

HEREFORDSHIRE HEADWAY

England & Wales · Charity number 1092578

Details

Other names HEADWAY HEREFORDSHIRE

Status Registered

Legal form Charitable company

Company number [04068994](#)

Registered 2002-06-24

Register [View on the Charity Commission register](#)

Contact

Address Herefordshire Headway
Headway House
Trenchard Avenue
Credenhill
Hereford
HR4 7DX

Phone 01432761000

Email info@herefordshire-headway.co.uk

Website www.herefordshire-headway.co.uk

Activities

Objects: 3.1 TO PROMOTE THE RELIEF AND REHABILITATION OF PERSONS WHO HAVE SUFFERED ACQUIRED BRAIN INJURY (THE "USERS") AND RESIDE IN THE AREA COVERED BY THE COUNTY OF HEREFORDSHIRE AND ITS ENVIRONS AND THE RELIEF AND SUPPORT OF THE CARERS OF SUCH PERSONS
3.2 THE PROVISION OF SUPPORT INFORMATION ADVICE AND COUNSELLING FOR THE USERS THEIR RELATIVES OR OTHER PERSONS CARING FOR THE USERS OR ANYONE WITH AN INTEREST IN ACQUIRED BRAIN INJURY
3.3 THE PROMOTION OF RESEARCH IN TO THE TREATMENT PREVENTION AND PREVENTION OF DETERIORATION OF ACQUIRED BRAIN INJURY ON TERMS THAT THE RESULTS OF SUCH RESEARCH ARE PUBLISHED

Activities: We are concerned with all aspects of the care and rehabilitation of adults with acquired brain injury. We also provide help and support for the families and carers of those with acquired brain injury.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Children/young People, People With Disabilities, Other Defined Groups

Geography

- **Area of benefit:** THE AREA COVERED BY THE COUNTY OF HEREFORDSHIRE
- Herefordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£183,333	£261,552	-	-
2024-03-31	£261,166	£245,999	-	-
2023-03-31	£349,667	£322,003	-	-
2022-03-31	£288,676	£289,956	-	-
2021-03-31	£394,325	£353,803	-	-

Trustees

Name	Role	Appointed
Peter Henry Harper	Chair	2021-11-24
Alison Bolton		2025-05-15
Dr James George Mackie		2025-06-12
Gerard Oliver Blyth		2014-12-16
Huw William Richard Ponting		2019-02-13
Richmael Harrison		2025-09-11
Timothy Evans		2021-10-18

HEREFORDSHIRE HEADWAY

England & Wales - Charity number 1092578

Accounts

Charity Registration No. 1092578

Company Registration No. 04068994 (England and Wales)

HEREFORDSHIRE HEADWAY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

HEREFORDSHIRE HEADWAY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr. P.N. Hawker H. W. R Ponting T.J. Evans P. H. Harper G.O. Blyth A. Bolton R. Harrison Dr J. G. Mackie	(Appointed 15 May 2025) (Appointed 11 September 2025) (Appointed 12 June 2025)
Secretary	G.O. Blyth	
Chief Executive Officer	S. T. Heptinstall	
Charity number	1092578	
Company number	04068994	
Registered office and principal address	Headway House Trenchard Avenue Credenhill Hereford Herefordshire HR4 7DX	
Independent examiner	David Farebrother BSc (Hons) BFP ACA Kendall Wadley LLP Granta Lodge Malvern Worcestershire WR14 2JS	
Bankers	Barclays Bank plc 1-3 Broad Street Hereford HR4 9BH	

HEREFORDSHIRE HEADWAY

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HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report and financial statements for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association dated 06 September 2000 as amended by a Special Resolution dated 15 November 2001, 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

The Charities Objects are:

- To promote the relief, rehabilitation and re-enablement of persons who have suffered acquired brain injury (the users) and reside in the areas covered by the county of Herefordshire and its immediate environs and the relief and support of the carers of such persons.
- The provision in the interests of social welfare of recreational (including sporting) occupational respite and educational facilities for the users and their carers.
- The provision of support information advice and counselling for the users, their relatives or other persons caring for the users or anyone with an interest in acquired brain injury.
- The promotion of research into the treatment prevention and prevention of deterioration of acquired brain injury on terms that such research is published.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives, and operations. Services have been developed to maximise public benefit. Such services include the provision of a Day Centre delivering clinical and life-style enablement services, mentoring, respite care, local information, awareness raising and support for individuals and professionals.

Herefordshire Headway was entered on the register of charities 25 years ago. Since this time, we have supported many hundreds of people and their families who have been affected by the devastating effects of acquired brain injury (ABI) providing relevant and specific support to meet individual needs.

HEREFORDSHIRE HEADWAY

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

FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance

Challenges related to funding care as well as other financial support for those with an ABI and their families remained central during 2024-25. New welfare reforms put pressure on service users to defend their right to disability support, through the reassessment of Personal Independence Payments (PIP) etc. Other public spending cuts also put a strain on families as well as the Councils ability to fund its community's health and social welfare needs.

For Herefordshire Headway the last year has been one of change and transition. In April, our CEO of 12 years retired, alongside the Finance Controller and Lead Nurse. A well-respected Trustee also stepped down and there was a change of Chair.

Stephen Heptinstall stepped into the CEO role, supported by a new Finance Controller. An Advertising and Fundraising Lead was appointed but did not stay beyond a few months. It was decided not to re-advertise this post until the new CEO had settled in and could assess what was required.

Despite the challenges that change brings Herefordshire Headway has been able to grow the services it provides ABI sufferers and their families. We successfully bid to the National Lottery Community Fund (NLCF) with the aim of expanding our service offer at the Centre as well as in the community for 2025-26.

Funding remains challenging. Although we now have representation on the Integrated Care Stroke Board, we still do not receive any NHS funding. However, this recruitment onto the Board alongside planned hospital liaison visits will strengthen Herefordshire Headways position with healthcare colleagues across Herefordshire and Worcestershire Integrated Care System.

We have renewed our Council Contract this year which helped to secure the funding for several attendees. The new management team has maintained excellent relations with our colleagues in the Living Well - Adults Commissioning team. Herefordshire Headway continues to work closely with the Community Wellbeing Directorate of Herefordshire Council to ensure those with ABI and their families receive the support they need in our County.

Financial review

During the year income amounted to £183,333 (2024: £261,166) and expenditure to £261,552 (2024: £245,999). Of the income £54,305 (2024: £69,473) was derived from services provided under contract for Herefordshire County Council (Day Opportunities and the Outreach Services schemes). Overall, this resulted in a net deficit for the year of £78,219 (2024: net surplus of £15,167). At the year end the reserves of the Charity amounted to £379,723 (2024: £457,942), comprising restricted funds of £88 (2024: £134,822), designated funds of £180,792 (2024: £36,470) leaving general funds of £198,843 (2024: £286,650).

Unrestricted Charity reserves (excluding designated funds) not required to support fixed assets now stand at £198,843 and represent approximately 9 months of unrestricted operating costs. After taking into account all requirements for holding reserves the Trustees regard this level of reserves as both reasonable and prudent.

We are pleased to report that management, fundraising and administration costs remain under control and an improved pricing structure for delivered services is maintaining a stable funding base for the continued development of services and facilities in pursuance of our charitable objectives.

The Trustees monitor risk using the risk register which is an integral part of the annual business planning process. Annual planning takes place in January each year the final plan being ratified prior to April and then monitored throughout the year. The Trustees are satisfied that systems are in place to mitigate exposure to the major risks.

HEREFORDSHIRE HEADWAY

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

FOR THE YEAR ENDED 31 MARCH 2025

Structure, governance and management

The Charity is a company limited by guarantee governed by its Memorandum of Articles of Association dated 6 September 2000 as amended by a Special Resolution dated 15 November 2001. It is registered as a Charity with the Charities Commission, number 1092578, and is exempt from corporation and income tax on its charitable income.

All members of the Board of Trustees exercise their authority in the capacity as Directors under the relevant company legislation and as Trustees of the Charity. Given the company's charitable status the term 'Trustee' rather than 'Director' is used throughout.

The Trustees, who are also the Directors for the purpose of company law, and who served during the year were:

Dr. P.N. Hawker	
W. J. Finn	(Resigned 13 March 2025)
H. W. R Ponting	
T.J. Evans	
P. H. Harper	
G.O. Blyth	
A. Bolton	(Appointed 15 May 2025)
R. Harrison	(Appointed 11 September 2025)
Dr J. G. Mackie	(Appointed 12 June 2025)

As set out in the Articles of Association one third of the Trustees retire by rotation each year but only if at least two Trustees will remain in office. Any member entitled to vote at a general meeting may propose one member for appointment or reappointment as a Trustee. The number of Trustees shall be at least five and not more than ten all of whom must be members. All the Trustees co-opted under section 3.7 of the Articles of Association serve until the AGM following their appointment when they may seek election as Trustee.

Training is provided as necessary using guidance provided by the Charity Commission and the wider Headway network.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Board of Trustees, which meets regularly, governs the Charity. A Chief Executive is appointed by the Trustees to manage the day to day activities of the Charity. To facilitate effective operations the Chief Executive has delegated authority for these day to day operational matters. Remuneration of staff is approved by the Board having due regard to the tasks undertaken by the relevant members of staff.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The Trustees' report was approved by the Board of Trustees.

P. H. Harper

Trustee

Dated: 10 December 2025



HEREFORDSHIRE HEADWAY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEREFORDSHIRE HEADWAY

I report to the Trustees on my examination of the financial statements of Herefordshire Headway (the Charity) for the year ended 31 March 2025.

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.

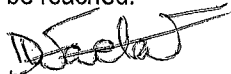
Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 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

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 Companies Act 2006.
- 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 Companies Act 2006 other than any requirement that the financial statements 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 financial statements 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.



D W Farebrother BSC (Hons) BFP ACA
Kendall Wadley LLP

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Dated: 10 December 2025

HEREFORDSHIRE HEADWAY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

Current financial year		Unrestricted funds general 2025 £	Unrestricted funds Designated 2025 £	Restricted funds 2025 £	Total 2025 £	Total 2024 £
	Notes					
Income from:						
Donations and legacies	3	42,801	-	-	42,801	126,527
Charitable activities	4	135,112	-	-	135,112	130,872
Investments	5	5,420	-	-	5,420	3,767
Total income		<u>183,333</u>	<u>-</u>	<u>-</u>	<u>183,333</u>	<u>261,166</u>
Expenditure on:						
Raising funds	6	22,786	-	-	22,786	9,283
Charitable activities	7	228,975	-	9,791	238,766	236,716
Total expenditure		<u>251,761</u>	<u>-</u>	<u>9,791</u>	<u>261,552</u>	<u>245,999</u>
Net income/(expenditure)		<u>(68,428)</u>	<u>-</u>	<u>(9,791)</u>	<u>(78,219)</u>	<u>15,167</u>
Transfers between funds	12	<u>(19,379)</u>	<u>144,322</u>	<u>(124,943)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(87,807)</u>	<u>144,322</u>	<u>(134,734)</u>	<u>(78,219)</u>	<u>15,167</u>
Reconciliation of funds:						
Fund balances at 1 April 2024		<u>286,650</u>	<u>36,470</u>	<u>134,822</u>	<u>457,942</u>	<u>442,775</u>
Fund balances at 31 March 2025		<u>198,843</u>	<u>180,792</u>	<u>88</u>	<u>379,723</u>	<u>457,942</u>

HEREFORDSHIRE HEADWAY

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

Prior financial year		Unrestricted funds general 2024 £	Unrestricted funds Designated 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes				
Income from:					
Donations and legacies	3	68,006	-	58,521	126,527
Charitable activities	4	130,872	-	-	130,872
Investments	5	3,767	-	-	3,767
Total income		<u>202,645</u>	<u>-</u>	<u>58,521</u>	<u>261,166</u>
Expenditure on:					
Raising funds	6	9,283	-	-	9,283
Charitable activities	7	185,804	-	50,912	236,716
Total expenditure		<u>195,087</u>	<u>-</u>	<u>50,912</u>	<u>245,999</u>
Net income and movement in funds		7,558	-	7,609	15,167
Reconciliation of funds:					
Fund balances at 1 April 2023		<u>279,092</u>	<u>36,470</u>	<u>127,213</u>	<u>442,775</u>
Fund balances at 31 March 2024		<u>286,650</u>	<u>36,470</u>	<u>134,822</u>	<u>457,942</u>

HEREFORDSHIRE HEADWAY

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	13		174,792		165,224
Current assets					
Debtors	14	20,541		19,486	
Cash at bank and in hand		217,367		283,221	
		<u>237,908</u>		<u>302,707</u>	
Creditors: amounts falling due within one year	15	(32,977)		(9,989)	
Net current assets			204,931		292,718
Total net assets			<u>379,723</u>		<u>457,942</u>
Income funds					
Restricted funds	17		88		134,822
<u>Unrestricted funds - general</u>					
Designated funds		180,792		36,470	
General unrestricted funds		<u>198,843</u>		<u>250,180</u>	
			379,635		286,650
			<u>379,723</u>		<u>457,942</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

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.

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

The accounts were approved by the Trustees on 10 December 2025

P. H. Harper
Trustee

Company Registration No. 04068994



HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Herefordshire Headway is a private company limited by guarantee and a charity registered in England and Wales. The registered office is Headway House, Trenchard Avenue, Credenhill, Hereford, Herefordshire, HR4 7DX.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 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 and that there are no material uncertainties about its ability to continue. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

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

1.4 Income

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

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

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

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies (Continued)

1.5 Expenditure

Liabilities are recognised by the charity where a contractual obligation exists or for goods services received that have not been invoiced.

Expenditure is allocated to funds in accordance with the nature of activity to which that expenditure relates. Staff costs are allocated to the relevant funds on a time spent basis.

