

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022
FOR
HEADWAY SHROPSHIRE

D.R.E. & Co. (Audit) Limited
Kingsland House
39 Abbey Foregate
Shrewsbury
Shropshire
SY2 6BL

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FOR THE YEAR ENDED 31 DECEMBER 2022

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of 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

Objectives and aims

In accordance with the Articles of Association, the objects of the charity are to provide information, advice, support and rehabilitation services to people with an acquired brain injury, their families and carers who reside in Shropshire and Telford & Wrekin.

Our objective and aim with all our services is to improve the quality of life and promote the independence of a person with an acquired brain injury whilst supporting family and carers.

Significant activities

2022 has seen the charity continue to grow stronger based on the plans laid in the previous year. Whilst Covid still remains an issue that cannot be ignored, the wellbeing centre has remained open and has been able to provide support and development activities for clients throughout the year. The development of the wellbeing centre has been supported greatly by The National Lottery and we continue to be extremely grateful for their support. We also continue to provide care and support to clients in their own homes. Post the pandemic this kind of service has been much harder to deliver but the reorganisation of our services and the commitment of the team at the charity has ensured that we can continue to deliver the vitally needed care to our clients despite the adverse circumstances.

STAFFING

We would like to take this opportunity to thank all our team members for their hard work and dedication to Headway Shropshire.

Number of Employees	2022	2021
ABICS	26	37
Community Wellbeing Centre	4	3
Administration	6	5
Outreach	-	-

CLIENTS

Following the return of clients to the wellbeing centre in late 2021, the focus has been to build client confidence and sociability post Covid. Building an itinerary of activities to support re-enablement has been a focus of the wellbeing centre, along with weekly off-site outings to assist in the reintroduction of clients to a post Covid world. Headway Shropshire also continues to offer services to clients in the home, integrating part of the wellbeing activities where applicable via the Headway at Home programme.

BUDGET 2022

2022 was forecast to be another difficult year. The focus of the charity for the year continued to be to work out more cost effective ways to deliver services to clients to build a more financially stable set of services going forward. We have also received a number of grants and donations during the year in addition to the funding from The National Lottery, for which we are very grateful and which have helped us in developing the centre and the services we can offer to clients.

Public benefit

Details as to how the charity's activities are for the public benefit are provided in the objectives and activities section above. The trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

OBJECTIVES AND ACTIVITIES

Volunteers

We can have up to 15 Board Members who are all volunteers, however, the board have agreed that there will be no more than 12 elected trustees at one time to allow for a balanced working group.

One volunteer assists in our Community Wellbeing Centre, attending once per week.

Future Developments

An ongoing focus for Headway Shropshire is the continued offering and improvement of our client service provision within the wellbeing centre. The Headway at Home programme introduced in 2021 to facilitate at home re-enablement during Covid lockdowns and ongoing restrictions, has since been largely replaced with in-person attendance at the wellbeing centre, however three clients continue to use the Headway at Home programme for physical activities. The National Lottery funding has been key to supporting the ongoing development of the wellbeing centre, and we would like to take this opportunity to sincerely thank the National Lottery for its most generous support.

FINANCIAL REVIEW

Financial position

For the year under review, income from charitable activities totalled £939,840 (2021: £968,791) with voluntary income of £11,372 (2021: £9,703). Charitable activities direct costs were £781,171 (2021: £881,223), management and administration costs of charitable activities were £131,086 (2021: £136,054) and running cost and building maintenance totalled £101,076 (2021: £75,253). Governance costs were £11,873 (2021: £12,121).

As shown in the Statement of Financial Activities on page 7, this generated a net deficit of £73,993 for the year (2021: net deficit of £126,157).

Principal funding sources

Community Wellbeing Centre services are charged per day with grant funding by the National Lottery to help support the centre and create improvements to enhance our centre based services going forward.

ABICS is charged at an hourly rate agreed by the commissioning agents dependent on the needs of the client.

All other funding is through the generosity of people who fundraise and donate to us and charitable institutions whose objects are compatible with those of Headway Shropshire.

