

**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***

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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**

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### ***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

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#### 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

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#### **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

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#### 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**

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### 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

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#### 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**

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### 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**

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### 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.

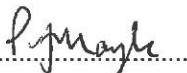
The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding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

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#### 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

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#### **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

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**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*  
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**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<br>2021<br>£ | Restricted funds<br>2021<br>£ | Total<br>2021<br>£ | Unrestricted funds<br>2020<br>£ | Restricted funds<br>2020<br>£ | Total<br>2020<br>£ |
|---|-------|---------------------------------|-------------------------------|--------------------|---------------------------------|-------------------------------|--------------------|
| <b>Income and endowments from:</b>            |       |                                 |                               |                    |                                 |                               |                    |
| 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                 |
| <b>Total income</b>                           |       | <b>259,180</b>                  | <b>100,186</b>                | <b>359,366</b>     | <b>297,830</b>                  | <b>65,862</b>                 | <b>363,692</b>     |
| <b>Expenditure on:</b>                        |       |                                 |                               |                    |                                 |                               |                    |
| 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            |
| <b>Total resources expended</b>               |       | <b>183,255</b>                  | <b>101,764</b>                | <b>285,019</b>     | <b>287,097</b>                  | <b>61,848</b>                 | <b>348,945</b>     |
| <b>Net income/(expenditure) for the year/</b> |       |                                 |                               |                    |                                 |                               |                    |
| <b>Net movement in funds</b>                  |       | <b>75,925</b>                   | <b>(1,578)</b>                | <b>74,347</b>      | <b>10,733</b>                   | <b>4,014</b>                  | <b>14,747</b>      |
| Fund balances at 1 April 2020                 |       | 411,621                         | 18,747                        | 430,368            | 400,888                         | 14,733                        | 415,621            |
| <b>Fund balances at 31 March 2021</b>         |       | <b>487,546</b>                  | <b>17,169</b>                 | <b>504,715</b>     | <b>411,621</b>                  | <b>18,747</b>                 | <b>430,368</b>     |

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

# HEADWAY CARDIFF AND SOUTH EAST WALES

## BALANCE SHEET (CONTINUED)

**AS AT 31 MARCH 2021**

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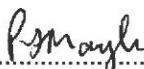
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

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

  
.....

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**

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### **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

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#### 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

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#### 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<br>funds | Unrestricted<br>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**

|                                | <b>2021</b>    | <b>2020</b>    |
|--------------------------------|----------------|----------------|
|                                | <b>£</b>       | <b>£</b>       |
| 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> |
| <b>Grants</b>                  |                |                |
| 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**

|                        | <b>Unrestricted funds</b> | <b>Unrestricted funds</b> |
|------------------------|---------------------------|---------------------------|
|                        | <b>2021</b>               | <b>2020</b>               |
|                        | <b>£</b>                  | <b>£</b>                  |
| 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**

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**6. Investments**

|                     | <b>Unrestricted funds</b> | <b>Unrestricted funds</b> |
|---------------------|---------------------------|---------------------------|
|                     | <b>2021</b>               | <b>2020</b>               |
|                     | <b>£</b>                  | <b>£</b>                  |
| Interest receivable | <u>2,667</u>              | <u>2,417</u>              |

**7. Other income**

|              | <b>Unrestricted funds</b> | <b>Unrestricted funds</b> |
|--------------|---------------------------|---------------------------|
|              | <b>2021</b>               | <b>2020</b>               |
|              | <b>£</b>                  | <b>£</b>                  |
| Other income | <u>79</u>                 | <u>68</u>                 |

**8. Raising funds**

|                    | <b>Unrestricted funds</b> | <b>Total</b>  |
|--------------------|---------------------------|---------------|
|                    | <b>2021</b>               | <b>2020</b>   |
|                    | <b>£</b>                  | <b>£</b>      |
| 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**

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**9. Charitable activities**

|   | <b>2021</b>    | <b>2020</b>    |
|---|----------------|----------------|
|   | <b>£</b>       | <b>£</b>       |
| 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> |
| <b>Analysis by fund</b>                 |                |                |
| 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:

|                         | <b>2021</b>   | <b>2020</b>   |
|-------------------------|---------------|---------------|
|                         | <b>Number</b> | <b>Number</b> |
| Administration officers | 11            | 12            |

**Employment costs**

|                          | <b>2021</b>    | <b>2020</b>    |
|--------------------------|----------------|----------------|
|                          | <b>£</b>       | <b>£</b>       |
| 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**

|                                    | <b>Office equipment</b> |
|------------------------------------|-------------------------|
|                                    | <b>£</b>                |
| <b>Cost</b>                        |                         |
| At 1 April 2020                    | 24,443                  |
| Additions                          | 4,864                   |
|                                    | <u>29,307</u>           |
| At 31 March 2021                   |                         |
| <b>Depreciation and impairment</b> |                         |
| At 1 April 2020                    | 19,690                  |
| Depreciation charged in the year   | 2,611                   |
|                                    | <u>22,301</u>           |
| At 31 March 2021                   |                         |
| <b>Carrying amount</b>             |                         |
| 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**

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**13. Debtors**

|   | <b>2021</b>   | <b>2020</b>   |
|---|---------------|---------------|
|   | <b>£</b>      | <b>£</b>      |
| <b>Amounts falling due within one year:</b> |               |               |
| 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**

|                              | <b>2021</b>   | <b>2020</b>   |
|------------------------------|---------------|---------------|
|                              | <b>£</b>      | <b>£</b>      |
| 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:

|   | Balance at<br>1 April 2019<br>£ | Movement in funds |                 | Balance at<br>1 April 2020<br>£ | Movement in funds |                  | Balance at<br>31 March 2021<br>£ |
|---|---------------------------------|-------------------|-----------------|---------------------------------|-------------------|------------------|----------------------------------|
|   |                                 | Income<br>£       | Outgoing<br>£   |                                 | Income<br>£       | Outgoing<br>£    |                                  |
| 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**

|                  | <b>Movement in funds</b> |                                |                                |                                 |
|------------------|--------------------------|--------------------------------|--------------------------------|---------------------------------|
|                  | <b>Transfers in</b>      | <b>Balance at 1 April 2020</b> | <b>Transfers 31 March 2021</b> | <b>Balance at 31 March 2021</b> |
|                  | <b>£</b>                 | <b>£</b>                       | <b>£</b>                       | <b>£</b>                        |
| 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**

|  | <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>Total</b>   | <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>Total</b>   |
|--|---------------------------|-------------------------|----------------|---------------------------|-------------------------|----------------|
|  | <b>2021</b>               | <b>2021</b>             | <b>2021</b>    | <b>2020</b>               | <b>2020</b>             | <b>2020</b>    |
|  | <b>£</b>                  | <b>£</b>                | <b>£</b>       | <b>£</b>                  | <b>£</b>                | <b>£</b>       |
| 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:

|                 | <b>2021</b> | <b>2020</b>  |
|-----------------|-------------|--------------|
|                 | <b>£</b>    | <b>£</b>     |
| 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***

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**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.