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:

Freehold Land and buildings	Nil
Improvements to freehold property	5% Straight Line
Greenhouse and kiln	5% Straight Line
Fixtures, fittings & equipment	10% Straight Line
Computers	33.3% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest. Financial assets classified as receivable within one year are not amortised.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

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

1.11 Retirement benefits

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

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

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.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

3 Donations and legacies

	Unrestricted funds general	Restricted funds	Total 2025	Total 2024
	£	£	£	£
Donations and gifts	12,851	-	12,851	16,711
Grants	29,000	-	29,000	109,021
Membership fees	950	-	950	795
	<u>42,801</u>	<u>-</u>	<u>42,801</u>	<u>126,527</u>
For the year ended 31 March 2024	<u>68,006</u>	<u>58,521</u>		<u>126,527</u>

Included above are grants received from:

Masonic Arrow	-	-	-	500
Bernard Sunley Foundations	-	-	-	5,000
E F Bulmer Trust	7,500	-	7,500	-
The Eveson Trust	-	-	-	30,000
Co-op Local Community Fund	-	-	-	3,435
Jordans Trust	20,000	-	20,000	20,000
The Mainfold Charity	1,500	-	1,500	-
Hereford Lions Club	-	-	-	1,000
The Clothworkers' Foundation	-	-	-	15,000
Lottery - Stay Well/Stay Safe	-	-	-	34,086
	<u>29,000</u>	<u>-</u>	<u>29,000</u>	<u>109,021</u>

4 Charitable activities

	Unrestricted funds 2025	Unrestricted funds 2024
	£	£
Daily attendance income	52,611	47,000
Services provided under contract	54,305	69,473
Ancillary trading income	22,457	8,742
Formal Licence Agreement Income	5,739	5,657
	<u>135,112</u>	<u>130,872</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	5,420	3,767

6 Raising funds

	2025 £	2024 £
<u>Fundraising costs of grants and donations - unrestricted</u>		
Staging fundraising events	7,573	-
Staff costs	15,213	9,283
Fundraising costs of grants and donations - unrestricted	22,786	9,283

7 Charitable activities

	2025 £	2024 £
Staff costs	58,028	84,070
Depreciation	11,958	11,950
Subcontractor fees	35,661	36,883
Running costs	720	1,454
Transport	171	2,697
Food costs	993	1,036
Bank charges	387	297
	107,918	138,387
Share of support costs (see note 8)	108,789	83,413
Share of governance costs (see note 8)	22,059	14,916
	238,766	236,716
Analysis by fund		
Unrestricted funds - general	228,975	185,804
Restricted funds	9,791	50,912
	238,766	236,716

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

8 Support costs

	Support costs	Governance costs	2025	2024	Basis of allocation
	£	£	£	£	
Staff costs	73,233	15,213	88,446	58,603	Time spent
Printing, postage and stationery	1,504	-	1,504	1,243	See 1.5
Heating and lighting	9,833	-	9,833	7,035	""
Insurance	8,527	-	8,527	7,670	""
Water rates	506	-	506	620	""
Telephone	2,503	-	2,503	3,534	""
Repairs and renewals	4,622	-	4,622	6,346	""
Waste and cleaning	2,835	-	2,835	2,676	""
Computer costs	2,490	-	2,490	2,112	""
Health, safety and training	2,531	-	2,531	1,776	""
Sundry expenses	205	-	205	1,081	""
Membership and affiliations	-	840	840	815	Governance
Legal and professional costs	-	3,046	3,046	1,878	Governance
Independent examiners fee	-	2,960	2,960	2,940	Governance
	<u>108,789</u>	<u>22,059</u>	<u>130,848</u>	<u>98,329</u>	
Analysed between Charitable activities	<u>108,789</u>	<u>22,059</u>	<u>130,848</u>	<u>98,329</u>	

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or travelling expenses during the year. Donations of £255 were received from trustees without conditions (2024 - £Nil).

10 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Administration and support	5	3
Direct services	9	9
Total	<u>14</u>	<u>12</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

10 Employees	(Continued)	
Employment costs	2025	2024
	£	£
Wages and salaries	154,237	146,092
Social security costs	5,279	3,709
Other pension costs	2,171	2,155
	<u>161,687</u>	<u>151,956</u>

During the year termination payments comprising redundancy, payments in lieu of notice and holiday pay of £nil (2024 - £6,923) were made.

Of the 14 (2024 - 12) members of staff employed, 1 is full time (2024 - 1) and 13 are part time (2024 - 11).

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

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Transfers

In the current year a transfer of £124,943 was made from restricted funds to the new designated fixed asset fund and a transfer of £19,379 was also made from unrestricted funds into the designated fixed asset fund.

This is to reflect the fact that assets purchased from restricted funds have no further restriction on their use within the charitable objectives and creation of a designated fixed asset fund will enable the free reserves of the charity to be more clearly reflected.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

13 Tangible fixed assets	Freehold Land Improvements and buildings	to freehold property	Greenhouse and kiln	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£	£	£
Cost						
At 1 April 2024	30,470	175,541	14,955	23,274	34,630	278,873
Additions	-	20,467	-	1,056	-	21,523
At 31 March 2025	30,470	196,008	14,955	24,330	34,630	300,396
Depreciation						
At 1 April 2024	-	62,279	3,394	13,343	34,630	113,646
Depreciation charged in the year	-	8,777	748	2,433	-	11,958
At 31 March 2025	-	71,056	4,142	15,776	34,630	125,604
Carrying amount						
At 31 March 2025	30,470	124,955	10,813	8,554	-	174,792
At 31 March 2024	30,470	113,262	11,561	9,931	-	165,224

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

14 Debtors

	2025	2024
	£	£
Amounts falling due within one year:		
Trade debtors	12,483	13,922
Prepayments and accrued income	8,058	5,564
	<u>20,541</u>	<u>19,486</u>

15 Creditors: amounts falling due within one year

	2025	2024
	£	£
Other taxation and social security	4,022	1,975
Trade creditors	-	189
Accruals	28,955	7,825
	<u>32,977</u>	<u>9,989</u>

16 Retirement benefit schemes

	2025	2024
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	2,171	2,155
	<u>2,171</u>	<u>2,155</u>

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
Refurbishment building and equipment	114,862	-	(7,350)	(107,512)	-
Gardening fund	2,640	-	(240)	(2,400)	-
Workshop Tools	280	-	-	(280)	-
Refurbishment Equipment	6,283	-	(1,478)	(4,805)	-
Groundwork UK Landscaping Fund	8,252	-	(614)	(7,638)	-
Replacement Pottery Kiln	2,417	-	(109)	(2,308)	-
National Emergency Trust					
DCMS fund	88	-	-	-	88
	<u>134,822</u>	<u>-</u>	<u>(9,791)</u>	<u>(124,943)</u>	<u>88</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

17 Restricted funds

(Continued)

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Refurbishment building and equipment	101,212	21,000	(7,350)	-	114,862
Gardening fund	2,880	-	(240)	-	2,640
Workshop Tools	280	-	-	-	280
Refurbishment Equipment	7,761	-	(1,478)	-	6,283
Groundwork UK Landscaping Fund	8,866	-	(614)	-	8,252
Lottery Project	-	34,086	(34,086)	-	-
Replacement Pottery Kiln	2,526	-	(109)	-	2,417
National Emergency Trust					
DCMS fund	88	-	-	-	88
Music Therapy Fund	3,600	-	(3,600)	-	-
Physpeech Therapy Fund	-	3,435	(3,435)	-	-
	<u>127,213</u>	<u>58,521</u>	<u>(50,912)</u>	<u>-</u>	<u>134,822</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Restricted funds

(Continued)

Building Refurbishment - This fund represents grants received from The Bailey Thomas Charitable Fund, Santander Foundation, Sylvia Waddilove, The Sobell Foundation, Novum Law, The Clothworkers' Foundations, Bernard Sunley, Morrisons Foundation, ACT Foundation and the Co-op Local community Fund. The aim of these grants is to assist with the costs of improving our premises. This fund also represents grants received from The Bernard Sunley Foundation and The Clothworkers Foundation, who assisted with the workshop refurbishment.

Gardening Fund - This fund represents a grant received from Jules Thorne and Gillian Bulmer. The aim of these grants is to assist with the costs of improving the garden equipment, in particular the greenhouse.

Workshop Tools Fund - This fund represents a grant received from the Co-op Community. The aim of this grant is to assist with the costs of acquiring new tools for the workshop.

Refurbishment Equipment Fund - This fund represents grants received from the Hedley Foundation, Beatrice Laing, Bernard Sunley, Childwick Trust and Rowland Trust. The aim of these grants is to assist with the cost of acquiring equipment for the refurbished therapy suite and day care areas.

Groundwork UK Landscaping Fund - This fund represents grants received from Tesco, and also the Co-op Local Community Fund, with an aim to improve the the garden at Headway House.

The Lottery Fund - This fund represents grants received from the National Lottery. The aim of the grant is for development of a home and community support service that allows us to work intensively with individuals, carers, families and communities at home and in their own environments, self-reliance and resilience being the core goal.

Replacement Pottery Kiln - This fund represents a grant received from the Sylvia Waddilove Foundation UK. The aim of this grant is to assist with the "Kiln Work" project.

National Emergency Trust DCMS fund - IT Equipment - This fund represents a grant received via The Herefordshire Community Foundation. The aim of this grant is to provide electronic equipment so activities can be re-delivered to clients at home, necessary as a result of Covid-19 restrictions.

Music Therapy Fund - represents a grant received from The D'Oyly Carte Charitable Trust to support the cost of running music therapy services.

Physpeech Therapy Fund - represents a grant received from the Co-op Local Community Fund to support the cost of speech therapy.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

18 Unrestricted funds - Designated

These are unrestricted funds which are material to the Charity's activities.

	At 1 April 2024 £	Transfers £	At 31 March 2025 £
Building Refurbishment	6,000	-	6,000
Headway House	30,470	-	30,470
Designated Fixed Asset Fund	-	144,322	144,322
	<u>36,470</u>	<u>144,322</u>	<u>180,792</u>
Previous year:	At 1 April 2023 £	Transfers £	At 31 March 2024 £
Building Refurbishment	6,000	-	6,000
Headway House	30,470	-	30,470
	<u>36,470</u>	<u>-</u>	<u>36,470</u>

Building refurbishment - this fund represents grants received in 2018 from the Masonic Charitable Foundation Community Awards. This has been set aside for the costs of improving our premises.

Headway House - in 2019 Headway House was transferred to a designated fixed asset fund. This has been set aside to more clearly present the free reserves of the charity.

Designated fixed asset fund - in 2025 all other fixed assets were transferred to a designated fixed asset fund. This has been set aside to more clearly present the free reserves of the charity.

19 Analysis of net assets between funds

	Unrestricted funds general 2025 £	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 March 2025:				
Tangible assets	-	174,792	-	174,792
Current assets/(liabilities)	198,843	6,000	88	204,931
	<u>198,843</u>	<u>180,792</u>	<u>88</u>	<u>379,723</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Analysis of net assets between funds

(Continued)

	Unrestricted funds general 2024 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:				
Tangible assets	27,625	30,470	107,129	165,224
Current assets/(liabilities)	259,025	6,000	27,693	292,718
	<u>286,650</u>	<u>36,470</u>	<u>134,822</u>	<u>457,942</u>

20 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
Within one year	1,330	785
Between two and five years	4,338	1,814
	<u>5,668</u>	<u>2,599</u>

The operating leases represent leases from third parties for the provision of office equipment and other services. The leases are negotiated over terms of 5 to 7 years and rentals are fixed for the term of the lease. There are no options in place for either party to extend the lease terms.

The charge included in the statement of financial activities in connection with these leases is £1,585 (2024 - £1,585).

21 Related party transactions

There were no disclosable related party transactions during the year other than those detailed in note 9 (2024 - none).

Remuneration of key management personnel

The remuneration of key management personnel, considered to be 4 employees (2024 - 2) is as follows.

	2025 £	2024 £
Aggregate compensation	<u>80,312</u>	<u>56,229</u>

HEREFORDSHIRE HEADWAY

England & Wales - Charity number 1092578

Accounts

Charity Registration No. 1092578

Company Registration No. 04068994 (England and Wales)

HEREFORDSHIRE HEADWAY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

HEREFORDSHIRE HEADWAY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr. P.N. Hawker W. J. Finn (Chair) H. W. R Ponting T.J. Evans P. H. Harper G.O. Blyth
Secretary	G.O. Blyth
Chief Executive Officer	H. M. Mapp
Charity number	1092578
Company number	04068994
Registered office and principal address	Headway House Trenchard Avenue Credenhill Hereford Herefordshire HR4 7DX
Independent examiner	David Farebrother BSc (Hons) BFP ACA Kendall Wadley LLP Granta Lodge Malvern Worcestershire WR14 2JS
Bankers	Barclays Bank plc 1-3 Broad Street Hereford HR4 9BH

HEREFORDSHIRE HEADWAY

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HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report and financial statements for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association dated 06 September 2000 as amended by a Special Resolution dated 15 November 2001, 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

The Charities Objects are:

- To promote the relief, rehabilitation and re-enablement of persons who have suffered acquired brain injury (the users) and reside in the areas covered by the county of Herefordshire and its immediate environs and the relief and support of the carers of such persons.
- The provision in the interests of social welfare of recreational (including sporting) occupational respite and educational facilities for the users and their carers.
- The provision of support information advice and counselling for the users, their relatives or other persons caring for the users or anyone with an interest in acquired brain injury.
- The promotion of research into the treatment prevention and prevention of deterioration of acquired brain injury on terms that such research is published.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. Services have been developed to maximise public benefit. Such services include the provision of a day centre delivering clinical and life-style enablement services, outreach and mentoring, respite care, local information, awareness raising and support for individuals and professionals.

Herefordshire Headway was entered on the register of charities 23 years ago. Since this time we have supported many hundreds of people and their families who have been affected by the devastating effects of acquired brain injury (ABI) providing relevant and specific support to meet individual needs. 53 people currently attend our day centre on a weekly basis. Our outreach service was funded by the National Lottery Community Fund for the last 5 years, but funding ended in June 2023. Sadly Health and/or Social Care funding will not replace it. Plans for a less in depth but affordable drop in service each Thursday have been made available to carers, families and anyone needing individual short term advice and support.