Investment policy and objectives

The Articles of Association and Trust Deed authorises the trustees to make, hold and change investments at their discretion.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

FINANCIAL REVIEW

Reserves policy and going concern

The Charity Commission recommends reserves to be held to allow for six months running costs in the event of liquidation. Our estimate of the value of six months running costs is currently £512,000. The overall unrestricted funds at the end of 2022 are £178,710, which we hope to continue to build up to meet the level recommended by the Charity Commission.

The total funds held by the charity at 31 December 2022 are £309,160, this includes restricted funds of £125,308 relating to the Headway House building.

Most of the funding for clients' care and rehabilitation comes from the NHS or the relevant local authority. This makes the organisation vulnerable where public money going to those bodies becomes increasingly restricted. In addition it is often the case that changes in a client's condition can mean that they cease to be funded by one body and become the financial responsibility of another. This process can result in delays in funding payments being received. On this basis it is vital that sufficient cash is retained in the organisation to allow for temporary delays in the collection of funds due and to give time to adjust to varying funding levels. Therefore we aim to hold 2 months of running costs, approximately £184,000, on deposit in addition to ensuring that sufficient funds are on hand in the current account to meet all liabilities as they fall due. At 31 December 2022 the current account balance was £121,040 and deposit account balances stood at £46,831 and it is planned to continue to increase this incrementally wherever possible to reach the planned amount.

The Trustees have reviewed the circumstances of Headway Shropshire and consider that adequate resources continue to be available to fund the activities of the charity for the foreseeable future. The National Lottery funding which is supporting the ongoing development of the centre is a critical part of our funding model and without the National Lottery's generous support, our financial position over the next couple of years would be worryingly precarious. On that basis the Trustees are of the view that the charity is a going concern, but acknowledge the considerable challenges that remain ahead and the events of recent years have presented the care sector with greater challenges than ever. Despite these challenges, the Board and the wonderful team who work at Headway Shropshire are as committed as ever to delivering the highest quality service possible to our clients. The material uncertainty in respect of going concern is explained further in note 2 of the financial statements

Free Reserves

At 31 December 2022 the charity's freely available reserves totalled £178,710 (2021: £231,676).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Appointment of Trustees / Directors

The trustees are appointed by the voting members of the charity at the annual general meeting. Trustees may serve for three consecutive years and then re-stand for election.

Organisational structure and decision making

The trustees govern the charity through a management board. The management board employ a full-time Chief Executive as operational manager. The organisational structure of the charity is clearly shown in our organisation chart available in our Headway Standards.

Decision making

All operational decisions are made with the authorisation of the Chief Executive. Strategic decisions and/or those with a financial implication of over £1,000 are made by the Headway Shropshire Board.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

All Board members receive an induction pack before their first meeting which includes:

- Minutes of the previous three board meetings (more available on request)
- Our memorandum and articles of association
- A role description
- Meeting and events dates for the current year
- Confidentiality form
- DBS disclosure application form
- Trustee declaration
- Information for Companies House
- Copy of the last newsletter
- Business plan
- Last annual report
- The Essential Trustee: An introduction
- The Essential Trustee: What you need to know

Key management remuneration

Remuneration for key management personnel is discussed at the Board meetings on an annual basis.

Wider network

Headway Shropshire is a charity affiliated to Headway - The Brain Injury Association. As an affiliate we sign up to all of Headway's policies and procedures. We are also audited by them annually to ensure we are meeting their standards. We benefit from receiving some of our insurance through them along with legal employment advice from Irwin Mitchell for which we make an annual payment to Headway.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and have ensured that appropriate systems and procedures are in place to manage those risks and to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04884834 (England and Wales)

Registered Charity number

1100376

Registered office

Headway House
Holsworth Park
Oxon Business Park
Shrewsbury
Shropshire
SY3 5HJ

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

Trustees

J Ankers Deputy chair
T Lunt Chair
Mrs G Kinsey (resigned 27.6.22)
D Birch (resigned 28.6.22)
A Edwards (resigned 2.2.22)
R Vinters

Trustees are also directors of the company.

