

HEADWAY THAMES VALLEY LIMITED

England & Wales · Charity number 900591

Details

Other names	HEADWAY BERKSHIRE LIMITED
Status	Registered
Legal form	Charitable company
Company number	02509780
Registered	1990-07-12
Register	View on the Charity Commission register

Contact

Address	Brunner Hall 84b Greys Road Henley-On-Thames RG9 1TF
Phone	01491411469
Email	info@headwaythamesvalley.org.uk
Website	www.headwaythamesvalley.org.uk

Activities

Objects: THE RELIEF OF PERSONS WHO HAVE SUFFERED HEAD INJURY OR BRAIN DAMAGE THROUGH ILLNESS OR ACCIDENT AND THEIR FAMILIES INCLUDING CO-HABITEES AND DEPENDANTS OF SUCH UNION WHO ARE IN NEED.

Activities: Headway Thames Valley aims to increase understanding of brain injury and its consequences using individual programmes to enhance cognitive, physical and personal development and encouraging the return to as normal a life as possible. Holidays, meet ups, support groups. courses & trips improve social and community re-integration and provide support, advice and respite to the families and carers.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Disability
- **Who:** People With Disabilities

Geography

- Buckinghamshire
- Oxfordshire
- Reading
- Slough
- West Berkshire
- Windsor And Maidenhead
- Wokingham

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£368,776	£295,526	-	-
2024-03-31	£194,538	£194,735	-	-
2023-03-31	£215,162	£202,263	-	-
2022-03-31	£198,193	£173,374	-	-
2021-03-31	£147,797	£149,781	-	-

Trustees

Name	Role	Appointed
Tom Satterthwaite	Chair	2014-04-04
Dr Rachael Gilson		2021-03-31
Kim Milan		2014-01-31
MARGARET PATRICIA NEAL		2017-12-06
RICHARD GILBY		1990-06-01
Sophie Everman		2023-04-26

HEADWAY THAMES VALLEY LIMITED

England & Wales - Charity number 900591

Accounts

HEADWAY THAMES VALLEY LIMITED

(A company limited by guarantee)

UNAUDITED ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2025

JAMES COWPER KRESTON
Statutory Auditors
Chartered Accountants
Reading

HEADWAY THAMES VALLEY LIMITED

FINANCIAL STATEMENTS

For the year ended 31 March 2025

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HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31 March 2025

STATUS AND ADMINISTRATION:

Headway Thames Valley Limited is a registered charity, number 900591, and a charitable company limited by guarantee, number 02509780.

REGISTERED OFFICE:

Fourth Floor
Abbots House
Abbey Street
Reading
Berkshire
RG1 3BD

REGISTERED CHARITY NUMBER:

900591

COMPANY REGISTRATION NUMBER:

02509780

TRUSTEES:

S Everman
R P Gilby
R Gilson
K Milan
M P Neal
T Satterthwaite (Chair)

The trustees are also directors of the company

ACCOUNTANTS:

James Cowper Kreston
8th Floor
Reading Bridge House
George Street
Reading
RG1 8LS

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

TRUSTEES' REPORT For the year ended 31 March 2025

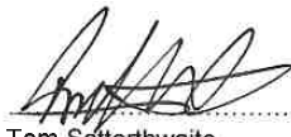
CHAIRPERSON'S STATEMENT

The past 12 months have continued in a positive fashion with Headway Thames Valley able to make some exciting new developments as well as delivering our existing services at Brunner Hall and in the local community. Community Services have broadened their geographic reach, delivering the excellent Living with Brain Injury course to clients in East Berkshire.

A hugely important milestone has been the signing of a new lease with Henley Town Council for the Brunner Hall premises, which secures the future of the services at the centre and has enabled us to obtain funding for some valuable improvements to the building, making it both more environmentally friendly and better equipped to support our clients.

Fundraising in terms of grants and trusts has been strong, with support from local and national bodies, including returning donors, which shows their confidence in our ability to successfully deliver our services and provide support for those impacted by brain injury. We are also grateful for support from many individual fundraisers.

As ever, we have huge gratitude for all of our clients, staff, volunteers and supporters, who help make up this special organisation.



Tom Satterthwaite

Chair to the Board of Trustees

GENERAL MANAGER'S REPORT

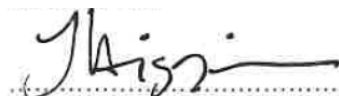
Headway Thames Valley has had a wholly successful year, marked by significant achievements financially and in terms of service delivery.

This year, the organisation saw increased income and careful financial management, allowing us to end the year in a robust position. Through the support of generous donors, funders, and our fundraising team, we've been able to invest in our core services while strengthening our financial sustainability for the future. Finishing the year with a surplus means we can plan with greater certainty and confidence while also making much needed improvements to our premises.

Our commitment to supporting those affected by brain injury has never been stronger. Over the past year, we had more clients than ever before take advantage of our Neuro Rehab Programme, while feedback from our Living with Brain Injury Courses continues to be extremely positive and helps shape future services. Attendance and engagement at our Centre in Henley increased, and we developed exceptional new activities and workshops to help clients build skills and confidence.

With our positive financial position, we successfully invested in expanding and restructuring our team, strengthening both the quality of care we provide and our resilience as an organisation. Our partnerships with professionals, families, and the wider community have flourished, enabling us to reach and support even more people across the Thames Valley. Referral numbers to the charity continue to increase, which shows our support continues to be absolutely vital; with this in mind, we have added a Hospital Liaison Advisor to the team which will ensure that more clients can access our services, and our support will start earlier than ever for families impacted by brain injury.

None of these achievements would be possible without our incredible staff, volunteers, trustees, supporters, and partners. Together, we have built on our solid foundations and achieved a year of real progress and impact for local people affected by brain injury. We look forward to another year of growth, connection, and positive change.



Jamie Higgins

General Manager

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

TRUSTEES' REPORT (*cont'd*) For the year ended 31 March 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company, limited by guarantee, incorporated on 8th June 1990 and registered as a charity on 12th July 1990. The charitable company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Directors/Trustees Induction and Training

Most directors/trustees are already familiar with the practical work of the charity, having either a personal involvement or a long-time investment in what it does. Additionally, new directors/trustees are invited and encouraged to attend training sessions offered to familiarise themselves with the charity and how it operates.

Organisational Structure

Headway Thames Valley has a Management Committee which meets at least 8 times a year and is responsible for the strategic direction and policy of the charity. During the year there were 6 Trustees from a variety of backgrounds relevant to the work of the charitable company. A scheme of delegation is in place, and day to day responsibility for the provision of the services at the Resource Centre rests with the General Manager.

Key Management Personnel

Key management personnel consists of the General Manager, Jamie Higgins, who is responsible for the operations of the Charity, reports regularly to the Chairperson Tom Satterthwaite and attends trustee meetings. Key management personnel are remunerated at appropriate levels and are reviewed on an annual basis by the Trustees.

Network

Headway Thames Valley is affiliated to Headway UK which was formed in 1979. A steering committee was set up and registered Headway National Head Injuries Association as a charitable trust in 1980. In 1989 they became a company limited by Guarantee.

In 1999, Headway UK changed its name from Headway National Head Injuries Association to Headway - the brain injury association. Since 1979 the organisation has increased from one steering committee to over 120 groups and branches throughout the UK. Headway UK is run by its members headed by a Board of Trustees and staff at a Nottingham office and a London office.

Although affiliated to Headway UK and required to pay an affiliation fee, Headway Thames Valley is run entirely independently of Headway UK. However, through the various departments which make up the organisation, Headway Thames Valley gains valuable support and assistance (though not financial) from the national organisation.

Risk Assessment

The directors have considered the major risks which the charitable company faces and confirm that systems have been established to ensure that the necessary actions may be taken.

Objectives and Activities

The charitable company's objectives and principal activities are to:

- Support those with acquired brain injury and their families in the Thames Valley area
- Offer a range of services suitable for all adults with an acquired brain injury
- Play our part in seeking to improve statutory services
- Raise awareness of the causes and effects of acquired brain injury amongst the general public
- Work in partnership with other organisations that strive to improve the lives of those with acquired brain injury

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

TRUSTEES' REPORT (*cont'd*) For the year ended 31 March 2025

Objectives and Activities (*cont'd*)

The main objectives and activities for the year continued to focus on providing as wide a range of services as possible whilst keeping to our budgetary disciplines. We also continued to offer outreach and education services and provide placements for new graduates.

The following objectives have been met:

- Providing community based rehabilitation and support, help with long term adjustment, social integration, enablement, supporting families and carers and offering long term support
- Operating an effective training and development programme for all staff and volunteers
- Increasing our profile and fundraising efforts
- Working towards meeting or exceeding NSF Guidelines with particular reference to quality requirements

As well as 17 staff and volunteers, Headway Thames Valley has agreements during the year with 5 professional therapists and consultants. Volunteers are recruited from a variety of sources and given appropriate training along with the staff.

Achievements and Performance

Over the past year, we have had the privilege of supporting more than 165 clients, along with their families and carers. At our Centre in Henley, this has included an incredible breadth of therapeutic and creative opportunities, such as 400 hours of Art Therapy, 320 hours of tailored Exercise Classes, 210 hours of Tai Chi, 80 hours of Drama & Performance, 80 hours of Gardening, 310 hours of Speech and Language Therapy Groups, and an uplifting 480 hours of Music Therapy.

We also delivered three 'Living with Brain Injury' programmes, each running across eight weeks. In total, 30 people benefitted from these structured sessions, which were expertly facilitated by an Occupational Therapist and Neuropsychologist, providing participants with knowledge, strategies and confidence to adapt to life with a brain injury.

Our Community Groups, which continue to bring people together online, were attended by around 40 participants this year, with quarterly face-to-face meet-ups offering valuable in-person connection. Across these gatherings, we delivered more than 520 hours of education, peer support, and practical advice, all guided by our Occupational Therapist and Speech Therapist.

Through our Neuro Rehab Service, we were able to provide a further 42 hours of Neuro Psychology, 106 hours of Neuro Physiotherapy, and 35 hours of Speech & Language Therapy and Counselling – specialist interventions that make a lasting difference in people's recovery and wellbeing.

Plans for the Future

As noted in our Chairperson's statement we aim to achieve modest growth in the next year as we understand and respond to our clients' needs.

Public Benefit

The Trustees confirm that they have complied with the Charities Act 2011 to have due regard to the Charity Commission general guidance on public benefit.

Financial Review

The Charity made an operating surplus £73,250 (2024: loss £197), maintaining the strong reserves position at the year end of £314,757 - of which £286,131 is unrestricted funds and is represented by £272,285 of unrestricted cash reserves.

During the year, the charity received £95,711 in the form of general donations and from fundraising activities (2024: £64,787).

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

REPORT OF THE BOARD OF TRUSTEES (Cont'd.) For the year ended 31 March 2025

Reserves Policy

The Salary and Services Fund of £96,650 is earmarked to cover costs of client services and staff salaries for approximately 6 months and £5,574 to fund an additional Neuro-rehabilitation Lead in 2025 during a staffing cross-over period. The charity has also designated £4,371 of reserves to fund future client activities that do not have secured funding, plus £5,000 of reserves for future projects required at Brunner Hall. Utilising the People's Postcode Lottery funding received this year, the Charity has set up two designated funds to further our services. The Navigator Salary Fund is to cover the salary costs (£29,358) of a new role starting in 2025-26 which will liaise with individuals directly to our services from hospital. The Architectural Building Fund makes use of the remaining People's Postcode funding (£30,000) and has been set aside with hopes of further benefiting our clients by changing the layout of Brunner Hall to make it more accessible.

Unrestricted reserves, after designated reserves, of £115,178 (2024: £122,201) are deemed sufficient to support the Charity's future plans.

This reserves policy is reviewed by the charity annually as part of its budgeting process.

Approved by order of the members of the board of Trustees on 12 November 2025 and signed on their behalf by -



Tom Satterthwaite

Chair to the Board of Trustees

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

For the year ended 31 March 2025

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

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

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

INDEPENDENT EXAMINER'S REPORT

For the year ended 31 March 2025

Independent Examiner's Report to the Trustees of ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and Basis of Report

As the Trustees of the Company (and 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 the Company's accounts 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

I have completed my examination. I confirm that no matter 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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.



Darren O'Connor BSc (Hons) FCCA ACA
Senior Statutory Auditor

Date: ..19 November 2025.....

