

**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**

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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**

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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 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

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#### ***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

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#### 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

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#### 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**

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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 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**

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### REFERENCE AND ADMINISTRATIVE DETAILS

<b>Name</b>	Headway Cardiff and South East Wales
<b>Charity registration number</b>	1063221
<b>Company registration number</b>	3331865
<b>Registered office</b>	Two Central Square Central Square Cardiff CF10 1FS
<b>Trustees</b>	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
<b>Bank</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Independent Examiner</b>	Sarah Case FCA DChA Azets Audit Services Statutory Auditors Ty Derw Lime Tree Court Cardiff Gate Business Park CARDIFF CF23 8AB

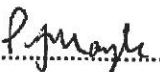
# HEADWAY CARDIFF AND SOUTH EAST WALES

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

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The Trustees report was approved by the Board of Trustees.

P G Mayle (Treasurer): 

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

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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

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b>Income and endowments from:</b>							
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
<b>Total income</b>		<b>252,894</b>	<b>68,633</b>	<b>321,527</b>	<b>259,180</b>	<b>100,186</b>	<b>359,366</b>
<b>Expenditure on:</b>							
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
<b>Total resources expended</b>		<b>259,600</b>	<b>73,939</b>	<b>333,539</b>	<b>183,255</b>	<b>101,764</b>	<b>285,019</b>
<b>Net (outgoing)/incoming resources before</b>		<b>(6,706)</b>	<b>(5,306)</b>	<b>(12,012)</b>	<b>75,925</b>	<b>(1,578)</b>	<b>74,347</b>
Gross transfers between funds		(35)	35	-	-	-	-
<b>Net (expenditure)/income for the year/</b>							
<b>Net movement in funds</b>		<b>(6,741)</b>	<b>(5,271)</b>	<b>(12,012)</b>	<b>75,925</b>	<b>(1,578)</b>	<b>74,347</b>
Fund balances at 1 April 2021		487,546	17,169	504,715	411,621	18,747	430,368
<b>Fund balances at 31 March 2022</b>		<b>480,805</b>	<b>11,898</b>	<b>492,703</b>	<b>487,546</b>	<b>17,169</b>	<b>504,715</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 2022

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

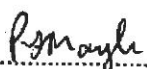
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

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**

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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 2022

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#### **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

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#### 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

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#### 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**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
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>
<b>Grants</b>		
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**

	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
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**

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

**7 Other income**

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

**8 Raising funds**

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

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

**9 Charitable activities**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
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>
<b>Analysis by fund</b>		
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 Support costs	Governance costs	2021
	£	£	£	£	£
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
Independent Examiners fees	-	1,865	1,865	-	-
	<u>61,733</u>	<u>1,865</u>	<u>63,598</u>	<u>63,545</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>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
	243,619	211,052

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



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

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**13 Debtors**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
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**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
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	21,942	(21,942)	115	27,428	(27,377)	166
ICF Capital Grant	-	-	-	-	5,675	(2,838)	2,837
Hugh James Solicitors	15,145	34,000	(36,620)	12,525	34,000	(37,630)	8,895
Jenour Foundation	-	4,000	(2,000)	2,000	-	(2,000)	-
3rd Sector (GVS)	1,482	-	(1,482)	-	-	-	-
Prince of Wales Charity Foundation	75	-	(75)	-	-	-	-
Virgin Money Lounge	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	-	(2,560)	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>100,186</u>	<u>(101,764)</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**

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**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 31 March 2022 £	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.