Company Secretary
D Birch (resigned 10.5.21)
T Lunt (appointed 10.5.21)

Chief Executive Officer
Ms S D Hughes (appointed 10.5.21)

Independent Examiner

Francis Nock F.C.C.A
D.R.E. & Co. (Audit) Limited
Kingsland House
39 Abbey Foregate
Shrewsbury
Shropshire
SY2 6BL

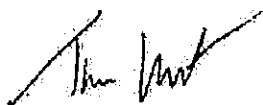
The Company is registered with the Charity Commissioners for England and Wales as a charity; its registered number is 1100376.

The Company is limited by guarantee and does not have a share capital. Its registered company number is 4884834.

The charity is an affiliated member of the national charity Headway - the brain injury association (registered no. 2346893).

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

Approved by order of the board of trustees on 5 June 2023 and signed on its behalf by:



T Lunt - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY SHROPSHIRE (REGISTERED NUMBER: 04884834)**

Independent examiner's report to the trustees of Headway Shropshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report

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

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

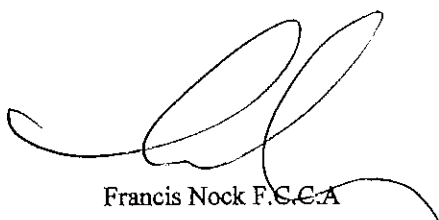
Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

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

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



Francis Nock F.C.C.A

D.R.E. & Co. (Audit) Limited
Kingsland House
39 Abbey Foregate
Shrewsbury
Shropshire
SY2 6BL

5 June 2023

HEADWAY SHROPSHIRE**STATEMENT OF FINANCIAL ACTIVITIES**
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2022

		Unrestricted funds £	Restricted funds £	31.12.22 Total funds £	31.12.21 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	11,373	-	11,373	9,703
Charitable activities	4				
Local authority grants received		-	9,451	9,451	24,525
Community Wellbeing Centre		93,797	-	93,797	18,260
Miscellaneous income		921	-	921	1,745
ABICS		763,218	-	763,218	871,557
COVID-19 Job Retention Scheme grant		-	-	-	829
Community Wellbeing Centre funding		-	-	-	-
		-	72,453	72,453	51,875
Total		869,309	81,904	951,213	978,494
EXPENDITURE ON					
Charitable activities	5				
Community Wellbeing Centre		190,541	68,257	258,798	274,109
ABICS		726,591	39,817	766,408	830,542
Total		917,132	108,074	1,025,206	1,104,651
NET INCOME/(EXPENDITURE)		(47,823)	(26,170)	(73,993)	(126,157)
RECONCILIATION OF FUNDS					
Total funds brought forward		231,676	151,477	383,153	509,310
TOTAL FUNDS CARRIED FORWARD		183,853	125,307	309,160	383,153

The notes form part of these financial statements

BALANCE SHEET
31 DECEMBER 2022

	Notes	31.12.22 £	31.12.21 £
FIXED ASSETS			
Tangible assets	11	133,165	163,467
CURRENT ASSETS			
Debtors	12	94,739	150,102
Cash at bank and in hand		169,498	127,127
		<u>264,237</u>	<u>277,229</u>
CREDITORS			
Amounts falling due within one year	13	(88,242)	(57,543)
NET CURRENT ASSETS		<u>175,995</u>	<u>219,686</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>309,160</u>	<u>383,153</u>
NET ASSETS		<u>309,160</u>	<u>383,153</u>
FUNDS	16		
Unrestricted funds		183,852	231,676
Restricted funds		125,308	151,477
TOTAL FUNDS		<u>309,160</u>	<u>383,153</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

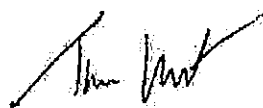
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 5 June 2023 and were signed on its behalf by:



T Lunt - Trustee

The notes form part of these financial statements

HEADWAY SHROPSHIRE**CASH FLOW STATEMENT****FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	31.12.22 £	31.12.21 £
Cash flows from operating activities			
Cash generated from operations	1	<u>44,132</u>	<u>(144,419)</u>
Net cash provided by/(used in) operating activities		<u>44,132</u>	<u>(144,419)</u>
 Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(1,761)</u>	<u>(504)</u>
Net cash used in investing activities		<u>(1,761)</u>	<u>(504)</u>
 Change in cash and cash equivalents in the reporting period		<u>42,371</u>	<u>(144,923)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>127,127</u>	<u>272,050</u>
 Cash and cash equivalents at the end of the reporting period		<u><u>169,498</u></u>	<u><u>127,127</u></u>

