
Mrs V Richards
Mrs P Derbyshire
Ms S A Jones
Linda Green - Appointed 21/09/2020

Secretary

Mrs S M Palmer

Bank

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

Auditor

Azets Audit Services
Statutory Auditors
Ty Derw
Lime Tree Court
Cardiff Gate Business Park
CARDIFF
CF23 8AB

HEADWAY CARDIFF AND SOUTH EAST WALES

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of Headway Cardiff and South East Wales for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

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

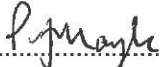
The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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

Approved by the Board of Trustees and signed on behalf of the board

P G Mayle (Treasurer): 
Trustee

Dated: 04/08/2021

HEADWAY CARDIFF AND SOUTH EAST WALES

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF HEADWAY CARDIFF AND SOUTH EAST WALES

Opinion

We have audited the financial statements of Headway Cardiff and South East Wales (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

We have nothing to report in this regard.

HEADWAY CARDIFF AND SOUTH EAST WALES

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF HEADWAY CARDIFF AND SOUTH EAST WALES

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

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

HEADWAY CARDIFF AND SOUTH EAST WALES

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF HEADWAY CARDIFF AND SOUTH EAST WALES

Extent to which the audit was considered capable of detecting irregularities, including fraud.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Sarah Case

**Sarah Case FCA DChA (Senior Statutory Auditor)
for and on behalf of Azets Audit Services**

10-8-2021
.....

**Chartered Accountants
Statutory Auditor**

Ty Derw
Lime Tree Court
Cardiff Gate Business Park
Cardiff
CF23 8AB

Azets Audit Services is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

HEADWAY CARDIFF AND SOUTH EAST WALES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income and endowments from:							
Donations and legacies	3	68,625	-	68,625	64,019	-	64,019
Charitable activities	4	168,841	100,186	269,027	174,661	65,862	240,523
Other trading activities	5	18,968	-	18,968	56,665	-	56,665
Investments	6	2,667	-	2,667	2,417	-	2,417
Other income	7	79	-	79	68	-	68
Total income		259,180	100,186	359,366	297,830	65,862	363,692
Expenditure on:							
Raising funds	8	19,675	-	19,675	33,906	-	33,906
Charitable activities	9	163,580	101,764	265,344	253,191	61,848	315,039
Total resources expended		183,255	101,764	285,019	287,097	61,848	348,945
Net income/(expenditure) for the year/							
Net movement in funds		75,925	(1,578)	74,347	10,733	4,014	14,747
Fund balances at 1 April 2020		411,621	18,747	430,368	400,888	14,733	415,621
Fund balances at 31 March 2021		487,546	17,169	504,715	411,621	18,747	430,368

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

All income and expenditure derive from continuing activities.

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

HEADWAY CARDIFF AND SOUTH EAST WALES

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	12		7,006		4,753
Current assets					
Debtors	13	24,721		26,417	
Cash at bank and in hand		489,019		410,135	
		<u>513,740</u>		<u>436,552</u>	
Creditors: amounts falling due within one year	14	<u>(16,031)</u>		<u>(10,937)</u>	
Net current assets			<u>497,709</u>		<u>425,615</u>
Total assets less current liabilities			<u>504,715</u>		<u>430,368</u>
Income funds					
Restricted funds	15		17,169		18,747
<u>Unrestricted funds</u>					
Designated funds	16	112,261		87,955	
General unrestricted funds		<u>375,285</u>		<u>323,666</u>	
			<u>487,546</u>		<u>411,621</u>
			<u>504,715</u>		<u>430,368</u>

HEADWAY CARDIFF AND SOUTH EAST WALES

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2021

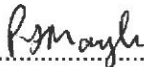
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on: 04/08/2021


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P G Mayle (Treasurer)

Trustee

Company Registration No. 3331865

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies

Charity information

Headway Cardiff and South East Wales is a private company limited by guarantee incorporated in England and Wales. The registered office is Two Central Square, Central Square, Cardiff, CF10 1FS.