For and on behalf of:

James Cowper Kreston - 8th Floor, Reading Bridge House, George Street, Reading RG1 8LS

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) For the year ended 31 March 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Income from:	3			
Donations and legacies		84,847	10,864	95,711
Charitable activities		153,164	108,852	262,016
Other trading activities		7,880	-	7,880
Investments		3,069	-	3,069
Other income		100	-	100
Total		249,060	119,716	368,776
Expenditure on:	4			
Charitable activities		159,412	102,052	261,464
Fundraising		34,062	-	34,062
Total		193,474	102,052	295,526
Net movement in funds		55,586	17,664	73,250
Reconciliation of funds:				
Total funds brought forward at 1 April 2024		230,545	10,962	241,507
Total funds carried forward at 31 March 2025		286,131	28,626	314,757

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 22 form part of these financial statements

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) For the year ended 31 March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Income and endowments from:	3			
Donations and legacies		62,887	1,900	64,787
Charitable activities		92,263	28,327	120,590
Other trading activities		7,674	-	7,674
Investments		2,665	-	2,665
Other income		(1,178)	-	(1,178)
Total		164,311	30,227	194,538
Expenditure on:	4			
Charitable activities		137,546	27,002	164,548
Fundraising		30,187	-	30,187
Total		167,733	27,002	194,735
Net movement in funds		(3,422)	3,225	(197)
Reconciliation of funds:				
Total funds brought forward at 1 April 2023		233,967	7,737	241,704
Total funds carried forward at 31 March 2024		230,545	10,962	241,507

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 22 form part of these financial statements

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

Balance Sheet at 31 March 2025

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible assets	8	4,881	6,704
CURRENT ASSETS			
Debtors	9	38,702	33,991
Cash at bank and in hand		300,911	214,078
		<u>339,613</u>	<u>248,069</u>
CREDITORS			
Amounts falling due within one year	10	<u>(29,737)</u>	<u>(13,266)</u>
Net current assets		309,876	234,803
Net assets		<u><u>314,757</u></u>	<u><u>241,507</u></u>
FUNDS			
Restricted funds		28,626	10,962
Unrestricted funds			
Designated Funds		170,953	108,344
General Funds		115,178	122,201
	11	<u><u>314,757</u></u>	<u><u>241,507</u></u>

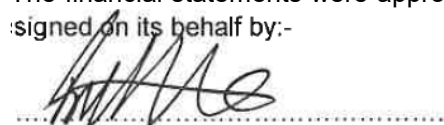
The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 12 November 2025 and signed on its behalf by:-



T Satterthwaite

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

1 ACCOUNTING POLICIES

a) **Basis of Accounting**

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

b) **Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

c) **Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable.
- Donated services and facilities are included at the value to the charitable company where this can be quantified. The value of services provided by volunteers has not been included in these financial statements as it is too difficult to quantify this value with reasonable accuracy.
- Investment income is included when receivable.
- Income from charitable activities relate to grants, these are recorded when the charitable company becomes unconditionally entitled to the grant.

d) **Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- (i) Expenditure on raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising activities.
- (ii) Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- (iii) All costs are allocated between the expenditure categories in the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (*cont'd*)

For the year ended 31 March 2025

1 ACCOUNTING POLICIES (CONTINUED)

e) **Tangible Fixed Assets**

Fixed assets for charity use are capitalised at cost, when acquired, or market value as determined by the directors/trustees where donated. They are stated in the financial statements at original cost/value less depreciation. Fixed assets are not capitalised if the cost is less than £500.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Leasehold improvements	- 25% reducing balance
Minibus	- 25% reducing balance
Fixtures and fittings	- 20% reducing balance
Computer equipment	- 3 years straight line

f) **Interest receivable**

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

g) **Operating leases**

Rentals under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

h) **Debtors**

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

i) **Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

j) **Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

k) **Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2025

1 ACCOUNTING POLICIES (CONTINUED)

l) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2 Critical accounting estimates and areas of judgment

In the application of the company's accounting policies, the directors are required to make judgments, estimates and assumptions about the carrying amounts 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.

Critical accounting estimates and assumptions:

There were no judgment or material estimation uncertainties affecting the reported financial performance in the current or prior year.

3 INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Donations and legacies				
Donations	84,847	10,864	95,711	64,787
Grants	-	-	-	-
Charitable activities				
Attendance fee	86,041	-	86,041	76,785
Neuro rehabilitation	5,290	-	5,290	5,478
Grants	61,833	108,852	170,685	38,327
Other trading activities				
Monthly draw	1,690	-	1,690	1,735
Transportation	6,190	-	6,190	5,939
Investments				
Investment income	3,069	-	3,069	2,665
Other income				
(Loss)/Profit on sale of assets	-	-	-	(1,213)
Misc	100	-	100	35
	<u>249,060</u>	<u>119,716</u>	<u>368,776</u>	<u>194,538</u>
2024	<u>164,311</u>	<u>30,227</u>	<u>194,538</u>	

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2025

4 TOTAL RESOURCES EXPENDED

	Charitable Activity Costs £	Fundraising Costs £	Total 2025 £	Total 2024 £
Direct Costs				
Wages and salaries	84,893	28,472	113,365	103,588
Consultants	17,309	-	17,309	16,664
Client activities	16,073	-	16,073	20,680
Depreciation and transport costs	10,387	-	10,387	10,897
Computers	10,038	-	10,038	5,630
Premises, cleaning and maintenance	95,432	-	95,432	8,134
Staff recruitment	4,004	-	4,004	2,088
Bad debt provision	195	-	195	145
Client other expenditure	1,719	-	1,719	2,016
	<u>240,050</u>	<u>28,472</u>	<u>268,522</u>	<u>169,842</u>
Support Costs				
Depreciation	1,417	83	1,500	2,665
Utilities and waste disposal	1,443	80	1,523	4,442
Rent	2,653	147	2,800	2,800
Postage, telephone, printing and stationery	5,172	646	5,818	4,843
Insurance, legal and professional	3,911	170	4,081	932
Training	669	37	706	846
Other expenditure	2,340	130	2,470	2,522
Fundraising costs	-	4,297	4,297	2,134
Accountancy	3,809	-	3,809	3,709
	<u>21,414</u>	<u>5,590</u>	<u>27,004</u>	<u>24,893</u>
	<u>261,464</u>	<u>34,062</u>	<u>295,526</u>	<u>194,735</u>
2024	<u>164,548</u>	<u>30,187</u>	<u>194,735</u>	

5 EXPENDITURE

	2025 £	2024 £
Net income is stated after charging:		
Depreciation	1,823	3,096
Pension costs	2,892	2,439
Independent examiner fee	2,790	2,790

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2025

6 STAFF COSTS

	2025 £	2024 £
Wages and salaries	109,040	101,149
Social security costs	1,433	-
Superannuation costs	2,892	2,439
	<u>113,365</u>	<u>103,588</u>
	No.	No.
The average number of employees during the year was:	<u>8</u>	<u>8</u>

No employees received remuneration amounting to more than £60,000 (2024: nil).

The total of employee benefits (salary and employer's pension contribution) paid to key management personnel in the year totalled £32,164 (2024: £29,292).

7 TRUSTEES' REMUNERATION AND EXPENSES

During the year none of the Board of Trustees received any remuneration or other benefits (2024: nil).

8 TANGIBLE FIXED ASSETS

	Short-term Leasehold Property £	Motor Vehicles £	Fixtures & Fittings £	Computer Equipment £	Total £
Cost/Valuation					
At 1 April 2024	99,896	17,195	40,659	6,809	164,559
Disposals	-	-	-	-	-
As at 31 March 2025	<u>99,896</u>	<u>17,195</u>	<u>40,659</u>	<u>6,809</u>	<u>164,559</u>
Depreciation					
At 1 April 2024	97,279	15,901	38,225	6,450	157,855
Charge for the year	654	323	487	359	1,823
Disposals	-	-	-	-	-
As at 31 March 2025	<u>97,933</u>	<u>16,224</u>	<u>38,712</u>	<u>6,809</u>	<u>159,678</u>
Net Book Value					
As at 31 March 2025	<u>1,963</u>	<u>971</u>	<u>1,947</u>	<u>-</u>	<u>4,881</u>
As at 31 March 2024	<u>2,617</u>	<u>1,294</u>	<u>2,434</u>	<u>359</u>	<u>6,704</u>

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2025

9 DEBTORS

	2025	2024
	£	£
Trade debtors	22,176	10,152
Prepayments and accrued income	16,526	18,826
Other debtors	-	5,013
	<u>38,702</u>	<u>33,991</u>

10 CREDITORS: AMOUNTS DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	22,822	2,668
Social security costs and other taxes	2,008	1,363
Accruals and other creditors	4,907	9,235
	<u>29,737</u>	<u>13,266</u>

11 FUNDS

Movement in Funds - Current year

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
At 1 April 2024	122,201	108,344	10,962	241,507
Incoming resources	249,060	-	119,716	368,776
Outgoing resources	(189,725)	(3,749)	(102,052)	(295,526)
Transfers	(66,358)	66,358	-	-
Balance at 31 March 2025	<u>115,178</u>	<u>170,953</u>	<u>28,626</u>	<u>314,757</u>

Movement in Funds - Previous year

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
At 1 April 2023	122,317	111,650	7,737	241,704
Incoming resources	164,311	-	30,227	194,538
Outgoing resources	(164,427)	(3,306)	(27,002)	(194,735)
Transfers	-	-	-	-
Balance at 31 March 2024	<u>122,201</u>	<u>108,344</u>	<u>10,962</u>	<u>241,507</u>

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2025

11 FUNDS (CONTINUED)

Movement in funds - Current year

	Balance at 1 April 2024 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31 March 2025 £
Restricted funds					
Syder Foundation	2,500	-	(2,500)	-	-
McCarthy & Stone	500	-	(500)	-	-
Gerald Palmer Trust	500	-	-	-	500
Garden renovation PW	2,000	-	(2,000)	-	-
Hike for Headway	863	-	(863)	-	-
Berkshire Community Foundation - Garden	71	-	(71)	-	-
Rank Foundation	920	-	(920)	-	-
Gardening Project Donation	400	400	(800)	-	-
Wokingham United Charities	668	-	(668)	-	-
Berkshire Community Foundation - Cooking	223	-	(223)	-	-
United Way	1,500	-	(1,500)	-	-
Co-Op	817	1,869	(2,281)	-	405
Delves Charitable Trust	-	3,425	(3,425)	-	-
Bruce Wake Charitable Trust	-	1,000	-	-	1,000
Blenheim	-	2,500	-	-	2,500
South Oxfordshire District Council	-	1,500	-	-	1,500
Invesco	-	3,000	(3,000)	-	-
Good Exchange	-	2,000	(2,000)	-	-
National Lottery	-	18,000	(5,743)	-	12,257
Groundwork UK	-	75,558	(75,558)	-	-
Wokingham Borough Council	-	500	-	-	500
Royal Borough of Windsor & Maidenhead	-	4,982	-	-	4,982
The Earley Charity	-	4,982	-	-	4,982
Total restricted funds	10,962	119,716	(102,052)	-	28,626
Unrestricted funds					
Designated funds					
Salary and Services Fund	96,650	-	-	-	96,650
Client Activity Fund	6,694	-	(2,323)	-	4,371
Capital Fund	5,000	-	-	-	5,000
Neuro-rehabilitation Lead Salary Fund	-	-	(1,426)	7,000	5,574
Navigator Salary Fund	-	-	-	29,358	29,358
Architectural Building Fund	-	-	-	30,000	30,000
Total designated funds	108,344	-	(3,749)	66,358	170,953
General funds	122,201	249,060	(189,725)	(66,358)	115,178
Total unrestricted funds	230,545	249,060	(193,474)	-	286,131
	241,507	368,776	(295,526)	-	314,757

The interfund transfers includes £7,000 to fund an additional Neuro-rehabilitation Lead in 2025 during a staffing cross-over period. Utilising the People's Postcode Lottery funding, £29,358 has been transferred for the Navigator Salary Fund to cover the salary costs of a new role starting in 2025-26 and £30,000 has been transferred for the Architectural Building Fund to further benefit our clients by changing the layout of Brunner Hall to make it more accessible.

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2025

11 FUNDS (CONTINUED)

Movement in funds - Prior year

	Balance at 1 April 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31 March 2024 £
<u>Restricted funds</u>					
Syder Foundation	2,500	-	-	-	2,500
McCarthy & Stone	500	-	-	-	500
Gerald Palmer Trust	500	-	-	-	500
Garden renovation PW	2,000	-	-	-	2,000
Berkshire Community Foundation - Neuro	74	-	(74)	-	-
Prince of Wales Foundation	500	-	(500)	-	-
Hike for Headway	863	-	-	-	863
Legacy in J Fostekew's memory	300	-	(300)	-	-
Berkshire Community Foundation - Garden	500	-	(429)	-	71
Chidwick Trust	-	9,400	(9,400)	-	-
Rank Foundation	-	920	-	-	920
Gardening Project Donation	-	400	-	-	400
Shanly Foundation	-	3,500	(3,500)	-	-
Delves Charitable Trust	-	6,825	(6,825)	-	-
Wokingham United Charities	-	1,500	(832)	-	668
Berkshire Community Foundation - Cooking	-	4,592	(4,369)	-	223
United Way	-	1,500	-	-	1,500
Wokingham Borough Council	-	500	(500)	-	-
Co-Op	-	1,090	(273)	-	817
Total restricted funds	7,737	30,227	(27,002)	-	10,962
<u>Unrestricted funds</u>					
<u>Designated funds</u>					
Salary and Services Fund	96,650	-	-	-	96,650
Client Activity Fund	10,000	-	(3,306)	-	6,694
Capital Fund	5,000	-	-	-	5,000
Total designated funds	111,650	-	(3,306)	-	108,344
General funds	122,317	164,311	(164,427)	-	122,201
Total unrestricted funds	233,967	164,311	(167,733)	-	230,545
Total funds	241,704	194,538	(194,735)	-	241,507

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2025

11 FUNDS (CONTINUED)

Restricted Funds comprise:

Gerald Palmer Trust

To fund TRX chair exercise sessions.

Co-op

To help fund art therapy.

Bruce Wake Charitable Trust

To fund TRX chair exercise sessions.

Blenheim

To help fund art therapy.

South Oxfordshire District Council

To fund a theatre project.

National Lottery

To fund music therapy.

Wokingham Borough Council

To fund two sessions in May 2025.

Royal Borough of Windsor & Maidenhead

To fund two Living With Brain Injury (LWBI) courses in Maidenhead in 2025 & 2026.

The Earley Charity

To fund two Living With Brain Injury (LWBI) courses in Reading in 2025 & 2026.

Designated Funds comprise:

Salary and Services Fund

Earmarked for the provision of cash resources to support staff salaries and client services for 6 months.

Client Activity Fund

To help cover the costs of client activities, such as Art therapy, Music therapy, Tai Chi and Neuro rehabilitation.

Capital Fund

To fund future projects at Brunner Hall.