Achievements and performance

Our beneficiaries and their families continue to face challenges throughout the year ending March 2024 and Herefordshire Headway has adapted with them. Yet again this year our in-centre service offer has been adapted in line with service demands making it yet more re-enablement focused. Nurse-led support services have become very popular and are being further developed as people try to become more self-reliant with statutory services struggle to meet demand and the cost-of-living crisis maintains its hold.

We have engaged at several levels with the new joint commissioning body for both Herefordshire and Worcestershire Integrated Care System to influence their thinking on the provision of care for those who have suffered an acquired brain injury: we believe we offer a highly effective and strong value for money service that is not sufficiently recognised by our stretched health and social care services. Our CEO, Helen Mapp and our highly-qualified trustee, Peter Harper, have led this process and we remain hopeful that this engagement will lead to further public funding.

HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024

At the same time, we recognise that our traditional sources of funding: the NHS, Herefordshire Council and private payment (to some degree subsidised by charitable grants) remain under great pressure. Indeed, Charitable grants may not always be there to support us. To this end we continue to try and develop different models to raise funds. Our strategic direction is to improve awareness of Herefordshire Headway and the work is done throughout the Herefordshire community, so that we can build both long-term relations with private sector organisations and individuals willing to support us, and create a much wider base of fund-raisers prepared to offer us small amounts on a repeated basis – a 'community of supporters'. We are lucky to have had some guidance in this from the successful and local children's charity, The Little Princess Trust, in how they have achieved such a model. While not directly applicable, it is clear that a substantially greater social media presence will be required as a first step. To this extent, we have agreed additional expenses for a marketing post and hope to fill this with the required expertise by the end of this summer.

Headway Herefordshire has been ably led by its CEO for the last 12 years and well-supported by the finance officer. Both made us aware some time ago that they intended to step down at the end of Q1, 2025. We have therefore been striving to ensure their succession with able and committed senior employees and hope to confirm this before year end (including probation periods).

We welcomed one new trustee to the team (Tim Evans) and Tim has already provided valuable guidance on our building maintenance needs. He has also become an engaged member of the governance team and a dedicated volunteer at the woodworking club. We continue to seek new trustees with wisdom and relevant skill sets, as a number of our trustees have given committed service over many years and a future pipeline will be needed.

Financial review

During the year income amounted to £261,166 (2023: £349,667) and expenditure to £245,999 (2023: £322,003). Of the income £69,473 (2023: £71,761) was derived from services provided under contract for Herefordshire County Council (Day Opportunities and the Outreach Services schemes). Overall, this resulted in a net surplus for the year of £15,167 (2023: net surplus of £27,664). At the year end the reserves of the Charity amounted to £457,942 (2023: £442,775), comprising restricted funds of £134,822 (2023: £127,213), designated funds of £36,470 (2023: £36,470) leaving general funds of £286,650 (2023: £279,092).

The Statement of Financial Activities (SOFA) on page 5 reflects a continuation of last year's positive financial position reflecting an increase in unrestricted charity reserves. Unrestricted Charity reserves (excluding designated funds) not required to support fixed assets now stand at £259,025 and represent approximately 16 months of unrestricted operating costs. After taking into account all requirements for holding reserves the Trustees regard this level of reserves as both reasonable and prudent.

We are pleased to report that management, fundraising and administration costs remain under control and an improved pricing structure for delivered services is maintaining a stable funding base for the continued development of services and facilities in pursuance of our charitable objectives.

The Trustees monitor risk using the risk register which is an integral part of the annual business planning process. Annual planning takes place in January each year the final plan being ratified prior to April and then monitored throughout the year. The Trustees are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The Charity is a company limited by guarantee governed by its Memorandum of Articles of Association dated 6 September 2000 as amended by a Special Resolution dated 15 November 2001. It is registered as a Charity with the Charities Commission, number 1092578, and is exempt from corporation and income tax on its charitable income.

All members of the Board of Trustees exercise their authority in the capacity as Directors under the relevant company legislation and as Trustees of the Charity. Given the company's charitable status the term 'Trustee' rather than 'Director' is used throughout.

The Trustees, who are also the Directors for the purpose of company law, and who served during the year were:
Dr. P.N. Hawker
W. J. Finn (Chair)
H. W. R Ponting

HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2024*

T.J. Evans
P. H. Harper
G.O. Blyth

As set out in the Articles of Association one third of the Trustees retire by rotation each year but only if at least two Trustees will remain in office. Any member entitled to vote at a general meeting may propose one member for appointment or reappointment as a Trustee. The number of Trustees shall be at least five and not more than ten all of whom must be members. All the Trustees co-opted under section 3.7 of the Articles of Association serve until the AGM following their appointment when they may seek election as Trustee.

Training is provided as necessary using guidance provided by the Charity Commission and the wider Headway network.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Board of Trustees, which meets regularly, governs the Charity. A Chief Executive is appointed by the Trustees to manage the day to day activities of the Charity. To facilitate effective operations the Chief Executive has delegated authority for these day to day operational matters. Remuneration of staff is approved by the Board having due regard to the tasks undertaken by the relevant members of staff.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The Trustees' report was approved by the Board of Trustees.

Dr. P.N. Hawker

Trustee

Dated: 4 December 2024

HEREFORDSHIRE HEADWAY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEREFORDSHIRE HEADWAY

I report to the Trustees on my examination of the financial statements of Herefordshire Headway (the Charity) for the year ended 31 March 2024.

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 ICAEW, 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.

D W Farebrother BSC (Hons) BFP ACA
Kendall Wadley LLP

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Dated: 4 December 2024

HEREFORDSHIRE HEADWAY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Donations and legacies	3	68,006	58,521	126,527	67,662	165,849	233,511
Charitable activities	4	130,872	-	130,872	115,421	-	115,421
Investments	5	3,767	-	3,767	735	-	735
Total income		<u>202,645</u>	<u>58,521</u>	<u>261,166</u>	<u>183,818</u>	<u>165,849</u>	<u>349,667</u>
Expenditure on:							
Raising funds	6	9,283	-	9,283	10,501	-	10,501
Charitable activities	7	185,804	50,912	236,716	138,874	172,628	311,502
Total resources expended		<u>195,087</u>	<u>50,912</u>	<u>245,999</u>	<u>149,375</u>	<u>172,628</u>	<u>322,003</u>
Net income for the year/ Net movement in funds		7,558	7,609	15,167	34,443	(6,779)	27,664
Fund balances at 1 April 2023		315,562	127,213	442,775	281,119	133,992	415,111
Fund balances at 31 March 2024		<u><u>323,120</u></u>	<u><u>134,822</u></u>	<u><u>457,942</u></u>	<u><u>315,562</u></u>	<u><u>127,213</u></u>	<u><u>442,775</u></u>

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

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.

HEREFORDSHIRE HEADWAY

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	13		165,224		142,302
Current assets					
Debtors	14	19,486		18,063	
Cash at bank and in hand		283,221		336,734	
		<u>302,707</u>		<u>354,797</u>	
Creditors: amounts falling due within one year	15	(9,989)		(54,324)	
Net current assets			292,718		300,473
Total assets less current liabilities			<u>457,942</u>		<u>442,775</u>
Income funds					
Restricted funds	18		134,822		127,213
<u>Unrestricted funds</u>					
Designated funds	19	36,470		36,470	
General unrestricted funds		286,650		279,092	
			<u>323,120</u>		<u>315,562</u>
			<u>457,942</u>		<u>442,775</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

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.

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.

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

The accounts were approved by the Trustees on 4 December 2024

Dr. P.N. Hawker
Trustee

Company Registration No. 04068994

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Herefordshire Headway is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, Trenchard Avenue, Credenhill, Hereford, Herefordshire, HR4 7DX.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, 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.

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 or grantors 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 Incoming resources

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

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

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

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies (Continued)

1.5 Resources expended

Liabilities are recognised by the charity where a contractual obligation exists or for goods services received that have not been invoiced.

Resources expended are allocated to funds in accordance with the nature of activity to which that expenditure relates. Staff costs are allocated to the relevant funds on a time spent basis.

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:

Freehold Land and buildings	Nil
Improvements to freehold property	5% Straight Line
Greenhouse and kiln	5% Straight Line
Fixtures, fittings & equipment	10% Straight Line
Computers	33.3% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest. Financial assets classified as receivable within one year are not amortised.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

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

1.11 Retirement benefits

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

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

1.13 Government Grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received

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.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
	£	£	£	£
Donations and gifts	16,711	-	16,711	5,997
Grants	50,500	58,521	109,021	226,694
Membership fees	795	-	795	820
	<u>68,006</u>	<u>58,521</u>	<u>126,527</u>	<u>233,511</u>
For the year ended 31 March 2023	<u>67,662</u>	<u>165,849</u>		<u>233,511</u>
Donations and gifts				
Other	16,711	-	16,711	5,997
	<u>16,711</u>	<u>-</u>	<u>16,711</u>	<u>5,997</u>
Included above are grants received				
Masonic Arrow	500	-	500	-
Bernard Sunley Foundations	-	5,000	5,000	-
E F Bulmer Trust	-	-	-	5,000
The Eveson Trust	30,000	-	30,000	25,000
Co-op Local Community Fund	-	3,435	3,435	4,102
Jordans Trust	20,000	-	20,000	20,000
Hereford Lions Club	-	1,000	1,000	-
Hereford Council infection Control	-	-	-	4,154
Hereford Council Omicron support fund	-	-	-	6,691
The Clothworkers' Foundation	-	15,000	15,000	-
Lottery - Stay Well/Stay Safe	-	34,086	34,086	155,907
The Rowland Trust	-	-	-	2,240
The D'Oyly Carte Charitable Trust	-	-	-	3,600
	<u>50,500</u>	<u>58,521</u>	<u>109,021</u>	<u>226,694</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

4 Charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Daily attendance income	47,000	36,253
Services provided under contract	69,473	71,761
Ancillary trading income	8,742	1,962
Formal Licence Agreement Income	5,657	5,445
	<u>130,872</u>	<u>115,421</u>

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	<u>3,767</u>	<u>735</u>

6 Raising funds

	2024 £	2023 £
Fundraising costs of grants and donations - unrestricted		
Staff costs	<u>9,283</u>	<u>10,501</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

7 Charitable activities

	2024	2023
	£	£
Staff costs	84,070	163,094
Depreciation and impairment	11,950	18,884
Subcontractor fees	36,883	32,528
Running costs	1,454	8,312
Transport	2,697	11,064
Food costs	1,036	651
Bank charges	297	223
Other costs	-	2,459
	<u>138,387</u>	<u>237,215</u>
Share of support costs (see note 8)	83,413	58,320
Share of governance costs (see note 8)	14,916	15,967
	<u>236,716</u>	<u>311,502</u>
Analysis by fund		
Unrestricted funds	185,804	138,874
Restricted funds	50,912	172,628
	<u>236,716</u>	<u>311,502</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

8 Support costs

	Support costs	Governance costs	2024	2023	Basis of allocation
	£	£	£	£	
Staff costs	49,320	9,283	58,603	47,370	Time spent
Printing, postage and stationery	1,243	-	1,243	364	See 1.5
Heating and lighting	7,035	-	7,035	6,637	""
Insurance	7,670	-	7,670	7,826	""
Water rates	620	-	620	497	""
Telephone	3,533	-	3,533	2,025	""
Repairs and renewals	6,347	-	6,346	1,356	""
Waste and cleaning	2,676	-	2,676	2,459	""
Computer costs	2,112	-	2,112	(528)	""
Health, safety and training	1,776	-	1,776	815	""
Sundry expenses	1,081	-	1,081	-	""
Membership and affiliations	-	815	815	903	Governance
Legal and professional costs	-	1,878	1,878	2,514	Governance
Independent examiners fee	-	2,940	2,940	2,049	Governance
	<u>83,413</u>	<u>14,916</u>	<u>98,328</u>	<u>74,287</u>	
Analysed between					
Charitable activities	<u>83,413</u>	<u>14,916</u>	<u>98,329</u>	<u>74,287</u>	

9 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	<u>11,950</u>	<u>18,884</u>

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or travelling expenses during the year (2023 - £Nil).

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

11 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Administration and support	3	4
Direct services	9	13
	<hr/>	<hr/>
Total	12	17
	<hr/> <hr/>	<hr/> <hr/>

Employment costs

	2024	2023
	£	£
Wages and salaries	146,092	212,066
Social security costs	3,709	6,376
Other pension costs	2,155	2,525
	<hr/>	<hr/>
	151,956	220,967
	<hr/> <hr/>	<hr/> <hr/>

During the year termination payments comprising redundancy, payments in lieu of notice and holiday pay of £6,923 (2023 - £15,799) were made.

Of the 12 (2023 - 17) members of staff employed, 1 is full time (2023 - 1) and 11 are part time (2023 - 16).

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

12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

13 Tangible fixed assets

	Freehold Land and buildings	Improvements to freehold property	Greenhouse and kiln	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£	£	£
Cost						
At 1 April 2023	30,470	140,845	14,955	23,098	34,630	243,998
Additions	-	34,696	-	176	-	34,872
At 31 March 2024	30,470	175,541	14,955	23,274	34,630	278,870
Depreciation and impairment						
At 1 April 2023	-	53,501	2,646	11,016	34,533	101,696
Depreciation charged in the year	-	8,778	748	2,327	97	11,950
At 31 March 2024	-	62,279	3,394	13,343	34,630	113,646
Carrying amount						
At 31 March 2024	30,470	113,262	11,561	9,931	-	165,224
At 31 March 2023	30,470	87,344	12,309	12,082	97	142,302

14 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	13,922	11,929
Prepayments and accrued income	5,564	6,134
	19,486	18,063

15 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Other taxation and social security		1,975	2,816
Deferred income	16	-	34,088
Trade creditors		189	1,734
Accruals		7,825	15,686
		9,989	54,324

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

16 Deferred income

	2024	2023
	£	£
Arising from Income in advance of service date	-	34,088
	<u> </u>	<u> </u>
Current liabilities	-	34,088
	<u> </u>	<u> </u>

The amount deferred represents monies received from the Lottery Fund as yet unspent. The income is released to the Statement of Financial Activities as expenditure is incurred. Monies remaining unspent at the completion of the project are to be returned to the Big Lottery Fund.