1.1 Accounting convention

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

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

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

1.4 Income

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

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

No amounts are included in the financial statement for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Membership and subscriptions income is credited to the Statement of Financial Activities in the year in which they are due. Income received in advance is deferred to the appropriate financial year.

Sponsorship income is credited to the Statement of Financial Activities in the year in which they are due.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Capital grants are released to the SOFA in the year of receipt. Fixed assets relating to capital grants are capitalised, and depreciation charged is offset against the grant income, in a restricted fund.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Expenditure

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

Expenditure on raising funds relates to the costs in relation to generating income such as fundraising activities.

Expenditure on charitable activities includes all costs relating to the furtherance of the charity's objectives as stated in the trustees report and their associated support costs.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

1.6 Tangible fixed assets

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

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

Office equipment	15% & 33% straight line
------------------	-------------------------

1.7 Cash and cash equivalents

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

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

1.8 Financial instruments

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

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

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

Basic financial assets

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

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of the ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

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

Derecognition of financial liabilities

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

1.9 Employee benefits

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

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

1.10 Retirement benefits

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

1.11 Valuation of gifts in kind

This is based on a valuation in June 2016 by a qualified professional valuer.

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

1.12 Taxation

As a registered charity, Headway Cardiff and South East Wales is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

2. Critical accounting estimates and judgements

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

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

3. Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	68,625	64,019

Included in core donations, is £39,540 (2020: £39,540) in respect of free accommodation, lighting and heating made available to the organisation by Cardiff and Vale University Health Board.

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

4. Charitable activities

	2021	2020
	£	£
Corporate sponsorship	34,000	31,300
Attendance fees	168,131	173,446
Counselling	510	1,215
Grants receivable	66,186	34,562
Other income	200	-
	<u>269,027</u>	<u>240,523</u>
Analysis by fund		
Unrestricted funds	168,841	174,661
Restricted funds	100,186	65,862
	<u>269,027</u>	<u>240,523</u>
Grants		
WCVA	5,250	-
GVS Capital Grant Glamorgan	2,467	5,320
ICF Small Grant Project	995	2,300
ABHB funding for I&O Worker	21,942	21,942
TVA COVID-19 Torfaen Voluntary	613	3,000
GVS Health Charity Glamorgan	3,751	-
Jenour Foundation	4,000	2,000
HMRC Furlough Income	27,168	-
	<u>66,186</u>	<u>34,562</u>

5. Other trading activities

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Charitable fundraising	<u>18,968</u>	<u>56,665</u>

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

6. Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	<u>2,667</u>	<u>2,417</u>

7. Other income

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Other income	<u>79</u>	<u>68</u>

8. Raising funds

	Unrestricted funds	Total
	2021	2020
	£	£
Fundraising events	1,185	8,089
Staff costs	<u>18,490</u>	<u>25,817</u>
	<u>19,675</u>	<u>33,906</u>

2020 fundraising costs includes a provision of £4,350 relating to refunds issued for the 2020 Headway Ball as this was cancelled due to Covid-19.

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

9. Charitable activities

	2021	2020
	£	£
Staff costs	192,562	222,745
Independence & Wellbeing centre	2,540	18,384
Groups, activities and carers	700	220
Advertising, marketing and publications	932	563
Counselling	295	2,018
Staff training	1,070	2,547
Travelling & subsistence	858	3,750
Volunteers	1,342	2,304
	<u>200,299</u>	<u>252,531</u>
Share of support costs (see note 10)	63,545	61,008
Share of governance costs (see note 10)	1,500	1,500
	<u>265,344</u>	<u>315,039</u>
Analysis by fund		
Unrestricted funds	163,580	253,191
Restricted funds	101,764	61,848
	<u>265,344</u>	<u>315,039</u>