Neuro-rehabilitation Lead Fund

To fund the Neuro rehabilitation Lead salary January to December 2025.

Navigator Fund

To cover the cost of a new Navigator post.

Architectural Building Fund

To fund architectural layout works at Brunner Hall.

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Net assets - Current year				
Fixed assets	4,881	-	-	4,881
Net current assets	110,297	170,953	28,626	309,876
	<u>115,178</u>	<u>170,953</u>	<u>28,626</u>	<u>314,757</u>
Net assets - Prior year				
Fixed assets	6,704	-	-	6,704
Net current assets	115,497	108,344	10,962	234,803
	<u>122,201</u>	<u>108,344</u>	<u>10,962</u>	<u>241,507</u>

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (*cont'd*)

For the year ended 31 March 2025

13 OPERATING LEASE COMMITMENTS

At 31 March 2025 Headway Thames Valley had commitments to make future minimum lease payments under non- cancellable operating leases as follows:

	2025 £	2024 £
Not later than 1 year	2,800	2,800
Later than 1 year and not later than 5 years	-	2,800
	<u>2,800</u>	<u>5,600</u>

14 RELATED PARTY DISCLOSURES

Related parties are the Trustees, and there have been no transactions between them and Headway Thames Valley Limited in 2025 (2024: nil).

HEADWAY THAMES VALLEY LIMITED

England & Wales - Charity number 900591

Accounts

HEADWAY THAMES VALLEY LIMITED

(A company limited by guarantee)

UNAUDITED ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2024

JAMES COWPER KRESTON
Statutory Auditors
Chartered Accountants
Reading

HEADWAY THAMES VALLEY LIMITED

FINANCIAL STATEMENTS

For the year ended 31 March 2024

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HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31 March 2024

STATUS AND ADMINISTRATION:	Headway Thames Valley Limited is a registered charity, number 900591, and a charitable company limited by guarantee, number 02509780.	
REGISTERED OFFICE:	Fourth Floor Abbots House Abbey Street Reading Berkshire RG1 3BD	
REGISTERED CHARITY NUMBER:	900591	
COMPANY REGISTRATION NUMBER:	02509780	
TRUSTEES:	S Everman R P Gilby R Gilson A Lee K Milan M P Neal T Satterthwaite	(Appointed 26 April 23) (Resigned 24 January 24) (Chair)
ACCOUNTANTS:	The trustees are also directors of the company James Cowper Kreston 8th Floor Reading Bridge House George Street Reading RG1 8LS	

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

TRUSTEES' REPORT For the year ended 31 March 2024

CHAIRPERSON'S STATEMENT

The past year has seen us continue to deliver the existing services that have been going well, both at Brunner Hall and in the community with positive feedback from clients. It has been great to see the team bring in some new activities for Brunner Hall clients that provide the opportunity to develop new skills.

A particular highlight of the year has been the increase in community events that allow us to raise the profile of the impact of brain injury and the experiences of our clients to existing supporters and new connections. The art exhibitions in Henley and Reading provided the opportunity to showcase artwork inspired by the nature and impact of brain injury and also the support provided by Headway Thames Valley. We also were hosted by a local film society for a showing of a film related to brain injury accompanied by clients describing their own experience and the chance for attendees to ask questions.

We have continued to operate thanks to continued support from our fundraisers and successful grant and trust applications. As a result we go into this year with the ability to consider where we can expand services in order to support more people impacted by brain injury in our area.

Huge thanks to all our supporters and those working and volunteering for Headway Thames Valley.



Tom Satterthwaite
Chair to the Board of Trustees

GENERAL MANAGER'S REPORT

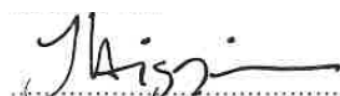
Stability has been our primary focus over the previous couple of years but over the last 12 months it has been nice to reengage with the community a bit more and expand our services.

Our 'Living with Brain Injury' exhibition has undoubtedly been one of our highlights of the year. Clients, carers and professionals working in neuro-rehab created sculptures, paintings and poetry illustrating brain injury. Held over a four week period at a local gallery, hundreds of members of the general public witnessed the incredible art while also learning a great deal about brain injury and Headway Thames Valley. Our clients, in particular, were very proud to receive some amazing feedback on their pieces.

Introducing new skills to some of our longer serving clients can often be challenging but after a number of consultation sessions, we have been able to expand our offering at our Centre in Henley. Our cooking course and drama workshop in particular, were very well received. Not only did we see new skills develop but perhaps more importantly, we saw a huge boost in our client's confidence.

We haven't deviated from our main goal of supporting as many families impacted by brain injury as we possibly can while being financially prudent. I'm extremely proud that we have seen steady growth in referral numbers and have finished the year breaking even, ensuring that we go into next year with strong foundations.

A heartfelt thanks to everyone who continues to support Headway Thames Valley each year, including our amazing staff, trustees, volunteers, clients, and supporters.



Jamie Higgins
General Manager

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

TRUSTEES' REPORT (*cont'd*) For the year ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company, limited by guarantee, incorporated on 8th June 1990 and registered as a charity on 12th July 1990. The charitable company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Directors/Trustees Induction and Training

Most directors/trustees are already familiar with the practical work of the charity, having either a personal involvement or a long-time investment in what it does. Additionally, new directors/trustees are invited and encouraged to attend training sessions offered to familiarise themselves with the charity and how it operates.

Organisational Structure

Headway Thames Valley has a Management Committee which meets at least 8 times a year and is responsible for the strategic direction and policy of the charity. During the year there were 6 Trustees from a variety of backgrounds relevant to the work of the charitable company. A scheme of delegation is in place, and day to day responsibility for the provision of the services at the Resource Centre rests with the General Manager.

Key Management Personnel

Key management personnel consists of the General Manager, Jamie Higgins, who is responsible for the operations of the Charity, reports regularly to the Chairperson Tom Satterthwaite and attends trustee meetings. Key management personnel are remunerated at appropriate levels and are reviewed on an annual basis by the Trustees.

Network

Headway Thames Valley is affiliated to Headway UK which was formed in 1979. A steering committee was set up and registered Headway National Head Injuries Association as a charitable trust in 1980. In 1989 they became a company limited by Guarantee.

In 1999, Headway UK changed its name from Headway National Head Injuries Association to Headway - the brain injury association. Since 1979 the organisation has increased from one steering committee to over 120 groups and branches throughout the UK. Headway UK is run by its members headed by a Board of Trustees and staff at a Nottingham office and a London office.

Although affiliated to Headway UK and required to pay an affiliation fee, Headway Thames Valley is run entirely independently of Headway UK. However, through the various departments which make up the organisation, Headway Thames Valley gains valuable support and assistance (though not financial) from the national organisation.

Risk Assessment

The directors have considered the major risks which the charitable company faces and confirm that systems have been established to ensure that the necessary actions may be taken.

Objectives and Activities

The charitable company's objectives and principal activities are to:

- Support those with acquired brain injury and their families in the Thames Valley area
- Offer a range of services suitable for all adults with an acquired brain injury
- Play our part in seeking to improve statutory services
- Raise awareness of the causes and effects of acquired brain injury amongst the general public
- Work in partnership with other organisations that strive to improve the lives of those with acquired brain injury

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

TRUSTEES' REPORT (*cont'd*) For the year ended 31 March 2024

Objectives and Activities (*cont'd*)

The main objectives and activities for the year continued to focus on providing as wide a range of services as possible whilst keeping to our budgetary disciplines. We also continued to offer outreach and education services and provide placements for new graduates.

The following objectives have been met:

- Providing community based rehabilitation and support, help with long term adjustment, social integration, enablement, supporting families and carers and offering long term support
- Operating an effective training and development programme for all staff and volunteers
- Increasing our profile and fundraising efforts
- Working towards meeting or exceeding NSF Guidelines with particular reference to quality requirements

As well as 16 staff and volunteers, Headway Thames Valley has agreements during the year with 5 professional therapists and consultants. Volunteers are recruited from a variety of sources and given appropriate training along with the staff.

Achievements and Performance

Over the last year we have supported over 155 clients as well as their families and carers. Some of the support we've provided includes 370 hours of Art Therapy, 300 hours of adapted Exercise Classes, 190 hours of Tai Chi, 145 hours of Upcycling, 145 hours of Gardening, 290 hours of Speech and Language Therapy Groups, and 450 hours of Music Therapy all in our centre in Henley.

We delivered 3 eight week Living with Brain Injury Courses where 27 people benefitted from sessions facilitated by an Occupational Therapist and Neuro Psychologist.

Our Community Groups, attended by 36 people, have continued to be available online with quarterly face to face sessions. In these sessions we have delivered 498 hours of education, peer support and advice, facilitated by our Occupational Therapist.

Through our Neuro Rehab Service, we have delivered 32 hours of Neuro Psychology, 92 hours of Neuro Physio and 18 hours of Speech and Language Therapy.

Plans for the Future

As noted in our Chairperson's statement we aim to achieve modest growth in the next year as we understand and respond to our clients' needs.

After the year end, the Charity was lucky enough to be chosen to be supported by People's Postcode Lottery. In June 2024 we were awarded £60,000 to further the amazing work that we do.

Public Benefit

The Trustees confirm that they have complied with the Charities Act 2011 to have due regard to the Charity Commission general guidance on public benefit.

Financial Review

The Charity made a small operating loss in the year of £197 (2023: surplus £12,899), maintaining the strong reserves position at the year end of £241,507 - of which £230,545 is unrestricted funds and is represented by £203,116 of unrestricted cash reserves.

During the year, the charity received £64,787 in the form of general donations and from fundraising activities (2023: £92,802).

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

REPORT OF THE BOARD OF TRUSTEES (*Cont'd.*) For the year ended 31 March 2024

Reserves Policy

The Salary and Services Fund of £96,650 is earmarked to cover costs of client services and staff salaries for approximately 6 months. The charity has also designated £6,619 of reserves to fund future client activities such as Art therapy, Music therapy, Upcycling and Tai chi, plus £5,000 of reserves for future projects required at Brunner Hall.

Unrestricted reserves, after designated reserves, of £122,201 (2023: £122,317) are deemed sufficient to support the charity's future plans.

This reserves policy is reviewed by the charity annually as part of its budgeting process.

Approved by order of the members of the board of Trustees on 27 November 2024 and signed on their behalf by -



Tom Satterthwaite
Chair to the Board of Trustees

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

For the year ended 31 March 2024

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

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

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

INDEPENDENT EXAMINER'S REPORT

For the year ended 31 March 2024

Independent Examiner's Report to the Trustees of ('the Company')

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

Responsibilities and Basis of Report

As the Trustees of the Company (and 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 the Company's accounts 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

I have completed my examination. I confirm that no matter 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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.



Darren O'Connor BSc (Hons) FCCA ACA

Senior Statutory Auditor

Date: 6 December 2024.....

For and on behalf of:

James Cowper Kreston - 8th Floor, Reading Bridge House, George Street, Reading RG1 8LS

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) For the year ended 31 March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Income from:	3			
Donations and legacies		62,887	1,900	64,787
Charitable activities		92,263	28,327	120,590
Other trading activities		7,674	-	7,674
Investments		2,665	-	2,665
Other income		(1,178)	-	(1,178)
Total		164,311	30,227	194,538
Expenditure on:	4			
Charitable activities		137,546	27,002	164,548
Fundraising		30,187	-	30,187
Total		167,733	27,002	194,735
Transfer		-	-	-
Net movement in funds		(3,422)	3,225	(197)
Reconciliation of funds:				
Total funds brought forward at 1 April 2023		233,967	7,737	241,704
Total funds carried forward at 31 March 2024		230,545	10,962	241,507

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 21 form part of these financial statements

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) For the year ended 31 March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Income and endowments from:	3			
Donations and legacies		83,748	9,054	92,802
Charitable activities		96,366	6,981	103,347
Other trading activities		8,898	-	8,898
Investments		736	-	736
Other income		9,379	-	9,379
Total		199,127	16,035	215,162
Expenditure on:	4			
Charitable activities		150,546	25,927	176,472
Fundraising		25,791	-	25,791
Total		176,336	25,927	202,263
Transfer		(4,797)	4,797	-
Net movement in funds		27,588	(14,689)	12,899
Reconciliation of funds:				
Total funds brought forward at 1 April 2022		206,379	22,426	228,805
Total funds carried forward at 31 March 2023		233,967	7,737	241,704

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 21 form part of these financial statements

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

Balance Sheet at 31 March 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	8	6,704	11,014
CURRENT ASSETS			
Debtors	9	33,991	19,277
Cash at bank and in hand		214,078	224,217
		<u>248,069</u>	<u>243,494</u>
CREDITORS			
Amounts falling due within one year	10	(13,266)	(12,804)
Net current assets		<u>234,803</u>	<u>230,690</u>
Net assets		<u>241,507</u>	<u>241,704</u>
FUNDS			
Restricted funds		10,962	7,737
Unrestricted funds			
Designated Funds		108,344	111,650
General Funds		122,201	122,317
	11	<u>241,507</u>	<u>241,704</u>

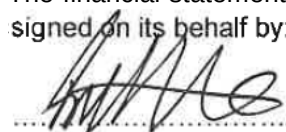
The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 27 November 2024 and signed on its behalf by:-



T Satterthwaite

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

1 ACCOUNTING POLICIES

a) Basis of Accounting

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

b) Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

c) Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable.
- Donated services and facilities are included at the value to the charitable company where this can be quantified. The value of services provided by volunteers has not been included in these financial statements as it is too difficult to quantify this value with reasonable accuracy.
- Investment income is included when receivable.
- Income from charitable activities relate to grants, these are recorded when the charitable company becomes unconditionally entitled to the grant.

d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- (i) Expenditure on raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising activities.
- (ii) Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- (iii) All costs are allocated between the expenditure categories in the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (*cont'd*) For the year ended 31 March 2024

1 ACCOUNTING POLICIES (CONTINUED)

e) **Tangible Fixed Assets**

Fixed assets for charity use are capitalised at cost, when acquired, or market value as determined by the directors/trustees where donated. They are stated in the financial statements at original cost/value less depreciation. Fixed assets are not capitalised if the cost is less than £500.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Leasehold improvements	- 25% reducing balance
Minibus	- 25% reducing balance
Fixtures and fittings	- 20% reducing balance
Computer equipment	- 3 years straight line

f) **Interest receivable**

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

g) **Operating leases**

Rentals under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

h) **Debtors**

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

i) **Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

j) **Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

k) **Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (*cont'd*) For the year ended 31 March 2024

1 ACCOUNTING POLICIES (CONTINUED)

l) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2 Critical accounting estimates and areas of judgment

In the application of the company's accounting policies, the directors are required to make judgments, estimates and assumptions about the carrying amounts 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.