17 Retirement benefit schemes

	2024	2023
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	2,155	2,525
	<u> </u>	<u> </u>

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Movement in funds			Movement in funds			
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Refurbishment building and equipment	103,997	3,516	(6,301)	101,212	21,000	(7,350)	114,862
Gardening fund	3,120	-	(240)	2,880	-	(240)	2,640
Workshop Tools	280	-	-	280	-	-	280
Refurbishment Equipment	6,413	2,826	(1,478)	7,761	-	(1,478)	6,283
Groundwork UK Landscaping Fund	9,480	-	(614)	8,866	-	(614)	8,252
Lottery Project	-	155,907	(155,907)	-	34,086	(34,086)	-
Replacement Pottery Kiln	2,635	-	(109)	2,526	-	(109)	2,417
Lottery 2 - Stay Well/Stay Safe	5,705	-	(5,705)	-	-	-	-
National Emergency Trust DCMS fund	2,362	-	(2,274)	88	-	-	88
Music Therapy Fund	-	3,600	-	3,600	-	(3,600)	-
Physpeech Therapy Fund	-	-	-	-	3,435	(3,435)	-
	<u>133,992</u>	<u>165,849</u>	<u>(172,628)</u>	<u>127,213</u>	<u>58,521</u>	<u>(50,912)</u>	<u>134,822</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

18 Restricted funds

(Continued)

Building Refurbishment - This fund represents grants received from The Bailey Thomas Charitable Fund, Santander Foundation, Sylvia Waddilove, The Sobell Foundation, Novum Law, The Clothworkers' Foundations, Bernard Sunley this year, Morrisons Foundation, ACT Foundation and the Co-op Local community Fund. The aim of these grants is to assist with the costs of improving our premises.

This fund also represents grants received from The Bernard Sunley Foundation and The Clothworkers Foundation, who assisted with the workshop refurbishment.

Gardening Fund - This fund represents a grant received from Jules Thorne and Gillian Bulmer. The aim of these grants is to assist with the costs of improving the garden equipment, in particular the greenhouse.

Workshop Tools Fund - This fund represents a grant received from the Co-op Community. The aim of this grant is to assist with the costs of acquiring new tools for the workshop. Incoming resources this year relate to a legacy.

Refurbishment Equipment Fund - This fund represents grants received from the Hedley Foundation, Beatrice Laing, Bernard Sunley, Childwick Trust and Rowland Trust. The aim of these grants is to assist with the cost of acquiring equipment for the refurbished therapy suite and day care areas.

Groundwork UK Landscaping Fund - This fund represents grants received from Tesco, and also the Co-op Local Community Fund, with an aim to improve the the garden at Headway House.

The Lottery Fund - This fund represents grants received from the National Lottery. The aim of the grant is for development of a home and community support service that allows us to work intensively with individuals, carers, families and communities at home and in their own environments, self reliance and resilience being the core goal.

Replacement Pottery Kiln - This fund represents a grant received from the Sylvia Waddilove Foundation UK. The aim of this grant is to assist with the "Kiln Work" project.

Lottery 2 - Stay Well/Stay Safe, Stay in Touch - a Coronavirus Community Support grant to enable charitable activities to continue in the community during the Covid-19 pandemic.

National Emergency Trust DCMS fund - IT Equipment - This fund represents a grant received via The Herefordshire Community Foundation. The aim of this grant is to provide electronic equipment so activities can be re-delivered to clients at home, necessary as a result of Covid-19 restrictions.

Music Therapy Fund - represents a grant received from The D'Oyly Carte Charitable Trust to support the cost of running music therapy services

Physpeech Therapy Fund - represents a grant received from the Co-op Local Community Fund to support the cost of speech therapy.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of the unrestricted funds by the trustees for specific purposes:

	Movement in funds		Movement in funds		Balance at 31 March 2024
	Balance at 1 April 2022	Incoming resources	Balance at 1 April 2023	Incoming resources	
	£	£	£	£	£
Building refurbishment	6,000	-	6,000	-	6,000
Headway House	30,470	-	30,470	-	30,470
	<u>36,470</u>	<u>-</u>	<u>36,470</u>	<u>-</u>	<u>36,470</u>

Building refurbishment - This fund represents grants received in 2018 from the Masonic Charitable Foundation Community Awards. This has been set aside with the costs of improving our premises.

Headway House - In 2019, Headway House was transferred to a designated fixed asset fund. This has been set aside to more clearly present the free reserves of the charity.

20 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	2024	2024	2024	2024
	£	£	£	£
At 31 March 2024:				
Tangible assets	27,625	30,470	107,129	165,224
Current assets/(liabilities)	259,025	6,000	27,693	292,718
	<u>286,650</u>	<u>36,470</u>	<u>134,822</u>	<u>457,942</u>

	Unrestricted funds	Designated funds	Restricted funds	Total
	2023	2023	2023	2023
	£	£	£	£
At 31 March 2023:				
Tangible assets	15,911	30,470	95,921	142,302
Current assets/(liabilities)	263,181	6,000	31,292	300,473
	<u>279,092</u>	<u>36,470</u>	<u>127,213</u>	<u>442,775</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

21 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024	2023
	£	£
Within one year	785	1,585
Between two and five years	1,814	2,600
	<u>2,599</u>	<u>4,185</u>

The operating leases represent leases from third parties for the provision of office equipment and other services. The leases are negotiated over terms of 5 to 7 years and rentals are fixed for the term of the lease. There are no options in place for either party to extend the lease terms.

The charge included in the statement of financial activities in connection with these leases is £1,585 (2023 - £1,585).

22 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

Remuneration of key management personnel

The remuneration of key management personnel, considered to be 2 employees (2023 - 2) is as follows.

	2024	2023
	£	£
Aggregate compensation	<u>56,229</u>	<u>60,446</u>

HEREFORDSHIRE HEADWAY

England & Wales - Charity number 1092578

Accounts

Charity Registration No. 1092578

Company Registration No. 04068994 (England and Wales)

HEREFORDSHIRE HEADWAY

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

HEREFORDSHIRE HEADWAY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	G.O. Blyth Dr. P.N. Hawker (Chair) W. J. Finn H. Ponting T.J. Evans P. H. Harper
Secretary	G.O. Blyth
Chief Executive Officer	H. M. Mapp
Charity number	1092578
Company number	04068994
Registered office and principal address	Headway House Trenchard Avenue Credenhill Hereford Herefordshire HR4 7DX
Independent examiner	David Farebrother BSc (Hons) BFP ACA Kendall Wadley LLP 71 Graham Road Malvern Worcestershire WR14 2JS
Bankers	Barclays Bank plc 1-3 Broad Street Hereford HR4 9BH

HEREFORDSHIRE HEADWAY

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HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

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

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association dated 06 September 2000 as amended by a Special Resolution dated 15 November 2001, 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

The Charities Objects are:

- To promote the relief and rehabilitation of persons who have suffered acquired brain injury (the users) and reside in the areas covered by the county of Herefordshire and its immediate environs and the relief and support of the carers of such persons.
- The provision in the interests of social welfare of recreational (including sporting) occupational respite and educational facilities for the users and their carers.
- The provision of support information advice and counselling for the users, their relatives or other persons caring for the users or anyone with an interest in acquired brain injury.
- The promotion of research into the treatment prevention and prevention of deterioration of acquired brain injury on terms that such research is published.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. Services have been developed to maximise public benefit. Such services include the provision of a day centre delivering clinical and life-style enablement services, outreach and mentoring, respite care, local information, awareness raising and support for individuals and professionals.

Herefordshire Headway was entered on the register of charities 23 years ago. Since this time we have supported many hundreds of people and their families who have been affected by the devastating effects of acquired brain injury (ABI) providing relevant and specific support to meet individual needs. 53 people currently attend our day centre on a weekly basis and we provide an outreach service for many more. The outreach service has been funded by the National Lottery Community Fund for the last 5 years, this project will end in June 2023, sadly Health and/or Social Care funding will not replace it. Plans for a less in depth but affordable drop in service each Thursday is being made available to carers, families and anyone needing individual short term advice and support, this service is already in the advanced stages of development.

We now have more service users than before COVID but the average hours of attendance are fewer with many people attending half or only one day per week. This has proved challenging as there are more people to provide general support to but less earned attendance income thus making greater demands on staff time to support them with health, social and most often benefit issues which they are experiencing. This has created additional cost pressure for the organisation throughout the year.

Due to the national economic challenges the country faces, both charitable and public sector funding has proved more difficult to attract so creating a perfect storm.

Achievements and performance

Our beneficiaries and their families have faced ever changing challenges throughout the year and Herefordshire Headway has adapted with them. Yet again this year our in-centre service offer has been adapted in line with service demands making it yet more enablement focused. Nurse-led support services have become very popular and are being further developed as people try to become more self-reliant with statutory services struggle to meet demand and the cost-of-living crisis bites.

HEREFORDSHIRE HEADWAY

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

Financial review

During the year income amounted to £349,667 (2022: £288,676) and expenditure to £322,003 (2022: £289,956). Of the income £71,761 (2022: £38,888) was derived from services provided under contract for Herefordshire County Council (Day Opportunities and the Outreach Services schemes). Overall, this resulted in a net surplus for the year of £27,664 (2022: net deficit of £1,280). At the year end the reserves of the Charity amounted to £442,775 (2022: £415,111), comprising restricted funds of £127,213 (2022: £133,992), designated funds of £36,470 (2022: £36,470) and general funds of £279,092 (2022: £244,649).

The Statement of Financial Activities (SOFA) on page 5 reflects a continuation of last year's positive financial position reflecting an increase in unrestricted charity reserves. Unrestricted Charity reserves (excluding designated funds) not required to support fixed assets now stand at £263,181 and represent approximately one year of unrestricted operating costs. After taking into account all requirements for holding reserves the Trustees regard this level of reserves as both reasonable and prudent.

We are pleased to report that management, fundraising and administration costs remain under control and an improved pricing structure for delivered services is maintaining a stable funding base for the continued development of services and facilities in pursuance of our charitable objectives.

The Trustees monitor risk using the risk register which is an integral part of the annual business planning process. Annual planning takes place in January each year the final plan being ratified prior to April and then monitored throughout the year. The Trustees are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The Charity is a company limited by guarantee governed by its Memorandum of Articles of Association dated 6 September 2000 as amended by a Special Resolution dated 15 November 2001. It is registered as a Charity with the Charities Commission, number 1092578, and is exempt from corporation and income tax on its charitable income.

All members of the Board of Trustees exercise their authority in the capacity as Directors under the relevant company legislation and as Trustees of the Charity. Given the company's charitable status the term 'Trustee' rather than 'Director' is used throughout.

The Trustees, who are also the Directors for the purpose of company law, and who served during the year were:

G.O. Blyth

Dr. P.N. Hawker (Chair)

W. J. Finn

H. Ponting

T.J. Evans

P. H. Harper

As set out in the Articles of Association one third of the Trustees retire by rotation each year but only if at least two Trustees will remain in office. Any member entitled to vote at a general meeting may propose one member for appointment or reappointment as a Trustee. The number of Trustees shall be at least five and not more than ten all of whom must be members. All the Trustees co-opted under section 3.7 of the Articles of Association serve until the AGM following their appointment when they may seek election as Trustee.

Training is provided as necessary using guidance provided by the Charity Commission and the wider Headway network.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Board of Trustees, which meets regularly, governs the Charity. A Chief Executive is appointed by the Trustees to manage the day to day activities of the Charity. To facilitate effective operations the Chief Executive has delegated authority for these day to day operational matters. Remuneration of staff is approved by the Board having due regard to the tasks undertaken by the relevant members of staff.

HEREFORDSHIRE HEADWAY

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

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The Trustees' report was approved by the Board of Trustees.

W. J. Finn

Trustee

Dated: 29 November 2023

HEREFORDSHIRE HEADWAY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEREFORDSHIRE HEADWAY

I report to the Trustees on my examination of the financial statements of Herefordshire Headway (the Charity) for the year ended 31 March 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

D W Farebrother BSC (Hons) BFP ACA
Kendall Wadley LLP

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Dated: 29 November 2023

HEREFORDSHIRE HEADWAY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income from:							
Donations and legacies	3	67,662	165,849	233,511	89,632	112,748	202,380
Charitable activities	4	115,421	-	115,421	86,260	-	86,260
Investments	5	735	-	735	36	-	36
Total income		183,818	165,849	349,667	175,928	112,748	288,676
Expenditure on:							
Raising funds	6	10,501	-	10,501	16,434	-	16,434
Charitable activities	7	138,874	172,628	311,502	144,132	129,390	273,522
Total resources expended		149,375	172,628	322,003	160,566	129,390	289,956
Net income/(expenditure) for the year/ Net movement in funds							
		34,443	(6,779)	27,664	15,362	(16,642)	(1,280)
Fund balances at 1 April 2022		281,119	133,992	415,111	265,757	150,634	416,391
Fund balances at 31 March 2023		315,562	127,213	442,775	281,119	133,992	415,111

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.

HEREFORDSHIRE HEADWAY

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	13		142,302		150,167
Current assets					
Debtors	14	18,063		29,399	
Cash at bank and in hand		336,734		353,678	
		<u>354,797</u>		<u>383,077</u>	
Creditors: amounts falling due within one year	15	<u>(54,324)</u>		<u>(118,133)</u>	
Net current assets			300,473		264,944
Total assets less current liabilities			<u>442,775</u>		<u>415,111</u>
Income funds					
Restricted funds	17		127,213		133,992
<u>Unrestricted funds</u>					
Designated funds	18	36,470		36,470	
General unrestricted funds		<u>279,092</u>		<u>244,649</u>	
			<u>315,562</u>		<u>281,119</u>
			<u>442,775</u>		<u>415,111</u>

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

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

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.