The notes form part of these financial statements

HEADWAY SHROPSHIRE

NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2022

1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.12.22 £	31.12.21 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(73,993)	(126,157)
Adjustments for:		
Depreciation charges	32,063	32,397
Decrease/(increase) in debtors	55,363	(37,047)
Increase/(decrease) in creditors	30,699	(13,612)
Net cash provided by/(used in) operations	<u>44,132</u>	<u>(144,419)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.22 £	Cash flow £	At 31.12.22 £
Net cash			
Cash at bank and in hand	<u>127,127</u>	<u>42,371</u>	<u>169,498</u>
	<u>127,127</u>	<u>42,371</u>	<u>169,498</u>
Total	<u>127,127</u>	<u>42,371</u>	<u>169,498</u>

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1. STATUTORY INFORMATION

Headway Shropshire is a charitable company, limited by guarantee, registered in England & Wales. The charitable company's registered number and registered office address can be found within the reference and administrative details section of the Report of the Trustees.

The charitable company's principal place of business is the registered office address.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

These financial statements are for the individual entity only.

The financial statements are presented in Sterling (£), rounded to the nearest £1.

With operational activities returning and the CQC acknowledging improvements had been made in 2021, the trustees are satisfied that the results in 2022 show a significant improvement over the previous years.

Operating activities did continue to report a deficit in 2022, however, with continued National Lottery funding on this basis the trustees have concluded that the going concern basis of preparation is appropriate, but that material uncertainties exist due to the charity's dependence on continued National Lottery funding over the next 2 years.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants is recognised when the charity has entitlement to the funds, and performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

During the year, the charity received no government grants (2021: £829) under the Coronavirus Job Retention Scheme (CJRS), National Lottery grants of £72,453 (2021: £51,875) and local authority funding of £9,451 (2021: £24,525), which is recognised in income.

The charity also receives most of its funding for client care and rehabilitation from the NHS or the relevant local authority.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include management costs and running costs and building maintenance. The bases on which support costs are allocated to the different charitable activities are set out below:

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022

2. ACCOUNTING POLICIES - continued

Allocation and apportionment of costs

Management costs: Community Wellbeing Centre 25% (2021: 25%) and ABICS 75% (2021: 75%). The allocation is based on the amount of management time spent in relation to each activity.

Running costs and building maintenance: Community Wellbeing Centre 25% (2021: 25%) and ABICS 75% (2021: 75%). The allocation is based on the amount of floor space within and around Headway House which is occupied by each activity.

Tangible fixed assets

Tangible fixed assets are included at cost and depreciation is provided at the following annual rates and methods in order to write off assets over their estimated useful life.

Long leasehold land	Not depreciated
Long leasehold buildings	5% straight line
Furniture and equipment	15% straight line
Website development costs	Over 5 years

The trustees review tangible fixed assets for impairment on an annual basis.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for a particular purpose or specific activity being undertaken by the charity.

The nature and purpose of each fund is explained in note 16.

Pensions

The charity provides a stakeholder pension scheme for permanent staff members. The scheme operates on a defined contribution basis and the assets and liabilities of the scheme are held separately from those of the charity.

VAT

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

Hire purchase and leasing

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Debtors

Trade and other debtors are recognised at the settlement amount due after any discounts offered. Prepayments are valued at the amount prepaid net of any discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and amounts held in bank current and savings accounts.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**2. ACCOUNTING POLICIES - continued****Financial Instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Significant judgements and estimates

The charitable company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

The charitable company makes an estimate of the recoverable value of trade and other debtors. When assessing impairment of trade and other debtors, management considers factors including the ageing profile of debtors and historical experience. See note 12 for the carrying amount of debtors.

The charitable company makes a significant judgement when allocating support costs to the different charitable activities. The charity initially identifies the costs of its support functions. The support costs are then apportioned between the key charitable activities as explained in note 2.