Critical accounting estimates and assumptions:

There were no judgment or material estimation uncertainties affecting the reported financial performance in the current or prior year.

3 INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Donations and legacies				
Donations	62,887	1,900	64,787	91,233
Grants	-	-	-	1,569
Charitable activities				
Attendance fee	76,785	-	76,785	77,706
Neuro rehabilitation	5,478	-	5,478	3,660
Grants	10,000	28,327	38,327	21,981
Other trading activities				
Monthly draw	1,735	-	1,735	1,890
Transportation	5,939	-	5,939	7,008
Investments				
Investment income	2,665	-	2,665	736
Other income				
(Loss)/Profit on sale of assets	(1,213)	-	(1,213)	9,379
Misc	35	-	35	
	<u>164,311</u>	<u>30,227</u>	<u>194,538</u>	<u>215,162</u>
2023	<u>199,127</u>	<u>16,035</u>	<u>215,162</u>	

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2024

4 TOTAL RESOURCES EXPENDED

	Charitable Activity Costs £	Fundraising Costs £	Total 2024 £	Total 2023 £
Direct Costs				
Wages and salaries	76,819	26,769	103,588	95,850
Consultants	16,664	-	16,664	13,176
Client activities	20,680	-	20,680	17,038
Depreciation and transport costs	10,897	-	10,897	11,531
Computers	5,630	-	5,630	9,658
Premises, cleaning and maintenance	8,134	-	8,134	26,043
Staff recruitment	2,088	-	2,088	2,403
Bad debt provision	145	-	145	600
Client other expenditure	2,016	-	2,016	409
	<u>143,073</u>	<u>26,769</u>	<u>169,842</u>	<u>176,708</u>
Support Costs				
Depreciation	2,517	148	2,665	3,490
Utilities and waste disposal	4,208	234	4,442	4,191
Rent	2,653	147	2,800	2,800
Postage, telephone, printing and stationery	4,305	538	4,843	4,274
Insurance, legal and professional	893	39	932	2,178
Training	801	45	846	742
Other expenditure	2,389	133	2,522	1,734
Fundraising costs	-	2,134	2,134	2,414
Accountancy	3,709	-	3,709	3,732
	<u>21,475</u>	<u>3,418</u>	<u>24,893</u>	<u>25,555</u>
	<u>164,548</u>	<u>30,187</u>	<u>194,735</u>	<u>202,263</u>
2023	<u>176,472</u>	<u>25,791</u>	<u>202,263</u>	

5 EXPENDITURE

	2024 £	2023 £
Net income is stated after charging:		
Depreciation	2,665	3,490
Pension costs	2,439	2,267
Independent examiner fee	2,790	2,790

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2024

6 STAFF COSTS

	2024 £	2023 £
Wages and salaries	101,149	93,535
Social security costs	-	48
Superannuation costs	2,439	2,267
	<u>103,588</u>	<u>95,850</u>
	No.	No.
The average number of employees during the year was:	<u>8</u>	<u>8</u>

No employees received remuneration amounting to more than £60,000 (2023: nil).

The total of employee benefits (salary and employer's pension contribution) paid to key management personnel in the year totalled £29,292 (2023: £29,292).

7 TRUSTEES' REMUNERATION AND EXPENSES

During the year none of the Board of Trustees received any remuneration or other benefits (2023: nil).

8 TANGIBLE FIXED ASSETS

	Short-term Leasehold Property £	Motor Vehicles £	Fixtures & Fittings £	Computer Equipment £	Total £
Cost/Valuation					
At 1 April 2023	107,195	17,195	86,086	19,302	229,778
Disposals	(7,299)	-	(45,427)	(12,493)	(65,219)
As at 31 March 2024	<u>99,896</u>	<u>17,195</u>	<u>40,659</u>	<u>6,809</u>	<u>164,559</u>
Depreciation					
At 1 April 2023	102,414	15,470	82,737	18,143	218,764
Charge for the year	1,195	431	670	800	3,096
Disposals	(6,330)	-	(45,182)	(12,493)	(64,005)
As at 31 March 2024	<u>97,279</u>	<u>15,901</u>	<u>38,225</u>	<u>6,450</u>	<u>157,855</u>
Net Book Value					
As at 31 March 2024	<u>2,617</u>	<u>1,294</u>	<u>2,434</u>	<u>359</u>	<u>6,704</u>
As at 31 March 2023	<u>4,781</u>	<u>1,725</u>	<u>3,349</u>	<u>1,159</u>	<u>11,014</u>

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2024

9 DEBTORS

	2024	2023
	£	£
Trade debtors	10,152	12,231
Prepayments and accrued income	18,826	2,033
Other debtors	5,013	5,013
	<u>33,991</u>	<u>19,277</u>

10 CREDITORS: AMOUNTS DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	2,668	2,171
Social security costs and other taxes	1,363	390
Accruals and other creditors	9,235	10,243
	<u>13,266</u>	<u>12,804</u>

11 FUNDS

Movement in Funds - Current year

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
At 1 April 2023	122,317	111,650	7,737	241,704
Incoming resources	164,311	-	30,227	194,538
Outgoing resources	(164,427)	(3,306)	(27,002)	(194,735)
Transfers	-	-	-	-
Balance at 31 March 2024	<u>122,201</u>	<u>108,344</u>	<u>10,962</u>	<u>241,507</u>

Movement in Funds - Previous year

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
At 1 April 2022	156,379	50,000	22,426	228,805
Incoming resources	199,127	-	16,035	215,162
Outgoing resources	(176,336)	-	(25,927)	(202,263)
Transfers	(56,853)	61,650	(4,797)	-
Balance at 31 March 2023	<u>122,317</u>	<u>111,650</u>	<u>7,737</u>	<u>241,704</u>

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2024

11 FUNDS (CONTINUED)

Movement in funds - Current year

	Balance at 1 April 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31 March 2024 £
Restricted funds					
Syder Foundation	2,500	-	-	-	2,500
McCarthy & Stone	500	-	-	-	500
Gerald Palmer Trust	500	-	-	-	500
Garden renovation PW	2,000	-	-	-	2,000
Berkshire Community Foundation - Neuro	74	-	(74)	-	-
Prince of Wales Foundation	500	-	(500)	-	-
Hike for Headway	863	-	-	-	863
Legacy in J Fostekew's memory	300	-	(300)	-	-
Berkshire Community Foundation - Garden	500	-	(429)	-	71
Chidwick Trust	-	9,400	(9,400)	-	-
Rank Foundation	-	920	-	-	920
Gardening Project Donation	-	400	-	-	400
Shanly Foundation	-	3,500	(3,500)	-	-
Delves Charitable Trust	-	6,825	(6,825)	-	-
Wokingham United Charities	-	1,500	(832)	-	668
Berkshire Community Foundation - Cooking	-	4,592	(4,369)	-	223
United Way	-	1,500	-	-	1,500
Wokingham Borough Council	-	500	(500)	-	-
Co-Op	-	1,090	(273)	-	817
Total restricted funds	7,737	30,227	(27,002)	-	10,962
Unrestricted funds					
Designated funds					
Salary and Services Fund	96,650	-	-	-	96,650
Client Activity Fund	10,000	-	(3,306)	-	6,694
Capital Fund	5,000	-	-	-	5,000
Total designated funds	111,650	-	(3,306)	-	108,344
General funds	122,317	164,311	(164,427)	-	122,201
Total unrestricted funds	233,967	164,311	(167,733)	-	230,545
	241,704	194,538	(194,735)	-	241,507

Analysis of net assets between funds - Current year

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	6,704	-	-	6,704
Net current assets	115,497	108,344	10,962	234,803
	122,201	108,344	10,962	241,507

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2024

11 FUNDS (CONTINUED)

Movement in funds - Prior year

	Balance at 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31 March 2023 £
Restricted funds					
Phylliss Court Action Group	874	-	(146)	(728)	-
Face of Henley	181	-	(30)	(151)	-
Kitchen Fund	281	-	(59)	(222)	-
Refurbishment Fund	353	-	(74)	(279)	-
Dr Mary Minibus	1,138	-	(175)	(963)	-
Physio Couch	330	-	(55)	(275)	-
Rotunda	278	-	(46)	(232)	-
Brunner Hall Refurbishment	2,459	-	(512)	(1,947)	-
Syder Foundation	2,500	-	-	-	2,500
Henley Town Council - Music	1,806	-	(1,806)	-	-
The Big Give	2,011	-	(2,011)	-	-
The D'Oyly Carte Charitable Trust	700	-	(700)	-	-
Henley Town Council - Neuro	1,140	-	(1,140)	-	-
Invesco Perpetual	2,575	-	(2,575)	-	-
McCarthy & Stone	500	-	-	-	500
Gerald Palmer Trust	2,500	-	(2,000)	-	500
Garden renovation PW	2,000	-	-	-	2,000
Green Hall Foundation	800	-	(800)	-	-
Berkshire Community Foundation - Neuro	-	2,500	(2,426)	-	74
The Hedley Foundation	-	500	(500)	-	-
Prince of Wales Foundation	-	1,981	(1,481)	-	500
Hike for Headway	-	1,775	(912)	-	863
Legacy in J Fostekew's memory	-	2,000	(1,700)	-	300
Berkshire Community Foundation - Garder	-	2,000	(1,500)	-	500
Wokingham United Charities	-	1,569	(1,569)	-	-
The Big Give	-	3,710	(3,710)	-	-
Total restricted funds	22,426	16,035	(25,927)	(4,797)	7,737
Unrestricted funds					
Designated funds					
Salary and Services Fund	50,000	-	-	46,650	96,650
Client Activity Fund	-	-	-	10,000	10,000
Capital Fund	-	-	-	5,000	5,000
Total designated funds	50,000	-	-	61,650	111,650
General funds	156,379	199,127	(176,336)	(56,853)	122,317
Total unrestricted funds	206,379	199,127	(176,336)	4,797	233,967
Total funds	228,805	215,162	(202,263)	-	241,704

Analysis of net assets between funds - Prior year

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	11,014	-	-	11,014
Net current assets	111,303	111,650	7,737	230,690
	122,317	111,650	7,737	241,704

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2024

11 FUNDS (CONTINUED)

Restricted Funds comprise:

Syder Foundation

Fund to help cover the cost of Bushcraft visits.

McCarthy & Stone

To help fund the garden landscaping project.

Gerald Palmer Trust

To fund TRX chair exercise sessions.

Garden renovation PW

To help fund the garden landscaping project.

Hike for Headway

Donations received to help fund the garden landscaping project.

Berkshire Community Foundation - Garden

To help fund the garden landscaping project.

Rank Foundation

To help fund the garden landscaping project.

Gardening Project Donation

To help fund the garden landscaping project.

Wokingham United Charities

To help fund clients' christmas party, lunch and hampers.

Berkshire Community Foundation - Cooking

To help fund cooking sessions.

United Way

To help fund cooking sessions.

Co-op

To help fund art therapy.

Designated Funds comprise:

Salary and Services Fund

Earmarked for the provision of cash resources to support staff salaries and client services for 6 months.

Client Activity Fund

To help cover the costs of client activities, such as Art therapy, Music therapy, Tai Chi and Neuro rehabilitation.

Capital Fund

To fund future projects at Brunner Hall.

12 OPERATING LEASE COMMITMENTS

At 31 March 2024 Headway Thames Valley had commitments to make future minimum lease payments under non- cancellable operating leases as follows:

	2024 £	2023 £
Not later than 1 year	2,800	2,800
Later than 1 year and not later than 5 years	2,800	5,600
	<u>5,600</u>	<u>8,400</u>

13 RELATED PARTY DISCLOSURES

Related parties are the Trustees, and there have been no transactions between them and Headway Thames Valley Limited in 2024 (2023: nil).

HEADWAY THAMES VALLEY LIMITED

England & Wales - Charity number 900591

Accounts

HEADWAY THAMES VALLEY LIMITED

(A company limited by guarantee)

UNAUDITED ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2023

JAMES COWPER KRESTON
Statutory Auditors
Chartered Accountants
Reading

HEADWAY THAMES VALLEY LIMITED

FINANCIAL STATEMENTS

For the year ended 31 March 2023

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HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31 March 2023

STATUS AND ADMINISTRATION:

Headway Thames Valley Limited is a registered charity, number 900591, and a charitable company limited by guarantee, number 02509780.