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

10. Support costs

	Support costs	Governance costs	2021 Support costs	Governance costs	2020
	£	£	£	£	£
Depreciation	2,611	-	2,611	3,142	3,142
Accountancy	1,632	-	1,632	1,182	1,182
Rent, rates, light & heat	39,540	-	39,540	39,540	39,540
Postage stationery & publications	3,514	-	3,514	1,900	1,900
Photocopier & Printing	640	-	640	2,607	2,607
IT maintenance & Development	11,688	-	11,688	6,340	6,340
Small consumable equipment	826	-	826	537	537
Insurance, legal & professional fees	940	-	940	1,310	1,310
Telephone & internet	1,749	-	1,749	1,803	1,803
Recruitment	140	-	140	1,131	1,131
Sundry expenses	265	-	265	1,516	1,516
Audit fees	-	1,500	1,500	-	1,500
	<u>63,545</u>	<u>1,500</u>	<u>65,045</u>	<u>61,008</u>	<u>62,508</u>
Analysed between Charitable activities	<u>63,545</u>	<u>1,500</u>	<u>65,045</u>	<u>61,008</u>	<u>62,508</u>

Governance costs includes payments to the auditors of £1,500 (2020- £1,500) for audit fees.

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

11. Employees

Number of employees

The average monthly number of employees during the year was:

	2021	2020
	Number	Number
Administration officers	11	12

Employment costs

	2021	2020
	£	£
Wages and salaries	190,054	227,888
Employer's NI costs	14,978	13,885
Employer's pension costs	6,020	6,789
	<u>211,052</u>	<u>248,562</u>

No termination payments were made in the year (2020: £nil).

Key Management Personnel

The total amount of employee benefits (including salary, employers national insurance and pension contributions) received by the key management personnel for their services to the charity during the year totalled £73,908 (2020: £76,358).

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

12. Tangible fixed assets

	Office equipment
	£
Cost	
At 1 April 2020	24,443
Additions	4,864
	<u>29,307</u>
At 31 March 2021	29,307
Depreciation and impairment	
At 1 April 2020	19,690
Depreciation charged in the year	2,611
	<u>22,301</u>
At 31 March 2021	22,301
Carrying amount	
At 31 March 2021	<u>7,006</u>
At 31 March 2020	<u>4,753</u>

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

13. Debtors		
	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	23,757	21,851
Other debtors	964	4,566
	<u>24,721</u>	<u>26,417</u>
14. Creditors: amounts falling due within one year		
	2021	2020
	£	£
Trade creditors	3,749	467
Other creditors	4,237	4,422
Accruals and deferred income	8,045	6,048
	<u>16,031</u>	<u>10,937</u>

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

15. Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Movement in funds		Movement in funds		Balance at 31 March 2021 £
	Balance at 1 April 2019 £	Income £	Outgoing £	Balance at 1 April 2020 £	Income £	Outgoing £	
Big Lottery – Capital	47	-	(47)	-	-	-	-
Job Retention Scheme	-	-	-	-	27,168	(27,168)	-
Anuerin Bevan UHB	1,491	21,942	(23,318)	115	21,942	(21,942)	115
Hugh James Solicitors	11,764	29,750	(26,369)	15,145	34,000	(36,620)	12,525
Slater Gordon Solicitors	131	900	(1,031)	-	-	-	-
Morrisons	1,000	-	(1,000)	-	-	-	-
Sir Jules Thorne	300	-	(300)	-	-	-	-
Jenour Foundation	-	2,000	(2,000)	-	4,000	(2,000)	2,000
3rd Sector (GVS)	-	5,320	(3,838)	1,482	-	(1,482)	-
Prince of Wales Charity Foundation	-	2,300	(2,225)	75	-	(75)	-
Virgin Money Lounge	-	3,000	(1,070)	1,930	-	(1,930)	-
Case Management Cymru	-	400	(400)	-	-	-	-
Thompson Law	-	250	(250)	-	-	-	-
3rd Sector Capital Investment Fund (GVS)	-	-	-	-	2,467	(2,467)	-
Cardiff & Vale Health Charity 3rd Sector Grant Scheme	-	-	-	-	3,751	(1,222)	2,529
3rd Sector Small Grant Scheme	-	-	-	-	995	(995)	-
Voluntary Services Emergency Grant (TVA)	-	-	-	-	613	(613)	-
3rd Sector Resilience Fund for Wales (WCVA)	-	-	-	-	5,250	(5,250)	-
	<u>14,733</u>	<u>65,862</u>	<u>(61,848)</u>	<u>18,747</u>	<u>100,186</u>	<u>(101,764)</u>	<u>17,169</u>

