

Company registration number: 03331865

Charity registration number: 1063221

Headway Cardiff and South East Wales

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

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

Headway Cardiff and South East Wales

Contents

Strategic Report	1 to 2
Trustees' Report	3 to 11
Independent Examiner's Report	12
Statement of Financial Activities	13 to 14
Balance Sheet	15
Notes to the Financial Statements	16 to 29

Headway Cardiff and South East Wales

Strategic Report for the Year Ended 31 March 2024

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

Chair's Report

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

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

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

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

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

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

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

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

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

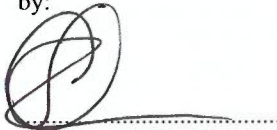
We are fortunate that our Trustee, staff and volunteer team combine the expertise and professionalism of experience alongside the energy and enthusiasm of those just starting out their careers. With this sure foundation, we look forward to continuing to expand and develop to meet the future needs of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

Headway Cardiff and South East Wales

Strategic Report for the Year Ended 31 March 2024

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

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

A handwritten signature in black ink, consisting of a large, stylized 'S' and 'T' intertwined, followed by a horizontal line.

Ms C Sowden-Taylor
Trustee

Headway Cardiff and South East Wales

Trustees' Report

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

Objectives and activities

Principal objectives of the charity to:

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

Principal activities of the charity

Information and Outreach Service

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

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

Counselling Service

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

Social and Activity Groups

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

Headway Cardiff and South East Wales

Trustees' Report

Independence and Wellbeing Centre

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

Information and Training Services

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

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

Volunteering

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

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

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

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

Public benefit

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

Achievements and performance

Independence and Wellbeing Centre

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

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

107 people have participated in this service.

Headway Cardiff and South East Wales

Trustees' Report

Community Groups

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

Counselling Service

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

Information and Outreach

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

Music Therapy

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

Fundraising and Communications

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

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

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

Headway Cardiff and South East Wales

Trustees' Report

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

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

Collaboration

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

Financial review

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

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

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

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

Headway Cardiff and South East Wales

Trustees' Report

Principal funding sources

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

Investment policy

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

Reserves policy

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

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

Future Plans

Our focus for 2024/2025 will be to:

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

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12 March 1997 and registered as a charity on 5 July 1997. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

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

Headway Cardiff and South East Wales

Trustees' Report

Recruitment and appointment of trustees

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

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

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

Trustee induction and training

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

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

Memorandum and Articles;

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

Organisational Structure

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

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

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

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

Headway Cardiff and South East Wales

Trustees' Report

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

Risk Management

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

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

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

Reference and Administrative Details

Charity Registration Number: 1063221

Company Registration Number: 03331865

The charity is incorporated in Wales.

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

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

Headway Cardiff and South East Wales

Trustees' Report

Trustees and officers

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

Trustees:

Mr J Mayle

Ms A M Culverwell

Mrs J M Pickford

Ms N J Sinclair

Ms S A Jones

Mr A J A Harding

Mrs V J Richards

Ms C Sowden-Taylor

Mr P G Mayle

Mr C Brown (appointed 15 May 2023)

Mrs L J Green

Headway Cardiff and South East Wales

Trustees' Report

Statement of Trustees' Responsibilities

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

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

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

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

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



Ms C Sowden-Taylor
Trustee

Headway Cardiff and South East Wales

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

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

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

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

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



Mr Andrew Hill FCCA ACA DChA BFP
ACCA

Severn House
Hazell Drive
Newport
South Wales
NP10 8FY

17 September 2024

Headway Cardiff and South East Wales

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

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

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

Headway Cardiff and South East Wales

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

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

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

Headway Cardiff and South East Wales

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

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

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

Directors' responsibilities:

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

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



Ms N J Sinclair
Trustee

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

Headway Cardiff and South East Wales

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

1 Charity status

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

The address of its registered office is:

Two Central Square
Central Square
Cardiff
CF10 1FS

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

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

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

Basis of preparation

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

Going concern

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

Exemption from preparing a cash flow statement

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

Headway Cardiff and South East Wales

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

Judgements

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

Income and endowments

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

Donations and legacies

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

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

Deferred income

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

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

Donated services and facilities

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

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

Other trading activities

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

Investment income

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

Charitable activities

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

Headway Cardiff and South East Wales

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

Other income

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

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

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

Expenditure

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

Raising funds

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

Charitable activities

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

Support costs

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

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

Governance costs

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

Taxation

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

Tangible fixed assets

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

Depreciation and amortisation

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

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

Headway Cardiff and South East Wales

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

Impairment of fixed assets

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

Trade debtors

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

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

Cash and cash equivalents

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

Trade creditors

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

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

Fund structure

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

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

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

Headway Cardiff and South East Wales

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

Pensions and other post retirement obligations

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

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

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

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

3 Income from donations and legacies

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

Headway Cardiff and South East Wales

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

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

4 Income from charitable activities

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

5 Income from other trading activities

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

Headway Cardiff and South East Wales

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

6 Investment income

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

7 Expenditure on raising funds

a) Costs of trading activities

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

8 Expenditure on charitable activities

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

Headway Cardiff and South East Wales

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

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

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

9 Analysis of governance and support costs

Governance costs

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

10 Net incoming/outgoing resources

Net incoming resources for the year include:

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

11 Trustees remuneration and expenses

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

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

12 Staff costs

The aggregate payroll costs were as follows:

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

Headway Cardiff and South East Wales

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

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

13 Taxation

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

14 Tangible fixed assets

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

15 Debtors

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

16 Cash and cash equivalents

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

Headway Cardiff and South East Wales

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

17 Creditors: amounts falling due within one year

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

18 Pension and other schemes

Defined contribution pension scheme

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

19 Funds

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

Headway Cardiff and South East Wales

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

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Restricted funds					
Aneurin Bevan University Health Board	-	18,285	(18,285)	-	-
Hugh James Solicitors	3,729	34,000	(37,729)	-	-
Glamorgan Voluntary Services	-	10,326	(10,326)	-	-
Aviva Community Fund	6,665	-	(6,665)	-	-
Bruce Wake Charitable Trust	1,000	-	(1,000)	-	-
Case Management Cymru	2,432	3,000	(2,432)	-	3,000
Jenour Foundation	2,681	-	(2,681)	-	-
C3SC	-	6,331	(6,331)	-	-
Carers Trust	-	10,812	(10,812)	-	-
	<u>16,507</u>	<u>82,754</u>	<u>(96,261)</u>	<u>-</u>	<u>3,000</u>
Total funds	<u>554,617</u>	<u>656,134</u>	<u>(472,908)</u>	<u>-</u>	<u>737,843</u>
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
General					
General funds	368,544	333,858	(277,140)	49,854	475,116
Designated					
Relocation costs	32,261	-	-	733	32,994
Wind up costs	<u>80,000</u>	<u>15,000</u>	<u>(20,275)</u>	<u>(44,725)</u>	<u>30,000</u>
	<u>112,261</u>	<u>15,000</u>	<u>(20,275)</u>	<u>(43,992)</u>	<u>62,994</u>
Total unrestricted funds	<u>480,805</u>	<u>348,858</u>	<u>(297,415)</u>	<u>5,862</u>	<u>538,110</u>

Headway Cardiff and South East Wales

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

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

Headway Cardiff and South East Wales

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

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

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

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

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

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

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

Case Management Cymru was funding for developing the centre garden.

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

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

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

GVS is funding for capital Items for the centre.

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

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

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

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

20 Analysis of net assets between funds

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

Headway Cardiff and South East Wales

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

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