REGISTERED OFFICE:

Fourth Floor
Abbots House
Abbey Street
Reading
Berkshire
RG1 3BD

REGISTERED CHARITY NUMBER:

900591

COMPANY REGISTRATION NUMBER:

02509780

TRUSTEES:

N J Barter-Walsh	(Resigned 30 November 22)
S Everman	(Appointed 26 April 23)
R P Gilby	
R Gilson	
A Lee	
K Milan	
M P Neal	
T Satterthwaite	(Chair)

The trustees are also directors of the company

ACCOUNTANTS:

James Cowper Kreston
8th Floor
Reading Bridge House
George Street
Reading
RG1 8LS

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

TRUSTEES' REPORT For the year ended 31 March 2023

CHAIRMAN'S STATEMENT

We look back on another successful year with fondness. From a financial perspective, we are pleased and proud to continue to operate at a modest surplus thanks to some fantastic fundraising from both longstanding and new supporters, generous donations and grants that fund our range of core services and specialisms.

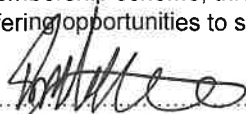
The neuro-rehab service continues to offer a heavily subsidised method for clients to access clinical services without a waiting list, which is proving popular. Feedback for our Living With Brain Injury course has been overwhelmingly positive and we have been asked to share details of this course with neighbouring Headway groups, which is a reflection of the value delivered to clients

We have received excellent feedback from a local council on our use of the Outcome Star system for recording the clients' progress across a number of domains. The online referral capability added to the website has allowed us better visibility of who is being referred to our services and by whom and we have noticed an increase in referral volume over this time.

We were delighted to be hosted by the River and Rowing museum over the summer to showcase the artwork of clients and staff. It was a moving display, and very professionally put together, and I must again offer thanks to our artists and organisers for putting on such a great exhibition.

We were excited to have been connected with the Oxfordshire Lord Lieutenancy, who amongst other roles help promote the work of local charitable organisations.

The trustees wish to extend huge thanks to everyone working and volunteering on behalf of Headway Thames Valley and to all of the supporters. We will shortly be formally launching our Friends of Headway Thames Valley membership scheme, through which we will be better able to engage with our supporters, seeking involvement and offering opportunities to shape the future of the organisation.



Tom Satterthwaite
Chair to the Board of Trustees

MANAGER'S REPORT

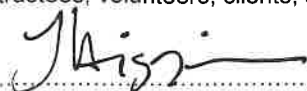
In a year where we have made much needed improvements to our premises, we are extremely proud to have also increased referral numbers and launched our new website, while continuing to manage our finances responsibly.

Following on from a review of our headquarters in Henley, we made the decision to resurface our premises. The grounds around our building were in need of repair, with sections of it starting to crumble, causing a bumpy and uneven surface. After investing significantly into the work, we are now left with an attractive and smooth surface which will last us at least another 10 – 15 years, ensuring clients have no issues accessing our Centre.

Efforts made last year to increase referral numbers seem to be paying off. After reengaging with local hospitals, GP surgeries and social services, referrals made from professionals has increased to the type of levels we were seeing before the pandemic. Self-referrals are higher than ever before, which might point to the work of our Communications Officer raising our profile in the local community.

After gaining feedback from numerous stakeholders, including clients and their families, volunteers, staff and professionals working in neuro-rehab, we were pleased to launch our new website in June. Already, we have seen more people engaging with us online and it's great to have a website that finally reflects the work we're doing in the community.

Thank you to everyone who continues to support Headway Thames Valley each year, including our fantastic staff, trustees, volunteers, clients, and supporters.



Jamie Higgins
Manager

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

TRUSTEES' REPORT (*cont'd*) For the year ended 31 March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company, limited by guarantee, incorporated on 8th June 1990 and registered as a charity on 12th July 1990. The charitable company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Directors/Trustees Induction and Training

Most directors/trustees are already familiar with the practical work of the charity, having either a personal involvement or a long-time investment in what it does. Additionally, new directors/trustees are invited and encouraged to attend training sessions offered to familiarise themselves with the charity and how it operates.

Organisational Structure

Headway Thames Valley has a Management Committee which meets at least 8 times a year and is responsible for the strategic direction and policy of the charity. During the year there were 6 Trustees from a variety of backgrounds relevant to the work of the charitable company. A scheme of delegation is in place, and day to day responsibility for the provision of the services at the Resource Centre rests with the Manager.

Key Management Personnel

Key management personnel consists of the Manager, Jamie Higgins, who is responsible for the operations of the charity, reports regularly to the chairman Tom Satterthwaite and attends trustee meetings. Key management personnel are remunerated at appropriate levels and are reviewed on an annual basis by the Trustees.

Network

Headway Thames Valley is affiliated to Headway UK which was formed in 1979. A steering committee was set up and registered Headway National Head Injuries Association as a charitable trust in 1980. In 1989 they became a company limited by Guarantee.

In 1999, Headway UK changed its name from Headway National Head Injuries Association to Headway - the brain injury association. Since 1979 the organisation has increased from one steering committee to over 120 groups and branches throughout the UK. Headway UK is run by its members headed by a Board of Trustees and staff at a Nottingham office and a London office.

Although affiliated to Headway UK and required to pay an affiliation fee, Headway Thames Valley is run entirely independently of Headway UK. However, through the various departments which make up the organisation, Headway Thames Valley gains valuable support and assistance (though not financial) from the national organisation.

Risk Assessment

The directors have considered the major risks which the charitable company faces and confirm that systems have been established to ensure that the necessary actions may be taken.

Objectives and Activities

The charitable company's objectives and principal activities are to:

- Support those with acquired brain injury and their families in the Thames Valley area
- Offer a range of services suitable for all adults with an acquired brain injury
- Play our part in seeking to improve statutory services
- Raise awareness of the causes and effects of acquired brain injury amongst the general public
- Work in partnership with other organisations that strive to improve the lives of those with acquired brain injury

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

TRUSTEES' REPORT (cont'd) For the year ended 31 March 2023

Objectives and Activities (cont'd)

The main objectives and activities for the year continued to focus on providing as wide a range of services as possible whilst keeping to our budgetary disciplines. We also continued to offer outreach and education services and provide placements for new graduates.

The following objectives have been met:

- Working towards meeting or exceeding all Governance Standards set by Headway UK
- Working towards meeting or exceeding NSF Guidelines with particular reference to quality requirements
- Providing community based rehabilitation and support, help with long term adjustment, social integration, enablement, supporting families and carers and offering long term support
- Operating an effective training and development programme for all staff and volunteers
- Increasing our fundraising efforts

As well as 16 staff and volunteers, Headway Thames Valley has agreements during the year with 4 professional therapists and consultants. Volunteers are recruited from a variety of sources and given appropriate training along with the staff.

Achievements and Performance

Over the last year we have supported over 135 clients as well as their families and carers. Some of the support we've provided includes 350 hours of Art Therapy, 230 hours of adapted Exercise Classes, 160 hours of Tai Chi, 290 hours of Upcycling, 290 hours of Speech and Language Therapy Groups, and 430 hours of Music Therapy all in our centre in Henley.

We delivered 3 eight week Living with Brain Injury Courses where 29 people benefitted from sessions facilitated by an Occupational Therapist and Neuro Psychologist.

Our Community Groups, attended by 32 people, have continued to be available online with quarterly face to face sessions. In these sessions we have delivered 468 hours of education, peer support and advice, facilitated by our Occupational Therapist.

Through our Neuro Rehab Service, we have delivered 48 hours of Neuro Psychology, 72 hours of Neuro Physio and 20 hours of Speech and Language Therapy.

Plans for the Future

As noted in our Chairman's statement we aim to achieve modest growth in the next year as we understand and respond to our clients' needs.

Public Benefit

The Trustees confirm that they have complied with the Charities Act 2011 to have due regard to the Charity Commission general guidance on public benefit.

Financial Review

The Charity made an operating surplus in the year of £12,899 (2022: £24,819), enhancing the strong reserves position at the year end of £241,704 of which £233,967 is unrestricted funds and is represented by £216,480 of unrestricted cash reserves.

During the year, the charity received £92,802 in the form of general donations and from fundraising activities (2022: £77,414).

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

REPORT OF THE BOARD OF TRUSTEES (*Cont'd.*)

For the year ended 31 March 2023

Reserves Policy

The charity has a reserves policy whereby a salary fund has been set up that is earmarked as the provision of resources to support staff salaries. The Salary and Services Fund (2022: £50,000) has been increased to £96,650 to also include client services and is currently at a level to cover these costs for approximately 6 months. The charity has also designated £10,000 of reserves to fund future client activities such as Art therapy, Music therapy, Upcycling and Tai chi, plus £5,000 of reserves for future projects required at Brunner Hall.

Unrestricted reserves, after designated reserves, of £122,317 are deemed sufficient to support the charity's future plans.

This reserves policy is reviewed by the charity annually as part of its budgeting process.

Approved by order of the members of the board of Trustees on 15 November 2023 and signed on their behalf by -



Tom Satterthwaite

Chair to the Board of Trustees

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

For the year ended 31 March 2023

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

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

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

INDEPENDENT EXAMINER'S REPORT For the year ended 31 March 2023

Independent Examiner's Report to the Trustees of ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2023

Responsibilities and Basis of Report

As the Trustees of the Company (and 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 the Company's accounts 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

I have completed my examination. I confirm that no matter 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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.



Darren O'Connor BSc (Hons) FCCA ACA
Senior Statutory Auditor

Date: 1 December 2023

For and on behalf of:

James Cowper Kreston - 8th Floor, Reading Bridge House, George Street, Reading RG1 8LS

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) For the year ended 31 March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Income from:	3			
Donations and legacies		83,748	9,054	92,802
Charitable activities		96,366	6,981	103,347
Other trading activities		8,898	-	8,898
Investments		736	-	736
Other income		9,379	-	9,379
Total		199,127	16,035	215,162
Expenditure on:	4			
Charitable activities		150,546	25,927	176,472
Fundraising		25,791	-	25,791
Total		176,336	25,927	202,263
Transfer		(4,797)	4,797	-
Net movement in funds		27,588	(14,689)	12,899
Reconciliation of funds:				
Total funds brought forward at 1 April 2022		206,379	22,426	228,805
Total funds carried forward at 31 March 2023		233,967	7,737	241,704

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 21 form part of these financial statements

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) For the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Income and endowments from:	3			
Donations and legacies		77,414	-	77,414
Charitable activities		86,419	23,082	109,501
Other trading activities		11,250	-	11,250
Investments		28	-	28
Total		175,111	23,082	198,193
Expenditure on:	4			
Charitable activities		119,499	21,571	141,070
Fundraising		32,304	-	32,304
Total		151,803	21,571	173,374
Transfer		-	-	-
Net movement in funds		23,308	1,511	24,819
Reconciliation of funds:				
Total funds brought forward at 1 April 2021		183,071	20,915	203,986
Total funds carried forward at 31 March 2022		206,379	22,426	228,805

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 21 form part of these financial statements

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

Balance Sheet at 31 March 2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible assets	8	11,014	17,875
CURRENT ASSETS			
Debtors	9	19,277	24,085
Cash at bank and in hand		224,217	197,630
		<u>243,494</u>	<u>221,715</u>
CREDITORS			
Amounts falling due within one year	10	(12,804)	(10,785)
Net current assets		<u>230,690</u>	<u>210,930</u>
Net assets		<u>241,704</u>	<u>228,805</u>
FUNDS			
Restricted funds		7,737	22,426
Unrestricted funds			
Designated Funds		111,650	50,000
General Funds		122,317	156,379
	11	<u>241,704</u>	<u>228,805</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 15 November 2023 and signed on its behalf by:-



T Satterthwaite

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

1 ACCOUNTING POLICIES

a) Basis of Accounting

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

b) Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

c) Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable.
- Donated services and facilities are included at the value to the charitable company where this can be quantified. The value of services provided by volunteers has not been included in these financial statements as it is too difficult to quantify this value with reasonable accuracy.
- Investment income is included when receivable.
- Income from charitable activities relate to grants, these are recorded when the charitable company becomes unconditionally entitled to the grant.

d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- (i) Expenditure on raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising activities.
- (ii) Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- (iii) All costs are allocated between the expenditure categories in the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (*cont'd*)

For the year ended 31 March 2023

1 ACCOUNTING POLICIES (CONTINUED)

e) **Tangible Fixed Assets**

Fixed assets for charity use are capitalised at cost, when acquired, or market value as determined by the directors/trustees where donated. They are stated in the financial statements at original cost/value less depreciation. Fixed assets are not capitalised if the cost is less than £500.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Leasehold improvements	- 25% reducing balance
Minibus	- 25% reducing balance
Fixtures and fittings	- 20% reducing balance
Computer equipment	- 3 years straight line

f) **Interest receivable**

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

g) **Operating leases**

Rentals under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

h) **Debtors**

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

i) **Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

j) **Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

k) **Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (*cont'd*)

For the year ended 31 March 2023

1 ACCOUNTING POLICIES (CONTINUED)

i) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2 Critical accounting estimates and areas of judgment

In the application of the company's accounting policies, the directors are required to make judgments, estimates and assumptions about the carrying amounts 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.

Critical accounting estimates and assumptions:

There were no judgment or material estimation uncertainties affecting the reported financial performance in the current or prior year.