HEADWAY CARDIFF AND SOUTH EAST WALES NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

15. Restricted funds (continued)

Big Lottery funding was for capital equipment and Headway Cardiff Community Services.

Job Retention Scheme funding was received from government to pay towards the costs of staff who were furloughed due to the lockdowns imposed by the COVID 19 pandemic.

Aneurin Bevan UHB funding was provided for towards an Information and Outreach Officer.

Hugh James Solicitors funding was provided towards two part-time Information and Outreach Officers.

Slater Gordon Solicitors funding was provided for the service users Christmas party.

Morrisons funding was for creative writing sessions in the IWC.

Sir Jules Thorne was for music sessions in the IWC.

Jenour Foundation funding contributed towards an Information and Outreach Officer's salary and pension.

GVS 3rd Sector funding was for a visual and expressive arts project in the IWC.

Prince of Wales Charity Foundation funding was also for the visual and arts project in the IWC.

Virgin Money Lounge funding was for a music therapy project in the IWC and exercise in the IWC.

Case Management Cymru sponsored Champions Night in the Virgin Money Lounge, Cardiff.

Thompson Law sponsored afternoon tea in the Angel Hotel, Cardiff.

3rd Sector Capital Investment Fund (GVS) contributed to the extra costs of running services in the pandemic, including provision of laptops.

Cardiff & Vale Health 3rd Sector Grant Scheme (GVS) contributed towards the costs of running the Cosmeston Walking/Wheeling Group, including PPE.

3rd Sector Small Grant Scheme (RCT) contributed towards the costs of running the Barry Sidings RCT Walking/Wheeling Group including PPE.

Voluntary Services Emergency grant (TVA) contributed towards the costs of running the Pontypool Park Walking/Wheeling Group including PPE.

3rd Sector Resilience Fund for Wales (WCVA) helped sustain the organisation through the financial impact of the pandemic.

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

16. Designated funds

	Movement in funds			
	Transfers in £	Balance at 1 April 2020 £	Transfers 31 March 2021 £	Balance at 31 March 2021 £
Redundancy	27,955	27,955	4,306	32,261
Relocation costs	60,000	60,000	20,000	80,000
	<u>87,955</u>	<u>87,955</u>	<u>24,306</u>	<u>112,261</u>

Redundancy

The redundancy fund represents money set aside to cover any future redundancy costs.

Relocation costs

The relocation costs fund represents money set aside for the additional anticipated expenditure associated with the relocation to the Llandough site.

17. Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	7,006	-	7,006	4,753	-	4,753
Current assets/(liabilities)	480,540	17,169	497,709	406,868	18,747	425,615
	<u>487,546</u>	<u>17,169</u>	<u>504,715</u>	<u>411,621</u>	<u>18,747</u>	<u>430,368</u>

18. Operating lease commitments

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

	2021 £	2020 £
Within one year	<u>-</u>	<u>1,251</u>

19. Company Limited by Guarantee

The company is limited by guarantee; each member's liability is limited to £10 on winding up of the company.

HEADWAY CARDIFF AND SOUTH EAST WALES
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

20. Related party transactions

No director/trustee received any salary or expenses in their role as a trustee from the charity in the year.

There were no other related party transactions that occurred during the current or previous year.