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

The accounts were approved by the Trustees on 29 November 2023

W. J. Finn
Trustee

Company Registration No. 04068994

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Herefordshire Headway is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, Trenchard Avenue, Credenhill, Hereford, Herefordshire, HR4 7DX.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, 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.

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

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

1.4 Incoming resources

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

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

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

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies (Continued)

1.5 Resources expended

Liabilities are recognised by the charity where a contractual obligation exists or for goods services received that have not been invoiced.

Resources expended are allocated to funds in accordance with the nature of activity to which that expenditure relates. Staff costs are allocated to the relevant funds on a time spent basis.

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:

Freehold Land and buildings	Nil
Improvements to freehold property	5% Straight Line
Greenhouse and kiln	5% Straight Line
Fixtures, fittings & equipment	10% Straight Line
Computers	33.3% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest. Financial assets classified as receivable within one year are not amortised.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

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

1.11 Retirement benefits

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

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

1.13 Government Grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received

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.

HEREFORDSHIRE HEADWAY

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

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Donations and gifts	5,997	-	5,997	8,007
Grants	60,845	165,849	226,694	193,678
Membership fees	820	-	820	695
	<u>67,662</u>	<u>165,849</u>	<u>233,511</u>	<u>202,380</u>
For the year ended 31 March 2022	<u>89,632</u>	<u>112,748</u>		<u>202,380</u>
Donations and gifts				
Other	5,997	-	5,997	8,007
	<u>5,997</u>	<u>-</u>	<u>5,997</u>	<u>8,007</u>
Included above are grants received				
The Albert Hunt Trust	-	-	-	2,000
Garfield Weston Foundation	-	-	-	15,000
E F Bulmer	5,000	-	5,000	5,000
The Eveson Charitable Trust	25,000	-	25,000	20,000
Co-op Local Community Fund	-	4,102	4,102	-
Jordans	20,000	-	20,000	20,000
Herefordshire Council Discretionary	-	-	-	18,930
Hereford Council infection Control	4,154	-	4,154	-
Hereford Council Omicron support fund	6,691	-	6,691	-
Lottery - Stay Well/Stay Safe	-	155,907	155,907	112,748
The Rowland Trust	-	2,240	2,240	-
The D'Oyly Carte Charitable Trust	-	3,600	3,600	-
	<u>60,845</u>	<u>165,849</u>	<u>226,694</u>	<u>193,678</u>

HEREFORDSHIRE HEADWAY

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

4 Charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Daily attendance income	36,253	32,077
Services provided under contract	71,761	38,888
Ancillary trading income	1,962	11,242
Formal Licence Agreement Income	5,445	4,053
	<u>115,421</u>	<u>86,260</u>

5 Investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	735	36
	<u>735</u>	<u>36</u>

6 Raising funds

	2023 £	2022 £
Fundraising costs of grants and donations - unrestricted		
Staff costs	10,501	16,434
	<u>10,501</u>	<u>16,434</u>

HEREFORDSHIRE HEADWAY

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

7 Charitable activities

	2023	2022
	£	£
Staff costs	163,094	108,847
Depreciation and impairment	18,884	18,795
Subcontractor fees	32,528	32,833
Running costs	8,312	8,452
Transport	11,064	6,218
Food costs	651	935
Bank charges	223	184
Other costs	2,459	4,806
	<u>237,215</u>	<u>181,070</u>
Share of support costs (see note 8)	58,320	73,634
Share of governance costs (see note 8)	15,967	18,818
	<u>311,502</u>	<u>273,522</u>
Analysis by fund		
Unrestricted funds	138,874	144,132
Restricted funds	172,628	129,390
	<u>311,502</u>	<u>273,522</u>

HEREFORDSHIRE HEADWAY

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

8 Support costs	Support costs	Governance costs	2023	2022	Basis of allocation
	£	£	£	£	
Staff costs	36,869	10,501	47,370	65,999	Time spent
Printing, postage and stationery	364	-	364	1,294	See 1.5
Heating and lighting	6,637	-	6,637	6,521	""
Insurance	7,826	-	7,826	934	""
Water rates	497	-	497	390	""
Telephone	2,025	-	2,025	1,884	""
Repairs and renewals	1,356	-	1,356	3,638	""
Waste and cleaning	2,459	-	2,459	2,970	""
Computer costs	(528)	-	(528)	1,385	""
Health, safety and training	815	-	815	944	""
Membership and affiliations	-	903	903	947	Governance
Legal and professional costs	-	2,514	2,514	3,536	Governance
Independent examiners fee	-	2,049	2,049	2,010	Governance
	<u>58,320</u>	<u>15,967</u>	<u>74,287</u>	<u>92,452</u>	
Analysed between Charitable activities	<u>58,320</u>	<u>15,967</u>	<u>74,287</u>	<u>92,452</u>	

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or travelling expenses during the year (2022- £Nil).

HEREFORDSHIRE HEADWAY

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

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
Administration and support	4	4
Direct services	13	10
	<u>17</u>	<u>14</u>

Employment costs

	2023	2022
	£	£
Wages and salaries	212,066	182,929
Social security costs	6,376	6,633
Other pension costs	2,525	1,718
	<u>220,967</u>	<u>191,280</u>

During the year termination payments comprising redundancy, payments in lieu of notice and holiday pay of £15,799 (2022 - £Nil) were made.

Of the 17 (2022 - 14) members of staff employed, 1 is full time (2022 - 1) and 16 are part time (2022 - 13).

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

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12 Transfers

In 2022 a transfer was made from the designated fund to the general unrestricted reserves of £20,000, representing bursaries paid out in that year.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Tangible fixed assets

	Freehold Land and buildings	Improvements to freehold property	Greenhouse and kiln	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£	£	£
Cost						
At 1 April 2022	30,470	140,055	6,981	20,845	34,630	232,981
Additions	-	790	7,974	2,253	-	11,017
At 31 March 2023	30,470	140,845	14,955	23,098	34,630	243,998
Depreciation and impairment						
At 1 April 2022	-	46,459	1,898	8,706	25,749	82,812
Depreciation charged in the year	-	7,042	748	2,310	8,784	18,884
At 31 March 2023	-	53,501	2,646	11,016	34,533	101,696
Carrying amount						
At 31 March 2023	30,470	87,344	12,309	12,082	97	142,302
At 31 March 2022	30,470	93,596	5,083	12,138	8,880	150,167

HEREFORDSHIRE HEADWAY

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

14 Debtors		2023	2022
Amounts falling due within one year:		£	£
Trade debtors		11,929	11,216
Other debtors		-	9,291
Prepayments and accrued income		6,134	8,892
		<u>18,063</u>	<u>29,399</u>

15 Creditors: amounts falling due within one year		2023	2022
	Notes	£	£
Other taxation and social security		2,816	3,003
Deferred income	16	34,088	106,608
Trade creditors		1,734	1,027
Accruals		15,686	7,495
		<u>54,324</u>	<u>118,133</u>

16 Deferred income		2023	2022
		£	£
Arising from Income in advance of service date		<u>34,088</u>	<u>106,608</u>
Current liabilities		<u>34,088</u>	<u>106,608</u>

The amount deferred represents monies received from the Lottery Fund as yet unspent. The income is released to the Statement of Financial Activities as expenditure is incurred. Monies remaining unspent at the completion of the project are to be returned to the Big Lottery Fund.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

17 Restricted funds

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

	Movement in funds			Movement in funds			Balance at 31 March 2023 £
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	
Refurbishment building and equipment	110,297	-	(6,300)	103,997	3,516	(6,301)	101,212
Gardening fund	3,360	-	(240)	3,120	-	(240)	2,880
Workshop Tools	280	-	-	280	-	-	280
Refurbishment Equipment	7,666	-	(1,253)	6,413	2,826	(1,478)	7,761
Groundwork UK Landscaping Fund	10,094	-	(614)	9,480	-	(614)	8,866
Lottery Project	-	112,748	(112,748)	-	155,907	(155,907)	-
Replacement Pottery Kiln	2,891	-	(256)	2,635	-	(109)	2,526
Lottery 2 - Stay Well/Stay Safe	11,410	-	(5,705)	5,705	-	(5,705)	-
National Emergency Trust DCMS fund	4,636	-	(2,274)	2,362	-	(2,274)	88
Music Therapy Fund	-	-	-	-	3,600	-	3,600
	<u>150,634</u>	<u>112,748</u>	<u>(129,390)</u>	<u>133,992</u>	<u>165,849</u>	<u>(172,628)</u>	<u>127,213</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

17 Restricted funds

(Continued)

Building Refurbishment - This fund represents grants received from The Bailey Thomas Charitable Fund, Santander Foundation, Sylvia Waddilove, The Sobell Foundation, Novum Law, Clothworkers, Morrisons Foundation ,ACT Foundation and the Co-Op Local community Fund. The aim of these grants is to assist with the costs of improving our premises.

This fund also represents grants received from The Jordans Foundation, who assisted with the workshop refurbishment.

Gardening Fund - This fund represents a grant received from Jules Thorne and Gillian Bulmer. The aim of these grants is to assist with the costs of improving the garden equipment, in particular the greenhouse.

Workshop Tools Fund - This fund represents a grant received from the Co-op Community. The aim of this grant is to assist with the costs of acquiring new tools for the workshop. Incoming resources this year relate to a legacy.

Refurbishment Equipment Fund - This fund represents grants received from the Hedley Foundation, Beatrice Laing, Bernard Sunley, Childwick Trust and Rowland Trust. The aim of these grants is to assist with the cost of acquiring equipment for the refurbished therapy suite and day care areas.

Groundwork UK Landscaping Fund - This fund represents grants received from Tesco, and also the Co-op Local Community Fund, with an aim to improve the the garden at Headway House.

The Lottery Fund - This fund represents grants received from the National Lottery. The aim of the grant is for development of a home and community support service that allows us to work intensively with individuals, carers, families and communities at home and in their own environments, self reliance and resilience being the core goal.

Replacement Pottery Kiln - This fund represents a grant received from the Sylvia Waddilove Foundation UK. The aim of this grant is to assist with the "Kiln Work" project.

Lottery 2 - Stay Well/Stay Safe, Stay in Touch - a Coronavirus Community Support grant to enable charitable activities to continue in the community during the Covid-19 pandemic.

National Emergency Trust DCMS fund - IT Equipment - This fund represents a grant received via The Herefordshire Community Foundation. The aim of this grant is to provide electronic equipment so activities can be re-delivered to clients at home, necessary as a result of Covid-19 restrictions.

Music Therapy Fund - represents a grant received from The D'Oyly Carte Charitable Trust to support the cost of running music therapy services

HEREFORDSHIRE HEADWAY

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

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021	Transfers	Balance at 1 April 2022	Movement in funds Incoming resources	Balance at 31 March 2023
	£	£	£	£	£
Building refurbishment	6,000	-	6,000	-	6,000
Headway House	30,470	-	30,470	-	30,470
Client bursary	20,000	(20,000)	-	-	-
	<u>56,470</u>	<u>(20,000)</u>	<u>36,470</u>	<u>-</u>	<u>36,470</u>

Building refurbishment - This fund represents grants received in 2018 from the Masonic Charitable Foundation Community Awards. This has been set aside with the costs of improving our premises.

Headway House - In 2019, Headway House was transferred to a designated fixed asset fund. This has been set aside to more clearly present the free reserves of the charity.

Client Bursary - the trustees designated £20,000 income as a Bursary fund to assist clients who are required to fund their own fees, this was fully expended in 2022.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

19 Analysis of net assets between funds

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:								
Tangible assets	15,911	30,470	95,921	142,302	9,310	30,470	110,387	150,167
Current assets/(liabilities)	263,181	6,000	31,292	300,473	235,339	6,000	23,605	264,944
	<u>279,092</u>	<u>36,470</u>	<u>127,213</u>	<u>442,775</u>	<u>244,649</u>	<u>36,470</u>	<u>133,992</u>	<u>415,111</u>

HEREFORDSHIRE HEADWAY

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

20 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	1,585	1,585
Between two and five years	2,600	3,926
In over five years	-	259
	<u>4,185</u>	<u>5,770</u>

The operating leases represent leases from third parties for the provision of office equipment and other services. The leases are negotiated over terms of 5 to 7 years and rentals are fixed for the term of the lease. There are no options in place for either party to extend the lease terms.

The charge included in the statement of financial activities in connection with these leases is £1,585 (2022 - £1,758).

21 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

Remuneration of key management personnel

The remuneration of key management personnel, considered to be 2 employees (2022 - 2) is as follows.

	2023 £	2022 £
Aggregate compensation	<u>60,446</u>	<u>58,074</u>

HEREFORDSHIRE HEADWAY

England & Wales - Charity number 1092578

Accounts

Charity Registration No. 1092578

Company Registration No. 04068994 (England and Wales)

**HEREFORDSHIRE HEADWAY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

HEREFORDSHIRE HEADWAY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	G.O. Blyth Dr. P.N. Hawker (Chair) W. J. Finn H. Ponting T.J. Evans P. H. Harper	(Appointed 18 October 2021) (Appointed 24 November 2021)
Secretary	G.O. Blyth	
Chief Executive Officer	H. M. Mapp	
Charlty number	1092578	
Company number	04068994	
Registered office and prIncipal address	Headway House Trenchard Avenue Credenhill Hereford Herefordshire HR4 7DX	
Independent examlner	David Farebrother BSc (Hons) BFP ACA Kendall Wadley LLP 71 Graham Road Malvern Worcestershire WR14 2JS	
Bankers	Barclays Bank plc 1-3 Broad Street Hereford HR4 9BH	

HEREFORDSHIRE HEADWAY

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HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

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

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association dated 06 September 2000 as amended by a Special Resolution dated 15 November 2001, 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

The Charities Objects are:

- To promote the relief and rehabilitation of persons who have suffered acquired brain injury (the users) and reside in the areas covered by the county of Herefordshire and its immediate environs and the relief and support of the carers of such persons.
- The provision in the interests of social welfare of recreational (including sporting) occupational respite and educational facilities for the users and their carers.
- The provision of support information advice and counselling for the users, their relatives or other persons caring for the users or anyone with an interest in acquired brain injury.
- The promotion of research into the treatment prevention and prevention of deterioration of acquired brain injury on terms that such research is published.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. Services have been developed to maximise public benefit. Such services include the provision of a day centre delivering clinical and life-style enablement services, outreach and mentoring, respite care, local information, awareness raising and support for individuals and professionals.