3 INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Donations and legacies				
Donations	83,748	7,485	91,233	77,414
Grants	-	1,569	1,569	-
Charitable activities				
Attendance fee	77,706	-	77,706	86,419
Neuro rehabilitation	3,660	-	3,660	3,270
Grants	15,000	6,981	21,981	23,082
Other trading activities				
Monthly draw	1,890	-	1,890	1,965
Transportation	7,008	-	7,008	6,015
Investments				
Investment Income	736	-	736	28
Other income				
Profit on sale of assets	9,379	-	9,379	-
	199,127	16,035	215,162	198,193
2022	175,111	23,082	198,193	

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2023

4 TOTAL RESOURCES EXPENDED

	Charitable Activity Costs £	Fundraising Costs £	Total 2023 £	Total 2022 £
Direct Costs				
Wages and salaries	73,706	22,144	95,850	93,058
Consultants	13,176	-	13,176	9,000
Client activities	17,038	-	17,038	18,162
Depreciation and transport costs	11,531	-	11,531	12,926
Computers	9,658	-	9,658	4,781
Premises, cleaning and maintenance	26,043	-	26,043	6,121
Staff recruitment	2,403	-	2,403	2,027
Bad debt provision	600	-	600	(217)
Client other expenditure	434	(25)	409	1,390
	<u>154,589</u>	<u>22,119</u>	<u>176,708</u>	<u>147,248</u>
Support Costs				
Depreciation	3,297	193	3,490	4,554
Utilities and waste disposal	3,970	221	4,191	1,679
Rent	2,653	147	2,800	2,800
Postage, telephone, printing and stationery	3,799	475	4,274	6,510
Insurance, legal and professional	2,087	91	2,178	2,872
Training	703	39	742	484
Other expenditure	1,643	91	1,734	1,559
Fundraising costs	-	2,414	2,414	2,079
Accountancy	3,732	-	3,732	3,589
	<u>21,884</u>	<u>3,671</u>	<u>25,555</u>	<u>26,126</u>
	<u>176,472</u>	<u>25,791</u>	<u>202,263</u>	<u>173,374</u>
2022	<u>141,070</u>	<u>32,304</u>	<u>173,374</u>	

5 EXPENDITURE

	2023 £	2022 £
Net income is stated after charging:		
Depreciation	3,490	4,554
Pension costs	2,267	2,255
Independent examiner fee	2,790	2,780

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2023

6 STAFF COSTS

	2023 £	2022 £
Wages and salaries	93,535	85,350
Social security costs	48	5,452
Superannuation costs	2,267	2,255
	<u>95,850</u>	<u>93,058</u>
	No.	No.
The average number of employees during the year was:	8	6

No employees received remuneration amounting to more than £60,000 (2022: nil).

The total of employee benefits (salary and employer's pension contribution) paid to key management personnel in the year totalled £29,292 (2022: £27,557).

7 TRUSTEES' REMUNERATION AND EXPENSES

During the year none of the Board of Trustees received any remuneration or other benefits (2022: nil).

8 TANGIBLE FIXED ASSETS

	Short-term Leasehold Property £	Motor Vehicles £	Fixtures & Fittings £	Computer Equipment £	Total £
Cost/Valuation					
At 1 April 2022	107,195	66,836	86,086	19,302	279,419
Disposals	-	(49,641)	-	-	(49,641)
As at 31 March 2023	<u>107,195</u>	<u>17,195</u>	<u>86,086</u>	<u>19,302</u>	<u>229,778</u>
Depreciation					
At 1 April 2022	100,820	61,740	81,900	17,084	261,544
Charge for the year	1,594	750	837	1,059	4,240
Disposals	-	(47,020)	-	-	(47,020)
As at 31 March 2023	<u>102,414</u>	<u>15,470</u>	<u>82,737</u>	<u>18,143</u>	<u>218,764</u>
Net Book Value					
As at 31 March 2023	<u>4,781</u>	<u>1,725</u>	<u>3,349</u>	<u>1,159</u>	<u>11,014</u>
As at 31 March 2022	<u>6,375</u>	<u>5,096</u>	<u>4,186</u>	<u>2,218</u>	<u>17,875</u>

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2023

9 DEBTORS

	2023	2022
	£	£
Trade debtors	12,231	19,620
Prepayments and accrued income	2,033	3,424
Other debtors	5,013	1,041
	<u>19,277</u>	<u>24,085</u>

10 CREDITORS: AMOUNTS DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	2,171	1,292
Social security costs and other taxes	390	1,821
Accruals and other creditors	10,243	7,672
	<u>12,804</u>	<u>10,785</u>

11 FUNDS

Movement in Funds - Current year

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
At 1 April 2022	156,379	50,000	22,426	228,805
Incoming resources	199,127	-	16,035	215,162
Outgoing resources	(176,336)	-	(25,927)	(202,263)
Transfers	(56,853)	61,650	(4,797)	-
Balance at 31 March 2023	<u>122,317</u>	<u>111,650</u>	<u>7,737</u>	<u>241,704</u>

Movement in Funds - Previous year

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
At 1 April 2021	133,071	50,000	20,915	203,986
Incoming resources	175,111	-	23,082	198,193
Outgoing resources	(151,803)	-	(21,571)	(173,374)
Transfers	-	-	-	-
Balance at 31 March 2022	<u>156,379</u>	<u>50,000</u>	<u>22,426</u>	<u>228,806</u>

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2023

11 FUNDS (CONTINUED)

Movement in funds - Current year

	Balance at 1 April 2022	Incoming Resources	Outgoing Resources	Transfers	Balance at 31 March 2023
	£	£	£	£	£
Restricted funds					
Phyllis Court Action Group	874	-	(146)	(728)	-
Face of Henley	181	-	(30)	(151)	-
Kitchen Fund	281	-	(59)	(222)	-
Refurbishment Fund	353	-	(74)	(279)	-
Dr Mary Minibus	1,138	-	(175)	(963)	-
Physio Couch	330	-	(55)	(275)	-
Rotunda	278	-	(46)	(232)	-
Brunner Hall Refurbishment	2,459	-	(512)	(1,947)	-
Syder Foundation	2,500	-	-	-	2,500
Henley Town Council - Music	1,806	-	(1,806)	-	-
The Big Give	2,011	-	(2,011)	-	-
The D'Oyly Carte Charitable Trust	700	-	(700)	-	-
Henley Town Council - Neuro	1,140	-	(1,140)	-	-
Invesco Perpetual	2,575	-	(2,575)	-	-
McCarthy & Stone	500	-	-	-	500
Gerald Palmer Trust	2,500	-	(2,000)	-	500
Garden renovation PW	2,000	-	-	-	2,000
Green Hall Foundation	800	-	(800)	-	-
Berkshire Community Foundation - Neuro	-	2,500	(2,426)	-	74
The Hedley Foundation	-	500	(500)	-	-
Prince of Wales Foundation	-	1,981	(1,481)	-	500
Hike for Headway	-	1,775	(912)	-	863
Legacy in J Fostekew's memory	-	2,000	(1,700)	-	300
Berkshire Community Foundation - Garden	-	2,000	(1,500)	-	500
Wokingham United Charities	-	1,569	(1,569)	-	-
The Big Give	-	3,710	(3,710)	-	-
Total restricted funds	22,426	16,035	(25,927)	(4,797)	7,737
Unrestricted funds					
Designated funds					
Salary and Services Fund	50,000	-	-	46,650	96,650
Client Activity Fund	-	-	-	10,000	10,000
Capital Fund	-	-	-	5,000	5,000
Total designated funds	50,000	-	-	61,650	111,650
General funds	156,379	199,127	(176,336)	(56,853)	122,317
Total unrestricted funds	206,379	199,127	(176,336)	4,797	233,967
	228,805	215,162	(202,263)	-	241,704

Analysis of net assets between funds - Current year

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Fixed assets	11,014	-	-	11,014
Net current assets	111,303	111,650	7,737	230,690
	122,317	111,650	7,737	241,704

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2023

11 FUNDS (CONTINUED)

Movement in funds - Prior year

	Balance at 1 April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31 March 2022 £
<u>Restricted funds</u>					
Phylliss Court Action Group	1,093	-	(219)	-	874
Face of Henley	226	-	(45)	-	181
Kitchen Fund	375	-	(94)	-	281
Refurbishment Fund	471	-	(118)	-	353
Dr Mary Minibus	1,517	-	(379)	-	1,138
Physio Couch	413	-	(83)	-	330
Rotunda	347	-	(69)	-	278
Brunner Hall Refurbishment	3,278	-	(819)	-	2,459
Grocers Trust	717	-	(717)	-	-
Syder Foundation	2,500	-	-	-	2,500
Henley Town Council	4,466	-	(2,660)	-	1,806
The Big Give	2,012	2,327	(2,328)	-	2,011
The D'Oyly Carte Charitable Trust	3,500	-	(2,800)	-	700
Henley Town Council	-	5,000	(3,860)	-	1,140
Invesco Perpetual	-	2,575	-	-	2,575
McCarthy & Stone	-	500	-	-	500
Gerald Palmer Trust	-	2,500	-	-	2,500
The Berkshire Nurses and Relief in Sickness Trust & Berkshire Community Foundation	-	6,180	(6,180)	-	-
Garden renovation PW	-	2,000	-	-	2,000
Green Hall Foundation	-	2,000	(1,200)	-	800
Total restricted funds	20,915	23,082	(21,571)	-	22,426
<u>Unrestricted funds</u>					
<u>Designated funds</u>					
Salary Fund	50,000	-	-	-	50,000
Total designated funds	50,000	-	-	-	50,000
General funds	133,071	175,111	(151,803)	-	156,379
Total unrestricted funds	183,071	175,111	(151,803)	-	206,379
Total funds	203,986	198,193	(173,374)	-	228,805

Analysis of net assets between funds - Prior year

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	11,981	-	5,894	17,875
Net current assets	144,398	50,000	16,532	210,930
	156,379	50,000	22,426	228,805

HEADWAY THAMES VALLEY LIMITED

(Registered number: 02509780)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2023

11 FUNDS (CONTINUED)

Restricted Funds comprise:

Syder Foundation

Fund to help cover the cost of Bushcraft visits.

McCarthy & Stone

To help fund the garden landscaping project.

Gerald Palmer Trust

To fund TRX chair exercise sessions.

Garden renovation PW

To help fund the garden landscaping project.

Berkshire Community Foundation - Neuro

To help fund the Neuro-rehabilitation service.

Prince of Wales Foundation

To help fund the garden landscaping project.

Hike for Headway

Donations received to help fund the garden landscaping project.

Legacy in J Fostekew's memory

Donation to help cover the costs of music therapy and a boat trip in 2023-24.

Berkshire Community Foundation - Garden

To help fund the garden landscaping project.

Designated Funds comprise:

Salary and Services Fund

These funds have been earmarked as the provision of cash resources to support staff salaries and client services for 6 months.

Client Activity Fund

To help cover the costs of client activities, such as Art therapy, Music therapy, Tai Chi and Neuro rehabilitation.

Capital Fund

To fund future projects at Brunner Hall.

12 OPERATING LEASE COMMITMENTS

At 31 March 2023 Headway Thames Valley had commitments to make future minimum lease payments under non- cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	2,800	2,800
Later than 1 year and not later than 5 years	5,600	8,400
	<u>8,400</u>	<u>11,200</u>

13 RELATED PARTY DISCLOSURES

Related parties are the Trustees, and there have been no transactions between them and Headway Thames Valley Limited in 2023 (2022: nil).

HEADWAY THAMES VALLEY LIMITED

England & Wales - Charity number 900591

Accounts

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022

Trustees	N J Barter-Walsh R P Gilby R Gilson M P Neal T Satterthwaite K E Milan Angela Lee (Appointed 8 December 2021)
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Company registered number	02509780
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Charity registered number	900591
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Registered office	Fourth Floor Abbots House Abbey Street Reading Berkshire RG1 3BD
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Treasurer	N J Barter-Walsh
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Accountants	James Cowper Kreston Reading Bridge House George Street Reading Berkshire RG1 8LS
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HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report together with the financial statements of Headway Thames Valley Limited (the Charity) for the year ended 31 March 2022. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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).

Since the Charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

CHAIRMAN'S STATEMENT

The most important thing to note this year is huge credit to Jamie and the team for the way they have overseen the beginning of a return to a post-covid way of working, whilst retaining some of the innovations that were necessary during that time. This is critical to succeeding in our charity's mission in turbulent times.

From a fundraising and events perspective it has been fantastic to see a return to planning in-person events, which is something we are looking forward to in the coming year. Despite this restriction, we have received significant and invaluable support from our donors as well as some new grants to support some of the exciting new services, and it is further credit to the team that we have been able to achieve our goal to break even.

We look forward to continuing some exciting progress next year in terms of both the services we are able to offer and the way in which we are able to engage with our community of supporters. There will undoubtedly be more challenges, most notably in terms of financial pressures on individuals and the organisations that support them. We have protected and built on a solid base from which to add our own support.

I would again like to thank all the team - the staff and volunteers and everyone who has supported the charity in the last year.

Tom Satterthwaite
Chairman - Headway Thames Valley

MANAGER'S REPORT

Given the uncertainty faced across the world in 2020-2021, our goal for this year was to get back to steady and consistent service deliveries. Some of the changes we made during the pandemic have remained; for example, our Centre continues to operate 4 days a week rather than 2, working with smaller groups of clients on each day. This originally emerged as a social distancing solution but we soon saw that we were able to deliver a richer service by working in this way.

Furthermore, we have continued to deliver group services on a screen for some of our clients. Prior to the pandemic we would run peer support groups for those with mild or moderate brain injury at various locations across Berkshire and South Oxfordshire. Since moving these groups to a screen, we have managed to group our clients by far more than their home town and again, the service is better for this change.

Having noticed a dip in our referral numbers, we made a conscious effort to interact with historical referrers, such as GP surgeries, local hospitals and social services. We presented to each of them on our post pandemic services and the changes we've made to ensure a safe delivery of support to adults who have suffered an acquired brain injury. We also appointed our first Communications Officer to further ensure those who could benefit from our support are aware of us. We hope this appointment will also strengthen our various fundraising streams.

Last year we launched our Neuro Rehab Service and we have been pleased to pair our amazing clinicians up with a lot of clients who couldn't afford to access a service like this privately, nor was it available through the NHS.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

In the year ahead we will continue to aim for slow and steady growth, aiming to work with everyone in Berkshire and South Oxfordshire who might benefit from our services.