3. DONATIONS AND LEGACIES

	31.12.22	31.12.21
	£	£
Donations	<u>11,373</u>	<u>9,703</u>

4. INCOME FROM CHARITABLE ACTIVITIES

		31.12.22	31.12.21
	Activity	£	£
Grant income	Local authority grants received	9,451	24,525
Headway house attendance fees	Community Wellbeing Centre	93,797	18,260
Miscellaneous income	Miscellaneous income	14	1,745
Grant income	Miscellaneous income	907	-
ABICS	ABICS	763,218	871,557
Grant income	COVID-19 Job Retention Scheme grant	-	829
	Community Wellbeing Centre funding		
Grant income		<u>72,453</u>	<u>51,875</u>
		<u>939,840</u>	<u>968,791</u>

HEADWAY SHROPSHIRE**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 DECEMBER 2022**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 6) £	Totals £
Community Wellbeing Centre	197,789	61,009	258,798
ABICS	583,382	183,026	766,408
	<u>781,171</u>	<u>244,035</u>	<u>1,025,206</u>

6. SUPPORT COSTS

	Management £	Other £	Governance costs £	Totals £
Community Wellbeing Centre	32,772	25,269	2,968	61,009
ABICS	98,314	75,807	8,905	183,026
	<u>131,086</u>	<u>101,076</u>	<u>11,873</u>	<u>244,035</u>

The material categories of expenditure included within support costs are:

	2021 £	2020 £
Staff costs	108,535	60,629
Establishment costs	10,840	19,620
Depreciation of assets	32,397	33,822
Consumable equipment and repairs	22,404	11,153
Legal and professional fees	12,344	39,113

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.22 £	31.12.21 £
Auditors' remuneration	5,742	8,401
Depreciation - owned assets	<u>32,063</u>	<u>32,396</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

HEADWAY SHROPSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

8. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

During the previous year Mr N Pulkner, a trustee until 31 December 2021, was reimbursed £925 in respect of equipment and repair costs. No expenses were paid to trustees during the year to 31 December 2022.

9. STAFF COSTS

	31.12.22	31.12.21
	£	£
Wages and salaries	714,537	777,848
Social security costs	58,663	57,241
Other pension costs	12,068	17,545
	<u>785,268</u>	<u>852,634</u>

The average monthly number of employees during the year was as follows:

	31.12.22	31.12.21
Administration	5	5
Community Wellbeing Centre	3	3
ABICS	27	37
	<u>35</u>	<u>45</u>

No employees received emoluments in excess of £60,000.

Pension contributions are allocated between direct costs of charitable activities and support costs, according to the roles of the employees.

The average monthly number of full time employees during the year was 16 (2021: 36).

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	9,703	-	9,703
Charitable activities			
Local authority grants received	-	24,525	24,525
Community Wellbeing Centre	18,260	-	18,260
Miscellaneous income	1,745	-	1,745
ABICS	871,557	-	871,557
COVID-19 Job Retention Scheme grant	829	-	829
Community Wellbeing Centre funding	-	51,875	51,875
	<u>902,094</u>	<u>76,400</u>	<u>978,494</u>
Total			
	902,094	76,400	978,494
EXPENDITURE ON			
Charitable activities			
Community Wellbeing Centre	240,021	34,088	274,109
ABICS	728,278	102,264	830,542

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Total	968,299	136,352	1,104,651
NET INCOME/(EXPENDITURE)	(66,205)	(59,952)	(126,157)
Transfers between funds	(25,722)	25,722	-
Net movement in funds	(91,927)	(34,230)	(126,157)
RECONCILIATION OF FUNDS			
Total funds brought forward	323,602	185,708	509,310
TOTAL FUNDS CARRIED FORWARD	231,675	151,478	383,153

11. TANGIBLE FIXED ASSETS

	Long leasehold land and buildings £	Furniture and equipment £	Website development costs £	Totals £
COST				
At 1 January 2022	605,725	119,798	2,386	727,909
Additions	-	1,761	-	1,761
At 31 December 2022	605,725	121,559	2,386	729,670
DEPRECIATION				
At 1 January 2022	456,868	105,188	2,386	564,442
Charge for year	26,169	5,894	-	32,063
At 31 December 2022	483,037	111,082	2,386	596,505
NET BOOK VALUE				
At 31 December 2022	122,688	10,477	-	133,165
At 31 December 2021	148,857	14,610	-	163,467

Long leasehold land at a cost of £60,000 is included in the net book value of £122,688 (2021: £148,857). The lease is due to expire on 31st May 2992. Leasehold buildings represents Headway House, a property purchased for the furtherance of the charitable objectives.