Services were established 30 years ago since when we have supported many people and their immediate families who have been affected by the devastating effects of acquired brain injury (ABI) by providing relevant and specific support to meet individual needs. We currently support 87 clients and their carers.

This has been a difficult and uncertain year when service user numbers have grown but due to individual financial situations, the number of centre activities users attend have dropped resulting in month on month shortfalls in earned income. At the same time requests for support with emergency issues, help to complete benefit claims and advice and support on living more cost effectively have all increased, as has the demand for nurse-led 'stay well, and what-if' support. These are all services provided free of charge by Herefordshire Headway and the costs associated are covered from charitably raised funds. This has created additional cost pressure for the organisation throughout the year.

Understandably, charitable funding has proved more difficult to obtain with local fundraising events not happening as frequently and competition for the funding in general being greater.

Achievements and performance

Our beneficiaries and their families have faced ever changing challenges throughout the year and Herefordshire Headway has adapted with them. Our online support so popular last year during COVID lockdown has lessened in popularity while the launch of our Enablement Centre Services has seen a surge. Outreach services have been in huge demand with new support enquiries each week. Due to the success of this programme we are attracting more new starters. Nurse-led support services have become very popular and are being further developed.

HEREFORDSHIRE HEADWAY

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

FOR THE YEAR ENDED 31 MARCH 2022

Financial review

During the year income amounted to £288,676 (2021: £394,325) and expenditure to £289,956 (2021: £353,803). Of the income £38,888 (2021: £11,932) was derived from services provided under contract for Herefordshire County Council (Day Opportunities and the Outreach Services schemes). Overall, this resulted in a net deficit for the year of £1,280 (2021: net surplus of £40,522). At the year end the reserves of the Charity amounted to £415,111 (2021: £416,391), comprising restricted funds of £133,992 (2021: £150,634), designated funds of £36,470 (2021: £56,470) and general funds of £244,649 (2021: £209,287).

The Statement of Financial Activities (SOFA) on page 5 reflects a continuation of last year's positive financial position reflecting an increase in unrestricted charity reserves. Unrestricted Charity reserves (excluding designated funds) not required to support fixed assets now stand at £235,339 and represent approximately one year of unrestricted operating costs. After taking into account all requirements for holding reserves the Trustees regard this level of reserves as both reasonable and prudent.

We are pleased to report that management, fundraising and administration costs remain under control and an improved pricing structure for delivered services is maintaining a stable funding base for the continued development of services and facilities in pursuance of our charitable objectives.

The Trustees monitor risk using the risk register which is an integral part of the annual business planning process. Annual planning takes place in January each year the final plan being ratified prior to April and then monitored throughout the year. The Trustees are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The Charity is a company limited by guarantee governed by its Memorandum of Articles of Association dated 6 September 2000 as amended by a Special Resolution dated 15 November 2001. It is registered as a Charity with the Charities Commission, number 1092578, and is exempt from corporation and income tax on its charitable income.

All members of the Board of Trustees exercise their authority in the capacity as Directors under the relevant company legislation and as Trustees of the Charity. Given the company's charitable status the term 'Trustee' rather than 'Director' is used throughout.

The Trustees, who are also the Directors for the purpose of company law, and who served during the year were:

G.O. Blyth

Dr. P.N. Hawker (Chair)

Dr. M Helme

(Resigned 15 December 2021)

W. J. Finn

H. Ponting

T.J. Evans

(Appointed 18 October 2021)

P. H. Harper

(Appointed 24 November 2021)

As set out in the Articles of Association one third of the Trustees retire by rotation each year but only if at least two Trustees will remain in office. Any member entitled to vote at a general meeting may propose one member for appointment or reappointment as a Trustee. The number of Trustees shall be at least five and not more than ten all of whom must be members. All the Trustees co-opted under section 3.7 of the Articles of Association serve until the AGM following their appointment when they may seek election as Trustee.

Training is provided as necessary using guidance provided by the Charity Commission and the wider Headway network.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

HEREFORDSHIRE HEADWAY

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

FOR THE YEAR ENDED 31 MARCH 2022

The Board of Trustees, which meets regularly, governs the Charity. A Chief Executive is appointed by the Trustees to manage the day to day activities of the Charity. To facilitate effective operations the Chief Executive has delegated authority for these day to day operational matters. Remuneration of staff is approved by the Board having due regard to the tasks undertaken by the relevant members of staff.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The Trustees' report was approved by the Board of Trustees.

W. J. Flinn

Trustee

Dated: 28 November 2022

HEREFORDSHIRE HEADWAY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEREFORDSHIRE HEADWAY

I report to the Trustees on my examination of the financial statements of Herefordshire Headway (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 ICAEW, 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.

D W Farebrother BSC (Hons) BFP ACA
Kendall Wadley LLP

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Dated: 28 November 2022

HEREFORDSHIRE HEADWAY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022	Restricted funds 2022	Total 2022	Unrestricted funds 2021	Restricted funds 2021	Total 2021
	Notes	£	£	£	£	£	£
Income from:							
Donations and legacies	3	89,632	112,748	202,380	170,333	120,919	291,252
Charitable activities	4	86,260	-	86,260	102,785	-	102,785
Investments	5	36	-	36	288	-	288
Total income		175,928	112,748	288,676	273,406	120,919	394,325
Expenditure on:							
Raising funds	6	16,434	-	16,434	16,023	-	16,023
Charitable activities	7	144,132	129,390	273,522	219,890	117,890	337,780
Total resources expended		160,566	129,390	289,956	235,913	117,890	353,803
Gross transfers between funds	11	-	-	-	(7,662)	7,662	-
Net income/(expenditure) for the year/ Net movement in funds		15,362	(16,642)	(1,280)	29,831	10,691	40,522
Fund balances at 1 April 2021		265,757	150,634	416,391	235,926	139,943	375,869
Fund balances at 31 March 2022		281,119	133,992	415,111	265,757	150,634	416,391

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.

HEREFORDSHIRE HEADWAY

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	12		150,167		165,435
Current assets					
Debtors	13	29,399		15,698	
Cash at bank and in hand		353,678		379,982	
		<u>383,077</u>		<u>395,680</u>	
Creditors: amounts falling due within one year	14	<u>(118,133)</u>		<u>(144,724)</u>	
Net current assets			264,944		250,956
Total assets less current liabilities			<u>415,111</u>		<u>416,391</u>
Income funds					
Restricted funds	16		133,992		150,634
<u>Unrestricted funds</u>					
Designated funds	17	36,470		56,470	
General unrestricted funds		<u>244,649</u>		<u>209,287</u>	
			281,119		265,757
			<u>415,111</u>		<u>416,391</u>

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

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

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.

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

The accounts were approved by the Trustees on 28 November 2022

W. J. Finn
Trustee

Company Registration No. 04068994

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Herefordshire Headway is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, Trenchard Avenue, Credenhill, Hereford, Herefordshire, HR4 7DX.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, 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.

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

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

1.4 Incoming resources

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

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

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

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies (Continued)

1.5 Resources expended

Liabilities are recognised by the charity where a contractual obligation exists or for goods services received that have not been invoiced.

Resources expended are allocated to funds in accordance with the nature of activity to which that expenditure relates. Staff costs are allocated to the relevant funds on a time spent basis.

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:

Freehold Land and buildings	Nil
Improvements to freehold property	5% Straight Line
Greenhouse and kiln	5% Straight Line
Fixtures, fittings & equipment	10% Straight Line
Computers	33.3% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest. Financial assets classified as receivable within one year are not amortised.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies **(Continued)**

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

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

1.11 Retirement benefits

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

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

1.13 Government Grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received

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.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	£	£	£	£
Donations and gifts	8,007	-	8,007	1,993
Grants	80,930	112,748	193,678	288,649
Membership fees	695	-	695	610
	<u>89,632</u>	<u>112,748</u>	<u>202,380</u>	<u>291,252</u>
For the year ended 31 March 2021	<u>170,333</u>	<u>120,919</u>		<u>291,252</u>
Donations and gifts				
Other	8,007	-	8,007	1,993
	<u>8,007</u>	<u>-</u>	<u>8,007</u>	<u>1,993</u>
Included above are grants received				
The Albert Hunt Trust	2,000	-	2,000	-
Garfield Weston Foundation	15,000	-	15,000	-
E F Bulmer	5,000	-	5,000	-
The Eveson Charitable Trust	20,000	-	20,000	20,000
Jordans	20,000	-	20,000	15,000
Big Lottery	-	-	-	53,648
Herefordshire Council Discretionary	18,930	-	18,930	15,612
Big Lottery - COVID Liquidity Fund	-	-	-	84,784
Tania Millwood Legacy	-	-	-	2,064
Covid-19, Job Retention Scheme claims	-	-	-	30,270
Lottery - Stay Well/Stay Safe	-	112,748	112,748	57,094
National Emergency Trust DCMS fund	-	-	-	7,177
Sylvia Waddilove Foundation UK	-	-	-	3,000
	<u>80,930</u>	<u>112,748</u>	<u>193,678</u>	<u>288,649</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Daily attendance income	32,077	3,218
Services provided under contract	38,888	41,932
Fees in respect of sub-contracted staff	11,242	57,635
Formal Licence Agreement Income	4,053	-
	<u>86,260</u>	<u>102,785</u>

5 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Interest receivable	36	288
	<u>36</u>	<u>288</u>

6 Raising funds

	2022 £	2021 £
<u>Fundraising costs of grants and donations - unrestricted</u>		
Staff costs	16,434	16,023
	<u>16,434</u>	<u>16,023</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Charitable activities

	2022	2021
	£	£
Staff costs	108,847	135,783
Depreciation and impairment	18,795	18,375
Subcontractor fees	43,857	43,167
Running costs	8,452	12,253
Transport	-	2,361
Food costs	935	11
Bank charges	184	169
	<u>181,070</u>	<u>212,119</u>
Share of support costs (see note 8)	73,634	113,555
Share of governance costs (see note 8)	18,818	12,106
	<u>273,522</u>	<u>337,780</u>
Analysis by fund		
Unrestricted funds	144,132	219,890
Restricted funds	129,390	117,890
	<u>273,522</u>	<u>337,780</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Support costs	Support costs	Governance costs	2022	2021	Basis of allocation
	£	£	£	£	
Staff costs	53,674	12,325	65,999	91,233	Time spent
Printing, postage and stationery	1,294	-	1,294	777	See 1.5
Heating and lighting	6,521	-	6,521	5,850	""
Insurance	934	-	934	3,748	""
Water rates	390	-	390	213	""
Telephone	1,884	-	1,884	2,533	""
Repairs and renewals	3,638	-	3,638	5,794	""
Waste and cleaning	2,970	-	2,970	3,073	""
Computer costs	1,385	-	1,385	5,462	""
Health, safety and training	944	-	944	1,682	""
Membership and affiliations	-	947	947	611	Governance
Legal and professional costs	-	3,536	3,536	2,722	Governance
Independent examiners fee	-	2,010	2,010	1,963	Governance
	<u>73,634</u>	<u>18,818</u>	<u>92,452</u>	<u>125,661</u>	
Analysed between Charitable activities	<u>73,634</u>	<u>18,818</u>	<u>92,452</u>	<u>125,661</u>	

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or travelling expenses during the year (2021- £Nil).

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Administration and support	4	4
Direct services	10	11
	<u>14</u>	<u>15</u>

Employment costs

	2022 £	2021 £
Wages and salaries	182,929	230,109
Social security costs	6,633	11,130
Other pension costs	1,718	1,798
	<u>191,280</u>	<u>243,037</u>

During the year termination payments comprising redundancy, payments in lieu of notice and holiday pay of £Nil (2021 - £11,226) were made.

Of the 14 (2021 - 15) members of staff employed, 1 is full time (2021 - 1) and 13 are part time (2021 - 14).

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

11 Transfers

A transfer has been made from the designated fund to the general unrestricted reserves of £20,000, representing bursaries paid out in the year.