Thank you to everyone who continues to support Headway Thames Valley each year, including our fantastic staff, trustees, volunteers, clients, and supporters.

Jamie Higgins
Manager of Headway Thames Valley

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company, limited by guarantee, incorporated on 8th June 1990 and registered as a charity on 12th July 1990. The charitable company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Directors/Trustees Induction and Training

Most directors/trustees are already familiar with the practical work of the charity, having either a personal involvement or a long-time investment in what it does. Additionally, new directors/trustees are invited and encouraged to attend training sessions offered to familiarise themselves with the charity and how it operates.

Organisational Structure

Headway Thames Valley has a Management Committee which meets at least 8 times a year and is responsible for the strategic direction and policy of the charity. During the year there were 6 Trustees from a variety of backgrounds relevant to the work of the charitable company. A scheme of delegation is in place, and day to day responsibility for the provision of the services at the Resource Centre rests with the Manager.

Key Management Personnel

Key management personnel consists of the Manager, Jamie Higgins, who is responsible for the operations of the charity, reports regularly to the chairman Tom Satterthwaite and attends trustee meetings. Key management personnel are remunerated at appropriate levels and are reviewed on an annual basis by the Trustees.

Network

Headway Thames Valley is affiliated to Headway UK which was formed in 1979. A steering committee was set up and registered Headway National Head Injuries Association as a charitable trust in 1980. In 1989 they became a company limited by Guarantee.

In 1999, Headway UK changed its name from Headway National Head Injuries Association to Headway – the brain injury association. Since 1979 the organisation has increased from one steering committee to over 120 groups and branches throughout the UK. Headway UK is run by its members headed by a Board of Trustees and staff at a Nottingham office and a London office.

Although affiliated to Headway UK and required to pay an affiliation fee, Headway Thames Valley is run entirely independently of Headway UK. However, through the various departments which make up the organisation, Headway Thames Valley gains valuable support and assistance (though not financial) from the national organisation.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Risk Assessment

The directors have considered the major risks which the charitable company faces and confirm that systems have been established to ensure that the necessary actions may be taken.

Objectives and Activities

The charitable company's objectives and principal activities are to:

- Support those with acquired brain injury and their families in the Thames Valley area
- Offer a range of centre based activities
- Play our part in seeking to improve statutory services
- Raise awareness of the causes and effects of acquired brain injury amongst the general public
- Work in partnership with other organisations that strive to improve the lives of those with acquired brain injury.

The main objectives and activities for the year continued to focus on providing as wide a range of services as possible whilst keeping to our budgetary disciplines. We also continued to offer outreach and education services and provide placements for new graduates. The following objectives have been met:

- Working towards meeting or exceeding all Governance Standards set by Headway UK
- Working towards meeting or exceeding NSF Guidelines with particular reference to quality requirements.
- Providing community based rehabilitation and support, help with long term adjustment, social integration, enablement, supporting families and carers and offering long term support
- Operating an effective training and development programme for all staff and volunteers
- Increasing our fundraising efforts

As well as 16 staff and volunteers, Headway Thames Valley has agreements during the year with 4 professional therapists and consultants. Volunteers are recruited from a variety of sources and given appropriate training along with the staff.

Achievements and Performance

While we were extremely proud of the support we provided throughout the pandemic, it has been fantastic to work with a bit more freedom in the last year and engage with many of our clients in a face to face setting once again. We have supported over 120 clients as well as their families and carers. Some of the support we've provided includes 350 hours of Art Therapy, 230 hours of adapted Exercise Classes, 160 hours of Tai chi, 580 hours of Upcycling and 430 hours of Music Therapy all in our centre in Henley.

Other services have continued to be available online, including our Community Groups and Living with Brain Injury Course, where we have delivered 528 hours of education, peer support and advice, facilitated by our Occupational Therapist.

Since launching our Neuro Rehab Service earlier in the year, we have delivered 36 hours of Neuro Psychology, 36 hours of Neuro Physio and 12 hours of Speech and Language Therapy.

Plans for the Future

As noted in our Chairman's statement we aim to achieve modest growth in the next year as we understand and respond to our clients' needs.

Public Benefit

The Trustees confirm that they have complied with the Charities Act 2011 to have due regard to the Charity Commission general guidance on public benefit.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Financial Review

The Charity made an operating surplus in the year of £24,819 (2021: deficit £1,984) , this enhances the charity's having a strong reserves position at the year end of £228,805 of which £206,379 is unrestricted funds and is represented by £181,098 of unrestricted cash reserves.

During the year, the charity received £77,414 in the form of general donations and from fundraising activities (2021: £68,321).

Reserves Policy

The charity has a reserves policy whereby a salary fund has been set up that is earmarked as the provision of cash resources to support staff salaries. The salary reserve of £50,000 (2021: £50,000) is currently at a level to cover these costs for approximately 6 months.

Unrestricted reserves after the salary reserve of £156,379 are deemed sufficient to support the charity's future plans.

This reserves policy is reviewed by the charity annually as part of its budgeting process.

Approved by order of the members of the board of Trustees and signed on their behalf by:



.....
T Satterthwaite
(Chair of Trustees)

Date: 7/12/2022

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

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

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2022

Independent Examiner's Report to the Trustees of ('the Company')

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

Responsibilities and Basis of Report

As the Trustees of the Company (and 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 the Company's accounts 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

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.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:



Dated: 14 December 2022

Darren O'Connor BSc (Hons) FCCA ACA

James Cowper Kreston
Chartered Accountants
Reading Bridge House
George Street
Reading
Berkshire
RG1 8LS

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	4	23,082	77,414	100,496	68,321
Charitable activities	5	-	86,419	86,419	77,099
Other trading activities	6	-	11,250	11,250	2,244
Investments	7	-	28	28	133
Total income		23,082	175,111	198,193	147,797
Expenditure on:					
Charitable activities:	8				
Raising funds		-	32,304	32,304	30,623
Charitable activities		21,571	119,499	141,070	119,158
Total expenditure		21,571	151,803	173,374	149,781
Net movement in funds		1,511	23,308	24,819	(1,984)
Reconciliation of funds:					
Total funds brought forward		20,915	183,071	203,986	205,970
Net movement in funds		1,511	23,308	24,819	(1,984)
Total funds carried forward		22,426	206,379	228,805	203,986

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 11 to 25 form part of these financial statements.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 02509780

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	13	17,875	22,284
		<u>17,875</u>	<u>22,284</u>
Current assets			
Debtors	14	24,085	32,094
Cash at bank and in hand		197,630	160,039
		<u>221,715</u>	<u>192,133</u>
Creditors: amounts falling due within one year	15	(10,785)	(10,431)
Net current assets		<u>210,930</u>	<u>181,702</u>
Total net assets		<u><u>228,805</u></u>	<u><u>203,986</u></u>
Charity funds			
Restricted funds	16	22,426	20,915
Unrestricted funds	16	206,379	183,071
Total funds		<u><u>228,805</u></u>	<u><u>203,986</u></u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....
T Satterthwaite
 (Chair of Trustees)
 Date: 7/12/2022

The notes on pages 11 to 25 form part of these financial statements.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

1. General information

Headway Thames Valley Limited is a registered charity, number 900591, and a charitable company limited by guarantee, number 02509780, incorporated in England and Wales. The address of its registered office is Fourth Floor, Abbots House, Abbey Street, Reading, Berkshire, RG1 3BD.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

2.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page . In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable.
- Donated services and facilities are included at the value to the charitable company where this can be quantified. The value of services provided by volunteers has not been included in these financial statements as it is too difficult to quantify this value with reasonable accuracy.
- Investment income is included when receivable.
- Income from charitable activities relate to grants, these are recorded when the charitable company becomes unconditionally entitled to the grant.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- (i) Expenditure on raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising activities
- (ii) Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- (iii) All costs are allocated between the expenditure categories in the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

2.5 Tangible fixed assets and depreciation

Fixed assets for charity use are capitalised at cost, when acquired, or market value as determined by the directors/trustees where donated. They are stated in the financial statements at original cost/value less depreciation. Fixed assets are not capitalised if the cost is less than £500.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Leasehold improvements	- 25% reducing balance
Minibus	- 25% reducing balance
Fixtures and fittings	- 20% reducing balance
Computer equipment	- 3 years straight line

2.6 Interest receivable

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

2.7 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

2.8 Debtors

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

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

2. Accounting policies (continued)

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

2.11 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2.12 Operating leases

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

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

3. Critical accounting estimates and areas of judgment

In the application of the company's accounting policies, the directors are required to make judgments, estimates and assumptions about the carrying amounts 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.

Critical accounting estimates and assumptions:

There were no judgment or material estimation uncertainties affecting the reported financial performance in the current or prior year.

4. Income from donations and legacies

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	23,082	77,414	100,496	68,321
	<u>23,082</u>	<u>77,414</u>	<u>100,496</u>	<u>68,321</u>
Total 2021	13,510	54,811	68,321	
	<u>13,510</u>	<u>54,811</u>	<u>68,321</u>	

5. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Attendance fee	86,419	86,419	77,099
	<u>86,419</u>	<u>86,419</u>	<u>77,099</u>
Total 2021	77,099	77,099	
	<u>77,099</u>	<u>77,099</u>	

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

6. Other trading activities

Income from fundraising events

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Monthly draw	1,965	1,965	2,175
Transport and goods for centre	6,015	6,015	50
Miscellaneous income	3,270	3,270	19
	<u>11,250</u>	<u>11,250</u>	<u>2,244</u>
Total 2021	<u>2,244</u>	<u>2,244</u>	

7. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Investment income	28	28	133
Total 2021	<u>133</u>	<u>133</u>	

8. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total 2022 £	Total 2021 £
Fundraising	-	32,304	32,304	30,623
Charitable activities	21,571	119,499	141,070	119,158
	<u>21,571</u>	<u>151,803</u>	<u>173,374</u>	<u>149,781</u>
Total 2021	<u>6,100</u>	<u>143,681</u>	<u>149,781</u>	

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

8. Analysis of expenditure on charitable activities (continued)

Summary by fund type (continued)

9. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Fundraising	28,786	3,518	32,304	30,623
Charitable activities	118,462	22,608	141,070	119,158
	<u>147,248</u>	<u>26,126</u>	<u>173,374</u>	<u>149,781</u>
Total 2021	<u>124,901</u>	<u>24,880</u>	<u>149,781</u>	

Analysis of direct costs

	Fundraising 2022 £	Charitable activities 2022 £	Total funds 2022 £	Total funds 2021 £
Wages and salaries	27,396	65,662	93,058	91,580
Consultants	-	27,162	27,162	11,285
Transport costs	-	12,926	12,926	7,529
Computers	-	4,781	4,781	5,423
Premises, cleaning and maintenance	-	6,121	6,121	6,580
Staff Recruitment	-	2,027	2,027	22
Bad debt provision	-	(217)	(217)	517
Other expenditure for clients	1,390	-	1,390	1,965
	<u>28,786</u>	<u>118,462</u>	<u>147,248</u>	<u>124,901</u>
Total 2021	<u>28,543</u>	<u>96,358</u>	<u>124,901</u>	

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

9. Analysis of expenditure by activities (continued)

Analysis of support costs

	Fundraising 2022 £	Charitable activities 2022 £	Total funds 2022 £	Total funds 2021 £
Depreciation	253	4,301	4,554	5,082
Utilities and waste disposal	88	1,591	1,679	2,110
Rent	147	2,653	2,800	2,500
Postage, telephone, printing and stationery	723	5,787	6,510	4,164
Insurance, legal and professional	120	2,752	2,872	3,256
Training	26	458	484	2,265
Other expenditure	82	1,477	1,559	1,565
Fundraising	2,079	-	2,079	826
Accountancy	-	3,589	3,589	3,112
	<u>3,518</u>	<u>22,608</u>	<u>26,126</u>	<u>24,880</u>
Total 2021	<u>2,080</u>	<u>22,800</u>	<u>24,880</u>	

10. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £2,780 (2021 - £2,780).

11. Staff costs

	2022 £	2021 £
Wages and salaries	88,247	83,385
Social security costs	3,291	5,504
Contribution to defined contribution pension schemes	1,520	2,691
	<u>93,058</u>	<u>91,580</u>

The average number of persons employed by the Company during the year was as follows:

	2022 No.	2021 No.
Employees	<u>6</u>	<u>6</u>

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

11. Staff costs (continued)

No employee received remuneration amounting to more than £60,000 in either year.

The total remuneration of key management personnel during the year was £26,754 (2021: £27,557).