The building is held for consumption and not investment purposes, so the trustees have not incurred the expense of formally establishing its market value at 31st December 2022.

HEADWAY SHROPSHIRE**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 DECEMBER 2022**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.22	31.12.21
	£	£
Other debtors	85,401	144,849
Prepayments	9,338	5,253
	<u>94,739</u>	<u>150,102</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22	31.12.21
	£	£
Trade creditors	12,755	13,300
Social security and other taxes	17,718	12,980
Accruals and deferred income	31,550	18,332
Other creditors	26,219	12,931
	<u>88,242</u>	<u>57,543</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.12.22	31.12.21
	£	£
Within one year	-	928

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Fixed assets	70,477	62,688	133,165	163,467
Current assets	201,617	62,620	264,237	277,229
Current liabilities	(88,242)	-	(88,242)	(57,543)
	<u>183,852</u>	<u>125,308</u>	<u>309,160</u>	<u>383,153</u>

HEADWAY SHROPSHIRE**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 DECEMBER 2022**16. MOVEMENT IN FUNDS**

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
Undesignated Fund - General Reserve			
	231,676	(47,824)	183,852
Restricted funds			
Headway House building fund			
	151,477	(26,169)	125,308
TOTAL FUNDS	383,153	(73,993)	309,160

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Undesignated Fund - General Reserve			
	869,309	(917,133)	(47,824)
Restricted funds			
Headway House building fund			
	-	(26,169)	(26,169)
Local Authority Covid Grant Funding	9,451	(9,451)	-
Lottery Fund - Community Wellbeing Centre	72,453	(72,453)	-
	81,904	(108,073)	(26,169)
TOTAL FUNDS	951,213	(1,025,206)	(73,993)

HEADWAY SHROPSHIRE**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 DECEMBER 2022**16. MOVEMENT IN FUNDS - continued****Comparatives for movement in funds**

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
Unrestricted funds				
Designated Fund - Termination fund	200,000	-	(200,000)	-
Undesignated Fund - General Reserve	123,602	(66,204)	174,278	231,676
	323,602	(66,204)	(25,722)	231,676
Restricted funds				
Headway House building fund	149,304	(26,169)	25,722	148,857
Lottery Fund - Ipad	36,404	(33,784)	-	2,620
	185,708	(59,953)	25,722	151,477
TOTAL FUNDS	<u>509,310</u>	<u>(126,157)</u>	<u>-</u>	<u>383,153</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Undesignated Fund - General Reserve	902,094	(968,298)	(66,204)
Restricted funds			
Headway House building fund	-	(26,169)	(26,169)
Lottery Fund - Ipad	-	(33,784)	(33,784)
Local Authority Covid Grant Funding	24,525	(24,525)	-
Lottery Fund - Community Wellbeing Centre	51,875	(51,875)	-
	76,400	(136,353)	(59,953)
TOTAL FUNDS	<u>978,494</u>	<u>(1,104,651)</u>	<u>(126,157)</u>

HEADWAY SHROPSHIRE**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022****16. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
Designated Fund - Termination fund				
	200,000	-	(200,000)	-
Undesignated Fund - General Reserve				
	123,602	(114,028)	174,278	183,852
	323,602	(114,028)	(25,722)	183,852
Restricted funds				
Headway House building fund				
	149,304	(52,338)	25,722	122,688
Lottery Fund - Ipad				
	36,404	(33,784)	-	2,620
	185,708	(86,122)	25,722	125,308
TOTAL FUNDS	509,310	(200,150)	-	309,160