In 2021 a transfer of £7,662 was made from unrestricted funds to restricted funds representing the amount received under the Covid-19 Job Retention Scheme in respect of staff assigned to the Lottery Project that were furloughed.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

12 Tangible fixed assets	Freshhold Land and buildings	Improvements to freshhold property	Greenhouse and Kiln & fixtures, fittings & equipment	Computers	Total
	£	£	£	£	£
Cost					
At 1 April 2021	30,470	140,055	6,981	17,607	34,340
Additions	-	-	-	3,237	290
At 31 March 2022	30,470	140,055	6,981	20,844	34,630
Depreciation and Impairment					
At 1 April 2021	-	39,456	1,549	6,622	46,627
Depreciation charged in the year	-	7,003	349	2,084	9,359
At 31 March 2022	-	46,459	1,898	8,706	57,513
Carrying amount					
At 31 March 2022	30,470	93,596	5,083	12,138	150,167
At 31 March 2021	30,470	100,599	5,432	10,985	165,435

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Debtors		2022	2021
		£	£
Amounts falling due within one year:			
Trade debtors		11,216	10,843
Other debtors		9,291	-
Prepayments and accrued income		8,892	4,855
		<u>29,399</u>	<u>15,698</u>
		<u><u>29,399</u></u>	<u><u>15,698</u></u>
14 Creditors: amounts falling due within one year		2022	2021
	Notes	£	£
Other taxation and social security		3,003	4,370
Deferred income	15	106,608	129,608
Trade creditors		1,027	6,969
Accruals		7,495	3,777
		<u>118,133</u>	<u>144,724</u>
		<u><u>118,133</u></u>	<u><u>144,724</u></u>
15 Deferred Income		2022	2021
		£	£
Arising from Income in advance of service date		106,608	129,608
		<u>106,608</u>	<u>129,608</u>
		<u><u>106,608</u></u>	<u><u>129,608</u></u>

The amount deferred represents monies received from the Lottery Fund as yet unspent. The income is released to the Statement of Financial Activities as expenditure is incurred. Monies remaining unspent at the completion of the project are to be returned to the Big Lottery Fund.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

16 Restricted funds

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

	Movement In funds			Movement In funds				
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 1 April 2021 £	Incoming resources £	Resources expended 31 March 2022 £	Balance at 31 March 2022 £
Refurbishment building and equipment	116,599	-	(6,302)	-	110,297	-	(6,300)	103,997
Gardening fund	3,600	-	(240)	-	3,360	-	(240)	3,120
Workshop Tools	280	-	-	-	280	-	-	280
Refurbishment Equipment	8,756	-	(1,090)	-	7,666	-	(1,253)	6,413
Groundwork UK Landscaping Fund	10,708	-	(614)	-	10,094	-	(614)	9,480
Lottery Project	-	53,648	(61,310)	7,662	-	112,748	(112,748)	-
Replacement Pottery Kiln	-	3,000	(109)	-	2,891	-	(256)	2,635
Lottery 2 - Stay Well/Stay Safe	-	57,094	(45,684)	-	11,410	-	(5,705)	5,705
National Emergency Trust DCMS fund	-	7,177	(2,541)	-	4,636	-	(2,274)	2,362
	<u>139,943</u>	<u>120,919</u>	<u>(117,890)</u>	<u>7,662</u>	<u>150,634</u>	<u>112,748</u>	<u>(129,390)</u>	<u>133,992</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

16 Restricted funds

(Continued)

Building Refurbishment - This fund represents grants received from The Bailey Thomas Charitable Fund, Santander Foundation, Sylvia Waddilove, The Sobell Foundation, Novum Law, Clothworkers, Morrisons Foundation and ACT Foundation. The aim of these grants is to assist with the costs of improving our premises.

This fund also represents grants received from The Jordans Foundation, who assisted with the workshop refurbishment.

Gardening Fund - This fund represents a grant received from Jules Thorne and Gillian Bulmer. The aim of these grants is to assist with the costs of improving the garden equipment, in particular the greenhouse.

Workshop Tools Fund - This fund represents a grant received from the Co-op Community. The aim of this grant is to assist with the costs of acquiring new tools for the workshop. Incoming resources this year relate to a legacy.

Refurbishment Equipment Fund - This fund represents grants received from the Hedley Foundation, Beatrice Laing, Bernard Sunley and the Childwick Trust. The aim of these grants is to assist with the cost of acquiring equipment for the refurbished therapy suite and day care areas.

Groundwork UK Landscaping Fund - This fund represents grants received from Tesco, and also the Co-op Local Community Fund, with an aim to improve the garden at Headway House.

The Lottery Fund - This fund represents grants received from the National Lottery. The aim of the grant is for development of a home and community support service that allows us to work intensively with individuals, carers, families and communities at home and in their own environments, self reliance and resilience being the core goal.

Replacement Pottery Kiln - This fund represents a grant received from the Sylvia Waddilove Foundation UK. The aim of this grant is to assist with the "Kiln Work" project.

Lottery 2 - Stay Well/Stay Safe, Stay in Touch - a Coronavirus Community Support grant to enable charitable activities to continue in the community during the Covid-19 pandemic.

National Emergency Trust DCMS fund - IT Equipment - This fund represents a grant received via The Herefordshire Community Foundation. The aim of this grant is to provide electronic equipment so activities can be re-delivered to clients at home, necessary as a result of Covid-19 restrictions.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020	Transfers	Balance at 1 April 2021	Transfers	Balance at 31 March 2022
	£	£	£	£	£
Building refurbishment	6,000	-	6,000	-	6,000
Headway House	30,470	-	30,470	-	30,470
Client bursary	-	20,000	20,000	(20,000)	-
	<u>36,470</u>	<u>20,000</u>	<u>56,470</u>	<u>(20,000)</u>	<u>36,470</u>

Building refurbishment - This fund represents grants received in 2018 from the Masonic Charitable Foundation Community Awards. This has been set aside with the costs of improving our premises.

Headway House - In 2019, Headway House was transferred to a designated fixed asset fund. This has been set aside to more clearly present the free reserves of the charity.

Client Bursary - the trustees have designated £20,000 of the income of the year as a Bursary fund to assist clients who are required to fund their own fees.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

18 Analysis of net assets between funds

	2022			2021				
	Unrestricted funds	Designated funds	Restricted funds	Total	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£	£	£	£	£
Fund balances at 31 March 2022 are represented by:								
Tangible assets	9,310	30,470	110,387	150,167	9,997	30,470	124,968	165,435
Current assets/(liabilities)	235,339	6,000	23,605	264,944	199,290	26,000	25,666	250,956
	<u>244,649</u>	<u>36,470</u>	<u>133,992</u>	<u>415,111</u>	<u>209,287</u>	<u>56,470</u>	<u>150,634</u>	<u>416,391</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

19 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022	2021
	£	£
Within one year	1,585	1,633
Between two and five years	3,926	2,542
In over five years	259	-
	<u>5,770</u>	<u>4,175</u>

The operating leases represent leases from third parties for the provision of office equipment and other services. The leases are negotiated over terms of 5 to 7 years and rentals are fixed for the term of the lease. There are no options in place for either party to extend the lease terms.

The charge included in the statement of financial activities in connection with these leases is £1,758 (2021 - £1,633).

20 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

Remuneration of key management personnel

The remuneration of key management personnel, considered to be 2 employees (2020 - 2) is as follows.

	2022	2021
	£	£
Aggregate compensation	<u>58,074</u>	<u>56,768</u>

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

HEREFORDSHIRE HEADWAY

England & Wales - Charity number 1092578

Accounts

Charity Registration No. 1092578

Company Registration No. 04068994 (England and Wales)

HEREFORDSHIRE HEADWAY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

HEREFORDSHIRE HEADWAY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees G.O. Blyth
Dr. P.N. Hawker (Chair)
Dr. M Helme
W. J. Finn
H. Ponting

Secretary G.O. Blyth

Chief Executive Officer H. M. Mapp

Charity number 1092578

Company number 04068994

Registered office and principal address Headway House
Trenchard Avenue
Credenhill
Hereford
Herefordshire
HR4 7DX

Independent examiner Timothy Calder FCA
Kendall Wadley LLP
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Bankers Barclays Bank plc
1-3 Broad Street
Hereford
HR4 9BH

HEREFORDSHIRE HEADWAY

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HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association dated 06 September 2000 as amended by a Special Resolution dated 15 November 2001, 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

The Charities Objects are:

- To promote the relief and rehabilitation of persons who have suffered acquired brain injury (the users) and reside in the areas covered by the county of Herefordshire and its immediate environs and the relief and support of the carers of such persons.
- The provision in the interests of social welfare of recreational (including sporting) occupational respite and educational facilities for the users and their carers.
- The provision of support information advice and counselling for the users, their relatives or other persons caring for the users or anyone with an interest in acquired brain injury.
- The promotion of research into the treatment prevention and prevention of deterioration of acquired brain injury on terms that such research is published.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. Services have been developed to maximise public benefit. Such services include the provision of a day centre delivering Clinical and Life Style Enablement services, Outreach and mentoring, respite care, local information, awareness raising and support for individuals and professionals.

Services were established 29 years ago since when we have supported many people and their immediate families who have been affected by the devastating effects of acquired brain injury (ABI) by providing relevant and specific support to meet individual needs. We currently support 65 clients and their carers. In order to promote the relief and rehabilitation of those who have suffered an ABI we offer a range of valuable services carefully chosen to aid health and wellbeing.

This has been an extraordinary year when services were suspended due to the Covid-19 pandemic with staff and clients being sent home on the 12th of March 2020. Over the coming months we developed online and telephone services that allowed us to support our beneficiaries while maintaining only essential face to face contact.

Having quickly gained funding in the form of grants from the Community Lottery fund / DCMS, The Herefordshire Community Foundation and the Jordans Foundation, together with the continued support from Herefordshire Council we set up online classes. Our tutors and therapists deliver a range of live online activities that were broadly like those usually available in the centre. In addition, we kept in contact with every beneficiary on our books speaking to all who wanted us to at least once a week.

With a large proportion of our income lost we were forced to take advantage of the government's furlough scheme which proved a lifeline, allowing us to cut our outgoings while keeping our team intact and ready to open up services again when it was safe to do so. As COVID infection began to drop during the summer we were able to look at how we could safely resume face to face services and had to accept that social distancing regulations would lead to smaller group numbers and a significant loss of income for the foreseeable future. At this point we were forced to make three redundancies but were then able to resume day centre and outreach activities as well as to maintain some online activity.

HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

Our beneficiaries and their families have faced ever changing challenges throughout the year and Herefordshire Headway has adapted with them. Our online support has been a great success and although difficult to achieve the re-launch of our Enablement Centre Services with social distancing and a range of other infection prevention and control measures has allowed us to keep all our provision open and COVID free during the infections winter surge. Outreach services have been in huge demand with on average two new support enquiries each week. Due to the success of this programme we are attracting more new starters than ever before and are working hard to ensure we adapt and introduce services to meet the needs of what is a younger co-hort of people.

Financial review

During the year incoming resources amounted to £394,325 (2020: £281,723) and the resources expended amounted to £353,803 (2020: £280,039). Of the income £41,932 (2020: £60,574) is derived from services provided under contract for the Day Opportunities, and the Outreach Services. This provided the Charity with an overall net surplus for the year of £40,522 (2020: £1,684). At the year end the reserves of the Charity amounted to £416,391 (2020: £375,869), comprising restricted funds of £150,634 (2020: £139,943), designated funds of £56,470 (2020: £36,470) and general funds of £209,287 (2020: £199,456).

The Statement of Financial Activities (SOFA) on page 5 reflects a continuation of last year's positive financial position reflecting an increase in unrestricted charity reserves. Unrestricted Charity reserves (excluding designated funds) not required to support fixed assets now stand at £199,290 and represent approximately one year of unrestricted operating costs. After taking into account all requirements for holding reserves the Trustees regard this level of reserves as both reasonable and prudent.

We are pleased to report that management, fundraising and administration costs remain under control and an improved pricing structure for delivered services is maintaining a stable funding base for continued development of services and facilities in pursuance of our charitable objectives.

The Trustees monitor risk using the risk register which is an integral part of the annual business planning process. Annual planning takes place in January each year the final plan being ratified prior to April and then monitored throughout the year. The Trustees have are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The Charity is a company limited by guarantee governed by its Memorandum of Articles of Association dated 6 September 2000 as amended by a Special Resolution dated 15 November 2001. It is registered as a Charity with the Charities Commission, number 1092578, and is exempt from corporation and income tax on its charitable income.

All members of the Board of Trustees exercise their authority in the capacity as Directors under the relevant company legislation and as Trustees of the Charity. Given the company's charitable status the term 'Trustee' rather than 'Director' is used throughout.

The Trustees, who are also the Directors for the purpose of company law, and who served during the year were:

G.O. Blyth
Dr. P.N. Hawker (Chair)
Dr. M Helme
W. J. Finn
H. Ponting

HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

As set out in the Articles of Association one third of the Trustees retire by rotation each year but only if at least two Trustees will remain in office. Any member entitled to vote at a general meeting may propose one member for appointment or reappointment as a Trustee. The number of Trustees shall be at least five and not more than ten all of whom must be members. All the Trustees co-opted under section 3.7 of the Articles of Association serve until the AGM following their appointment when they may seek election as Trustee.

Training is provided as necessary using guidance provided by the Charity Commission and the wider Headway network.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Board of Trustees, which meets regularly, governs the Charity. A Chief Executive is appointed by the Trustees to manage the day to day activities of the Charity. To facilitate effective operations the Chief Executive has delegated authority for these day to day operational matters. Remuneration of staff is approved by the Board having due regard to the tasks undertaken by the relevant members of staff.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The Trustees' report ~~was approved~~ by the Board of Trustees.



G.O. Blyth

Trustee

Dated: 8 December 2021

HEREFORDSHIRE HEADWAY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEREFORDSHIRE HEADWAY

I report to the Trustees on my examination of the financial statements of Herefordshire Headway (the Charity) for the year ended 31 March 2021.

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 ICAEW, 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.

T. Calder

T C Calder FCA
Kendall Wadley LLP

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Dated: 8 December 2021

HEREFORDSHIRE HEADWAY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:							
Donations and legacies	3	170,333	120,919	291,252	60,418	72,272	132,690
Charitable activities	4	102,785	-	102,785	140,940	-	140,940
Other trading activities	5	-	-	-	7,213	-	7,213
Investments	6	288	-	288	880	-	880
Total income		273,406	120,919	394,325	209,451	72,272	281,723
Expenditure on:							
Raising funds	7	16,023	-	16,023	23,523	-	23,523
Charitable activities	8	219,890	117,890	337,780	181,695	74,821	256,516
Total resources expended		235,913	117,890	353,803	205,218	74,821	280,039
Net incoming resources before transfers		37,493	3,029	40,522	4,233	(2,549)	1,684
Gross transfers between funds	12	(7,662)	7,662	-	-	-	-
Net income for the year/ Net movement in funds		29,831	10,691	40,522	4,233	(2,549)	1,684
Fund balances at 1 April 2020		235,926	139,943	375,869	231,693	142,492	374,185
Fund balances at 31 March 2021		265,757	150,634	416,391	235,926	139,943	375,869

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.

