

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 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 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	<u>36</u>	<u>288</u>

6 Raising funds

	2022 £	2021 £
<u>Fundraising costs of grants and donations - unrestricted</u>		
Staff costs	<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	Freehold Land and buildings	Improvements to freehold 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
						232,980
Depreciation and Impairment						
At 1 April 2021		-	39,456	1,549	6,622	16,391
Depreciation charged in the year		-	7,003	349	2,084	9,359
At 31 March 2022		-	46,459	1,898	8,706	25,750
						82,813
Carrying amount						
At 31 March 2022		30,470	93,596	5,083	12,138	8,880
						150,167
At 31 March 2021		30,470	100,599	5,432	10,985	17,949
						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>

14 Creditors: amounts falling due within one year

	Notes	2022	2021
		£	£
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>

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>
Current liabilities	106,608	129,608
	<u>106,608</u>	<u>129,608</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 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
	£	£	£	£	£	£
Refurbishment building and equipment	116,599	-	(6,302)	-	110,297	-
Gardening fund	3,600	-	(240)	-	3,360	-
Workshop Tools	280	-	-	-	280	-
Refurbishment Equipment	8,756	-	(1,090)	-	7,666	-
Groundwork UK Landscaping Fund	10,708	-	(614)	-	10,094	-
Lottery Project	-	53,648	(61,310)	7,662	-	112,748
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	-
	139,943	120,919	(117,890)	7,662	150,634	112,748
						(129,390)
						133,992

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

	Unrestricted funds 2022	Designated funds 2022	Restricted funds 2022	Total 2022	Unrestricted funds 2021	Designated funds 2021	Restricted funds 2021	Total 2021
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
	244,649	36,470	133,992	415,111	209,287	56,470	150,634	416,391

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.