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Undesignated Fund - General Reserve			
	1,771,403	(1,885,431)	(114,028)
Restricted funds			
Headway House building fund			
	-	(52,338)	(52,338)
Lottery Fund - Ipad			
	-	(33,784)	(33,784)
Local Authority Covid Grant Funding	33,976	(33,976)	-
Lottery Fund - Community Wellbeing Centre	124,328	(124,328)	-
	158,304	(244,426)	(86,122)
TOTAL FUNDS	1,929,707	(2,129,857)	(200,150)

UNRESTRICTED FUNDS

Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022

16. MOVEMENT IN FUNDS - continued

Overall the current unrestricted funds of the charity are below the 6 months of running costs as recommended by the Charity Commission, but the trustees aim to continue to build up unrestricted reserves to achieve the level recommended by the Charity Commission. During the year the balance of the designated termination fund was transferred to the general reserve.

RESTRICTED FUNDS

The Headway House building fund is to be applied wholly for the purchase of Headway House to enable the charitable objectives of the organisation to be continued and improved. The fund includes past donations towards the cost of building a new Headway House, although these plans are currently on hold.

The Lottery Ipad fund relates to a Lottery Fund grant for the purchase of Ipads for clients, which enabled them to remain in contact with the charity while the Community Wellbeing Centre was closed due to COVID 19. The funds were used to purchase Ipads in 2021.

The Lottery Community Wellbeing Centre fund relates to a Lottery Fund grant for the refurbishment of the charity's in house Community Wellbeing Centre. All funding has been fully utilised during the year.

The Local Authority Covid Grant Fund relates to assistance provided during the year in respect of increased operating costs, including temporary staff costs and PPE. All funding has been fully utilised during the year.

17. RELATED PARTY DISCLOSURES

Key Management Personnel Remuneration

Included within wages and salaries is remuneration of £94,013 (2021: £96,594) in respect of key management personnel.

18. ULTIMATE CONTROLLING PARTY

The charity is controlled by the Trustees.

19. INDEMNITY INSURANCE

The charity has expended £8,347 (2021: £6,275) during the year on insurance. The policy includes indemnity insurance to protect the charity and its trustees against the consequences of claims arising as a result of neglect or default in their respective duties.

20. SHARE CAPITAL

The charity is limited by guarantee, and as such has no share capital. All members of the charity guarantee to contribute £1 in the event of a winding up.

HEADWAY SHROPSHIRE**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31 DECEMBER 2022

	31.12.22 £	31.12.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	11,373	9,703
Charitable activities		
Headway house attendance fees	93,797	18,260
Miscellaneous income	14	1,745
ABICS	763,218	871,557
Grant income	82,811	77,229
	939,840	968,791
Total incoming resources		
	951,213	978,494
EXPENDITURE		
Charitable activities		
Wages	625,645	678,948
Social security	51,261	49,815
Pensions	10,083	15,336
Training	11,593	6,842
Membership fees	758	839
Telephone	45	390
Travelling	12,115	22,056
Sundries	13,495	4,991
Bad debts	7,447	(7,913)
Consumable equipment and repairs	3,458	36,198
Cleaning	6,469	7,932
Subcontracting costs	38,802	65,789
	781,171	881,223
Support costs		
Management		
Wages	88,892	98,900
Social security	7,402	7,426
Pensions	1,985	2,209
Legal and professional fees	19,373	12,344
Telephone	6,583	5,734
Printing, stationery and postage	5,240	6,895
Sundries	866	1,129
Bank charges	745	1,417
	131,086	136,054
Other		
Consumable equipment and repairs	23,278	22,404
Carried forward	23,278	22,404

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HEADWAY SHROPSHIRE**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31 DECEMBER 2022

	31.12.22 £	31.12.21 £
Other		
Brought forward	23,278	22,404
Insurance	8,347	6,275
Establishment costs	33,701	10,840
Cleaning	3,687	3,337
Depreciation of long leasehold land and buildings	26,169	26,169
Depreciation of furniture and equipment	5,894	6,228
	101,076	75,253
Governance costs		
Auditors' remuneration	5,742	8,401
Accountancy fees	6,131	3,720
	11,873	12,121
Total resources expended	1,025,206	1,104,651
Net expenditure	(73,993)	(126,157)

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