HEREFORDSHIRE HEADWAY

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	13		165,435		147,092
Current assets					
Debtors	14	15,698		19,678	
Cash at bank and in hand		379,982		322,070	
		395,680		341,748	
Creditors: amounts falling due within one year	15	(144,724)		(112,971)	
Net current assets			250,956		228,777
Total assets less current liabilities			416,391		375,869
Income funds					
Restricted funds	17		150,634		139,943
<u>Unrestricted funds</u>					
Designated funds	18	56,470		36,470	
General unrestricted funds		209,287		199,456	
			265,757		235,926
			416,391		375,869

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

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.

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.

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

The accounts were approved by the Trustees on 8 December 2021


Dr. P.N. Hawker (Chair)
Trustee

Company Registration No. 04068994

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Herefordshire Headway is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, Trenchard Avenue, Credenhill, Hereford, Herefordshire, HR4 7DX.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, 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.

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

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

1.4 Incoming resources

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

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

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

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Resources expended

Liabilities are recognised by the charity where a contractual obligation exists or for goods services received that have not been invoiced.

Resources expended are allocated to funds in accordance with the nature of activity to which that expenditure relates. Staff costs are allocated to the relevant funds on a time spent basis.

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:

Freehold Land and buildings	Nil
Improvements to freehold property	5% Straight Line
Greenhouse and kiln	5% Straight Line
Fixtures, fittings & equipment	10% Straight Line
Computers	33.3% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest. Financial assets classified as receivable within one year are not amortised.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

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

1.11 Retirement benefits

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

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

1.13 Government Grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received

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.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Donations and gifts	1,993	-	1,993	11,208
Grants	167,730	120,919	288,649	120,522
Membership fees	610	-	610	960
	<u>170,333</u>	<u>120,919</u>	<u>291,252</u>	<u>132,690</u>
For the year ended 31 March 2020	<u>60,418</u>	<u>72,272</u>		<u>132,690</u>
Donations and gifts				
Other	1,993	-	1,993	11,208
	<u>1,993</u>	<u>-</u>	<u>1,993</u>	<u>11,208</u>
Included above are grants received				
E F Bulmer Benevolent Fund	-	-	-	7,500
The Eveson Charitable Trust	20,000	-	20,000	15,000
Co-op Local Community Fund	-	-	-	6,227
Jordans	15,000	-	15,000	25,000
Big Lottery	-	53,648	53,648	66,045
High Sheriff	-	-	-	750
Herefordshire Council Discretionary	15,612	-	15,612	-
Big Lottery - COVID Liquidity Fund	84,784	-	84,784	-
Tania Millwood Legacy	2,064	-	2,064	-
Covid-19, Job Retention Scheme claims	30,270	-	30,270	-
Lottery - Stay Well/Stay Safe	-	57,094	57,094	-
National Emergency Trust DCMS fund	-	7,177	7,177	-
Sylvia Waddilove Foundation UK	-	3,000	3,000	-
	<u>167,730</u>	<u>120,919</u>	<u>288,649</u>	<u>120,522</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Daily attendance income	3,218	63,023
Services provided under contract	41,932	60,574
Fees in respect of sub-contracted staff	57,635	17,343
	<u>102,785</u>	<u>140,940</u>

5 Other trading activities

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Fundraising events	-	7,213
	<u>-</u>	<u>7,213</u>

6 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Interest receivable	288	880
	<u>288</u>	<u>880</u>

7 Raising funds

	2021 £	2020 £
<u>Fundraising costs of grants and donations - unrestricted</u>		
Other fundraising costs	-	7,759
Staff costs	16,023	15,764
	<u>16,023</u>	<u>23,523</u>
Fundraising costs of grants and donations - unrestricted	<u>16,023</u>	<u>23,523</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Charitable activities

	Rehabili- tation projects £	Consult- ancy £	Total 2021 £	Total 2020 £
Staff costs	125,369	10,414	135,783	116,316
Depreciation and impairment	18,375	-	18,375	9,333
Subcontractor fees	43,167	-	43,167	49,790
Running costs	12,253	-	12,253	8,648
Transport	2,361	-	2,361	2,445
Food costs	11	-	11	5,637
Bank charges	169	-	169	408
Sundry	-	-	-	46
	<u>201,705</u>	<u>10,414</u>	<u>212,119</u>	<u>192,623</u>
Share of support costs (see note 9)	113,555	-	113,555	43,679
Share of governance costs (see note 9)	12,106	-	12,106	20,214
	<u>327,366</u>	<u>10,414</u>	<u>337,780</u>	<u>256,516</u>
Analysis by fund				
Unrestricted funds	209,476	10,414	219,890	181,695
Restricted funds	117,890	-	117,890	74,821
	<u>327,366</u>	<u>10,414</u>	<u>337,780</u>	<u>256,516</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

9 Support costs	Support costs £	Governance costs £	2021 £	2020 £	Basis of allocation
Staff costs	84,423	6,810	91,233	39,464	Time spent
Printing, postage and stationery	777	-	777	1,039	See 1.5
Heating and lighting	5,850	-	5,850	6,794	""
Insurance	3,748	-	3,748	2,647	""
Water rates	213	-	213	571	""
Telephone	2,533	-	2,533	2,591	""
Repairs and renewals	5,794	-	5,794	816	""
Waste and cleaning	3,073	-	3,073	3,252	""
Computer costs	5,462	-	5,462	1,224	""
Health, safety and training	1,682	-	1,682	1,046	""
Membership and affiliations	-	611	611	951	Governance
Legal and professional costs	-	2,722	2,722	1,701	Governance
Independent examiners fee	-	1,963	1,963	1,797	Governance
	<u>113,555</u>	<u>12,106</u>	<u>125,661</u>	<u>63,893</u>	
Analysed between Charitable activities	<u>113,555</u>	<u>12,106</u>	<u>125,661</u>	<u>63,893</u>	

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or travelling expenses during the year (2020- £Nil).

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Administration and support	4	4
Direct services	11	11
	<u>15</u>	<u>15</u>

Employment costs

	2021 £	2020 £
Wages and salaries	230,109	164,883
Social security costs	11,130	4,972
Other pension costs	1,798	1,691
	<u>243,037</u>	<u>171,546</u>

During the year termination payments comprising redundancy, payments in lieu of notice and holiday pay of £11,226 (2020 - £Nil) were made.

Of the 15 (2020: 15) members of staff employed, 1 is full time (2020: 1) and 14 are part time (2020: 14).

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

12 Transfers

In 2021 a transfer of £7,662 was made from unrestricted funds to restricted funds representing the amount received under the Covid-19 Job Retention Scheme in respect of staff assigned to the Lottery Project that were furloughed. No transfers of funds were made in 2020.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

13 Tangible fixed assets	Freehold Land and buildings		Improvements to freehold property		Greenhouse and kiln		Fixtures, fittings & equipment		Computers		Total	
	£	£	£	£	£	£	£	£	£	£	£	£
Cost												
At 1 April 2020	30,470	138,281	4,800	10,904	8,278	192,733						
Additions	-	1,774	2,181	6,703	26,062	36,720						
At 31 March 2021	30,470	140,055	6,981	17,607	34,340	229,453						
Depreciation and impairment												
At 1 April 2020	-	32,453	1,200	4,861	7,129	45,643						
Depreciation charged in the year	-	7,003	349	1,761	9,262	18,375						
At 31 March 2021	-	39,456	1,549	6,622	16,391	64,018						
Carrying amount												
At 31 March 2021	30,470	100,599	5,432	10,985	17,949	165,435						
At 31 March 2020	30,470	105,828	3,600	6,043	1,150	147,092						

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

14 Debtors		2021	2020
Amounts falling due within one year:		£	£
Trade debtors		10,843	11,093
Other debtors		-	100
Prepayments and accrued income		4,855	8,485
		<u>15,698</u>	<u>19,678</u>

15 Creditors: amounts falling due within one year		2021	2020
	Notes	£	£
Other taxation and social security		4,370	2,546
Deferred income	16	129,608	95,937
Trade creditors		6,969	93
Other creditors		-	100
Accruals		3,777	14,295
		<u>144,724</u>	<u>112,971</u>

16 Deferred income		2021	2020
		£	£
Arising from Income in advance of service date		129,608	95,937
		<u>129,608</u>	<u>95,937</u>
Current liabilities		129,608	95,937

The amount deferred represents monies received from the Lottery Fund as yet unspent. The income is released to the Statement of Financial Activities as expenditure is incurred. Monies remaining unspent at the completion of the project are to be returned to the Big Lottery Fund.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

17 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 2019		Movement in funds		Balance at 1 April 2020		Movement in funds		Balance at 31 March 2021	
	£	£	Incoming resources	Resources expended	£	£	Incoming resources	Resources expended	£	£
Refurbishment building and equipment	122,899		-	(6,300)	116,599		-	(6,302)	-	110,297
Gardening fund	3,840		-	(240)	3,600		-	(240)	-	3,360
Workshop Tools	280		-	-	280		-	-	-	280
Refurbishment Equipment	3,619		6,227	(1,090)	8,756		-	(1,090)	-	7,666
Groundwork UK Landscaping Fund	11,322		-	(614)	10,708		-	(614)	-	10,094
Lottery Project	532		66,045	(66,577)	-		53,648	(61,310)	7,662	-
Replacement Pottery Kiln	-		-	-	-		3,000	(109)	-	2,891
Lottery 2 - Stay Well/Stay Safe	-		-	-	-		57,094	(45,684)	-	11,410
National Emergency Trust DCMS fund	-		-	-	-		7,177	(2,541)	-	4,636
	<u>142,492</u>		<u>72,272</u>	<u>(74,821)</u>	<u>139,943</u>		<u>120,919</u>	<u>(117,890)</u>	<u>7,662</u>	<u>150,634</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

17 Restricted funds

(Continued)

Building Refurbishment - This fund represents grants received from The Bailey Thomas Charitable Fund, Santander Foundation, Sylvia Waddilove, The Sobell Foundation, Novum Law, Clothworkers, Morrisons Foundation and ACT Foundation. The aim of these grants is to assist with the costs of improving our premises. This fund also represents grants received from The Jordans Foundation, who assisted with the workshop refurbishment.

Gardening Fund - This fund represents a grant received from Jules Thorne and Gillian Bulmer. The aim of these grants is to assist with the costs of improving the garden equipment, in particular the greenhouse.

Workshop Tools Fund - This fund represents a grant received from the Co-op Community. The aim of this grant is to assist with the costs of acquiring new tools for the workshop. Incoming resources this year relate to a legacy.

Refurbishment Equipment Fund - This fund represents grants received from the Hedley Foundation, Beatrice Laing, Bernard Sunley and the Childwick Trust. The aim of these grants is to assist with the cost of acquiring equipment for the refurbished therapy suite and day care areas.

Groundwork UK Landscaping Fund - This fund represents grants received from Tesco, and also the Co-op Local Community Fund, with an aim to improve the garden at Headway House.

The Lottery Fund - This fund represents grants received from the National Lottery. The aim of the grant is for development of a home and community support service that allows us to work intensively with individuals, carers, families and communities at home and in their own environments, self reliance and resilience being the core goal.

Replacement Pottery Kiln - This fund represents a grant received from the Sylvia Waddilove Foundation UK. The aim of this grant is to assist with the "Kiln Work" project.

Lottery 2 - Stay Well/Stay Safe, Stay in Touch - a Coronavirus Community Support grant to enable charitable activities to continue in the community during the Covid-19 pandemic.

National Emergency Trust DCMS fund - IT Equipment - This fund represents a grant received via The Herefordshire Community Foundation. The aim of this grant is to provide electronic equipment so activities can be re-delivered to clients at home, necessary as a result of Covid-19 restrictions.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movemen t in funds				
	Balance at 1 April 2019	Incoming resources	Balance at 1 April 2020	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Building refurbishment	6,000	-	6,000	-	6,000
Headway House	30,470	-	30,470	-	30,470
Client bursary	-	-	-	20,000	20,000
	<u>36,470</u>	<u>-</u>	<u>36,470</u>	<u>20,000</u>	<u>56,470</u>

Building refurbishment - This fund represents grants received in 2018 from the Masonic Charitable Foundation Community Awards. This has been set aside with the costs of improving our premises.

Headway House - In 2019, Headway House was transferred to a designated fixed asset fund. This has been set aside to more clearly present the free reserves of the charity.

Client Bursary - the trustees have designated £20,000 of the income of the year as a Bursary fund to assist clients who are required to fund their own fees.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

19 Analysis of net assets between funds	Unrestricted funds		Designated funds		Restricted funds		Total	
	2021	£	2021	£	2021	£	2020	£
Fund balances at 31 March 2021 are represented by:								
Tangible assets	9,997		30,470		124,968		115,472	147,092
Current assets/(liabilities)	199,290		26,000		25,666		24,471	228,777
	209,287		56,470		150,634		139,943	375,869

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

20 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021	2020
	£	£
Within one year	1,633	1,633
Between two and five years	2,542	4,175
	<u>4,175</u>	<u>5,808</u>

The operating leases represent leases from third parties for the provision of office equipment and other services. The leases are negotiated over terms of 5 to 7 years and rentals are fixed for the term of the lease. There are no options in place for either party to extend the lease terms.

The charge included in the statement of financial activities in connection with these leases is £1,633 (2020 - £1,633).

21 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

Remuneration of key management personnel

The remuneration of key management personnel, considered to be 2 employees (2020 - 2) is as follows.

	2021	2020
	£	£
Aggregate compensation	56,768	54,876
	<u>56,768</u>	<u>54,876</u>

22 Contingent Asset

At the balance sheet date the Charity was in discussion with their insurance provider regarding a claim for loss of earnings as result of restrictions placed upon them by the Local Authorities as a consequence of the Covid-19 pandemic resulting in forced closure. No provision is recognised in these financial statements as negotiations are on-going and the quantum of the claim is not yet determined.