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

13. Tangible fixed assets

	Short-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation					
At 1 April 2021	107,195	66,836	86,086	17,459	277,576
Additions	-	-	-	1,843	1,843
At 31 March 2022	<u>107,195</u>	<u>66,836</u>	<u>86,086</u>	<u>19,302</u>	<u>279,419</u>
Depreciation					
At 1 April 2021	98,695	60,042	80,853	15,702	255,292
Charge for the year	2,125	1,698	1,047	1,382	6,252
At 31 March 2022	<u>100,820</u>	<u>61,740</u>	<u>81,900</u>	<u>17,084</u>	<u>261,544</u>
Net book value					
At 31 March 2022	<u>6,375</u>	<u>5,096</u>	<u>4,186</u>	<u>2,218</u>	<u>17,875</u>
At 31 March 2021	<u>8,500</u>	<u>6,794</u>	<u>5,233</u>	<u>1,757</u>	<u>22,284</u>

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Debtors

	2022 £	2021 £
Trade debtors	19,620	28,148
Other debtors	1,041	-
Prepayments and accrued income	3,424	3,946
	<u>24,085</u>	<u>32,094</u>

15. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	1,292	1,189
Social security and other taxes	1,821	1,824
Accruals and deferred income	7,672	7,418
	<u>10,785</u>	<u>10,431</u>

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Designated funds				
Salary fund	50,000	-	-	50,000
	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
General funds				
General Funds	133,071	175,111	(151,803)	156,379
	<u>133,071</u>	<u>175,111</u>	<u>(151,803)</u>	<u>156,379</u>
Total Unrestricted funds	183,071	175,111	(151,803)	206,379
	<u>183,071</u>	<u>175,111</u>	<u>(151,803)</u>	<u>206,379</u>

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

16. Statement of funds (continued)

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Restricted funds				
Phyliss Court Action Group	1,093	-	(219)	874
Face of Henley	226	-	(45)	181
Kitchen Fund	375	-	(94)	281
Refurbishment Fund	471	-	(118)	353
Dr Mary Minibus	1,517	-	(379)	1,138
Physio Couch	413	-	(83)	330
Rotunda	347	-	(69)	278
Brunner Hall Refurbishment	3,278	-	(819)	2,459
Grocers Trust	717	-	(717)	-
Syder Foundation	2,500	-	-	2,500
Henley Town Council	4,466	-	(2,660)	1,806
The Big Give	2,012	2,327	(2,328)	2,011
The D'Oyly Carte Charitable Trust	3,500	-	(2,800)	700
Henley Town Council	-	5,000	(3,860)	1,140
Invesco Perpetual	-	2,575	-	2,575
McCarthy & Stone	-	500	-	500
Gerald Palmer Trust	-	2,500	-	2,500
The Berkshire Nurses and Relief in Sickness Trust & Berkshire Community Foundation	-	6,180	(6,180)	-
Garden renovation PW	-	2,000	-	2,000
Green Hall Foundation	-	2,000	(1,200)	800
	<u>20,915</u>	<u>23,082</u>	<u>(21,571)</u>	<u>22,426</u>
Total of funds	<u><u>203,986</u></u>	<u><u>198,193</u></u>	<u><u>(173,374)</u></u>	<u><u>228,805</u></u>

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

16. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Designated funds				
Salary fund	50,000	-	-	50,000
General funds				
General Funds	142,465	134,287	(143,681)	133,071
Total Unrestricted funds	192,465	134,287	(143,681)	183,071
Restricted funds				
Kitchen Fund	1,423	-	(330)	1,093
Refurbishment Fund	284	-	(58)	226
Dr Mary Minibus	500	-	(125)	375
Physio Couch	628	-	(157)	471
Rotunda	2,023	-	(506)	1,517
Brunner Hall Refurbishment	510	-	(97)	413
Grocers Trust	397	-	(50)	347
Syder Foundation	4,152	-	(874)	3,278
Henley Town Council	717	-	-	717
The Big Give	2,871	-	(2,869)	2
The D'Oyly Carte Charitable Trust	-	500	(500)	-
Henley Town Council	-	2,500	-	2,500
Invesco Perpetual	-	5,000	(534)	4,466
McCarthy & Stone	-	2,010	-	2,010
Gerald Palmer Trust	-	3,500	-	3,500
	13,505	13,510	(6,100)	20,915
Total of funds	205,970	147,797	(149,781)	203,986

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

16. Statement of funds (continued)

Phyllis Court Action Group

This is a donation received that can only be spent on specific items agreed by the action group. The depreciation charge for the year relating to items purchased and capitalised in prior years has been charged to this fund.

The Face of Henley

This fund relates to the donation of a Motomed from the face of Henley. This asset has been capitalised and resources expended relate to the depreciation over its estimated useful life.

Kitchen Fund

This is a donation from the Percy Bilton Charity to fund work carried out on the kitchen. Expenditure charged against this fund relates the depreciation of the kitchen project.

Refurbishment Fund

This fund is a donation from the Big Lottery to fund refurbishment works on the interior of the leasehold premises. The expenditure charged against this fund relates to the depreciation of the refurbishment project

Dr Mary Minibus

This is a donation from Dr Mary Catterall for the purchase of the new minibus. The expenditure against this fund relates to depreciation of the minibus.

Physio Couch

This donation was provided to fund the purchase of a physio couch. It has been expensed and the charge against the fund represents depreciation.

Rotunda

A donation to fund the purchase of a rotunda. Expenditure charged against this fund relates to depreciation of the rotunda.

Brunner Hall Refurbishment

This fund relates to grant funding and donations received for the refurbishment of the charity's leasehold premises at Brunner Hall, Henley. Expenditure charged against this fund relates to the depreciation of these leasehold improvements.

Grocers Trust

Grant for art therapy to cover costs of Art Therapist and art materials.

Wokingham United Charities

Community support for 2 to 4 adults with brain injury

Designated

Salary fund - these funds have been earmarked as the provision of cash resources to support staff salaries.

Syder Foundation

Fund to help cover the cost of Bushcraft visits.

Shanley Foundation

To help fund Tai Chi and Chair exercises.

Henley Town Council

To cover the costs of an art therapist and their supplies.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

16. Statement of funds (continued)

The Big Give

To cover costs of a photographer and art supplies.

The D'Oyly Carte Charitable Trust

To help cover costs for the Neuro rehabilitation service starting in 2021-22.

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Designated funds	50,000	-	-	50,000
General funds	133,071	175,111	(151,803)	156,379
Restricted funds	20,915	23,082	(21,571)	22,426
	<u>203,986</u>	<u>198,193</u>	<u>(173,374)</u>	<u>228,805</u>

Summary of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Designated funds	50,000	-	-	50,000
General funds	142,465	134,287	(143,681)	133,071
Restricted funds	13,505	13,510	(6,100)	20,915
	<u>205,970</u>	<u>147,797</u>	<u>(149,781)</u>	<u>203,986</u>

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	5,894	11,981	17,875
Current assets	16,532	205,183	221,715
Creditors due within one year	-	(10,785)	(10,785)
Total	<u>22,426</u>	<u>206,379</u>	<u>228,805</u>

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

18. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	7,720	14,564	22,284
Current assets	13,195	178,938	192,133
Creditors due within one year	-	(10,431)	(10,431)
Total	<u>20,915</u>	<u>183,071</u>	<u>203,986</u>

19. Operating lease commitments

At 31 March 2022 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	2,800	2,800
Later than 1 year and not later than 5 years	8,400	11,200
	<u>11,200</u>	<u>14,000</u>

20. Related party transactions

Related parties are the trustees and there have been no transactions between them and Headway Thames Valley Limited in 2022 (2021 - Nil).

HEADWAY THAMES VALLEY LIMITED

England & Wales - Charity number 900591

Accounts

Registered number: 02509780
Charity number: 900591

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021

Trustees	N J Barter-Walsh R P Gilby R Gilson (appointed 31 March 2021) M P Neal T J Powell (resigned 11 November 2020) T Satterthwaite K E Milan
Company registered number	02509780
Charity registered number	900591
Registered office	Fourth Floor, Abbots House Abbey Street Reading Berkshire RG1 3BD
Treasurer	N J Barter-Walsh
Accountants	James Cowper Kreston Reading Bridge House George Street Reading Berkshire RG1 8LS

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report together with the financial statements of Headway Thames Valley Limited (the Charity) for the year ended 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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).

Since the Charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

CHAIRMAN'S STATEMENT

The last financial year has brought with it some significant challenges and big changes for Headway Thames Valley with some big personnel changes as well as the challenges presented by Covid-19.

The most significant change outside of the operations has been the stepping down of Trevor Powell as founding chair of Headway Thames Valley after over 30 years in post. I will not attempt to do his contribution justice here – we will mark this properly once we are able to – but suffice to say that the charity is what it is today thanks in significant part to his remarkable endeavours throughout.

We have been lucky to welcome two new trustees to the Board. Nick Barter-Walsh has had a huge positive impact since coming in as Treasurer, and more recently, Rachael Gilson brings her clinical psychology expertise that we had previously benefited from with Trevor.

There are three specific things that I am excited and proud of over the past year for Headway Thames Valley:

- This year we have signed a new 5-year lease with Henley Town Council on the Brunner Hall premises, securing the current Headway Thames Valley Services for years to come.
- We have also made plans and secured funding to provide a new multi-disciplinary neurorehabilitation service, which will enable us to support a wider range and greater number of clients in new ways in the future.
- Underpinning these future-facing plans has been the strength we've been able to show, both with the fundraising efforts and the ways we've continued to support our clients in a difficult environment. This last point is the most significant and the biggest thanks go to the staff and volunteers, who have demonstrated incredible resilience, strength and innovation. Remote services, increasing service days without increasing hours and a reworking of the accounting model are just three examples of this.

The financial pressures on charities such as ourselves related to Covid-19 and the increasingly difficult environment for public funding means that we rely on our supporters now more than ever to allow us to maintain the variety and quality of our services.

I would like to thank all the team, trustees, staff and volunteers and everyone who has supported the charity in the last year.

Tom Satterthwaite
Chairman - Headway Thames Valley

MANAGER'S REPORT

Over the last year, so much of what we have done at Headway Thames Valley has inevitably been dictated by the extreme challenges we have faced due to the Covid-19 pandemic. As a charity working to support people who are vulnerable and often isolated as a result of their brain injuries, it was absolutely vital that we found ways to continue to support people in these unprecedented times.

Thanks to the incredible work of our staff, volunteers and trustees, and within just 2 weeks since our face-to-face services were put on hold, we were able to ensure that all of our clients had access to internet and technology in order to join a range of services we were able to offer on a screen.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

In the following months, we supported over 140 clients as well as their families and carers, made over 600 telephone calls, held more than 200 Zoom calls and facilitated over 250 hours of activities for clients at the Resource Centre when we were able to be open safely between September and December 2020.

We extended the number of days that we run activities in our Centre so that we can limit the number of people accessing the building at any one time, maintaining social distancing and other Covid-19 guidelines. We managed to introduce new activities such as Upcycling/ DIY, Nutrition/ healthy eating, Thai chi and an adapted fitness class.

Further to this, following consultation and feedback from clients, families, clinicians and referral partners we have identified a need for a distinct Neuro Rehabilitation Service for people who have suffered an acquired brain injury. We secured the funding required for a pilot project which will support families in desperate need of some clinical intervention.

In the year ahead we will continue to be flexible and adapt to the constantly changing environment we're working in. In efforts to further diversify our income streams, we will make efforts to increase our communications and build on our relationships with stakeholders.

Thank you to everyone who continues to support Headway Thames Valley each year, including our wonderful staff, trustees, volunteers and supporters.

Jamie Higgins
Manager of Headway Thames Valley

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company, limited by guarantee, incorporated on 8th June 1990 and registered as a charity on 12th July 1990. The charitable company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Directors/Trustees Induction and Training

Most directors/trustees are already familiar with the practical work of the charity, having either a personal involvement or a long-time investment in what it does. Additionally, new directors/trustees are invited and encouraged to attend training sessions offered to familiarise themselves with the charity and how it operates.

Organisational Structure

Headway Thames Valley has a Management Committee which meets at least 8 times a year and is responsible for the strategic direction and policy of the charity. During the year there were 6 Trustees from a variety of backgrounds relevant to the work of the charitable company. A scheme of delegation is in place, and day to day responsibility for the provision of the services at the Resource Centre rests with the Manager.

Key Management Personnel

Key management personnel consists of the Manager, Jamie Higgins, who is responsible for the operations of the charity, reports regularly to the chairman Tom Satterthwaite and attends trustee meetings. Key management personnel are remunerated at appropriate levels and are reviewed on an annual basis by the Trustees.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

Network

Headway Thames Valley is affiliated to Headway UK which was formed in 1979. A steering committee was set up and registered Headway National Head Injuries Association as a charitable trust in 1980. In 1989 they became a company limited by Guarantee.

In 1999, Headway UK changed its name from Headway National Head Injuries Association to Headway – the brain injury association. Since 1979 the organisation has increased from one steering committee to over 120 groups and branches throughout the UK. Headway UK is run by its members headed by a Board of Trustees and staff at a Nottingham office and a London office.

Although affiliated to Headway UK and required to pay an affiliation fee, Headway Thames Valley is run entirely independently of Headway UK. However, through the various departments which make up the organisation, Headway Thames Valley gains valuable support and assistance (though not financial) from the national organisation.

Risk Assessment

The directors have considered the major risks which the charitable company faces and confirm that systems have been established to ensure that the necessary actions may be taken.

Objectives and Activities

The charitable company's objectives and principal activities are to:

- Support those with acquired brain injury and their families in the Thames Valley area
- Offer a range of centre based activities
- Play our part in seeking to improve statutory services
- Raise awareness of the causes and effects of acquired brain injury amongst the general public
- Work in partnership with other organisations that strive to improve the lives of those with acquired brain injury.

The main objectives and activities for the year continued to focus on providing as wide a range of services as possible whilst keeping to our budgetary disciplines. We also continued to offer outreach and education services and provide placements for new graduates. The following objectives have been met:

- Working towards meeting or exceeding all Governance Standards set by Headway UK
- Working towards meeting or exceeding NSF Guidelines with particular reference to quality requirements.
- Providing community based rehabilitation and support, help with long term adjustment, social integration, enablement, supporting families and carers and offering long term support
- Operating an effective training and development programme for all staff and volunteers
- Increasing our fundraising efforts

As well as 16 staff and volunteers, Headway Thames Valley has agreements during the year with 4 professional therapists and consultants. Volunteers are recruited from a variety of sources and given appropriate training along with the staff.

Achievements and Performance

At the start of the Covid-19 crisis it was our priority to continue providing vital and specialist support for people with brain injuries and their families. The changing situation and guidelines meant we had to be flexible and adapt our services to provide the most appropriate support for all our clients depending on their individual and family needs and the external guidelines and requirements at the time.

Over the last year we have supported over 100 clients as well as their families and carers, made over 600 supporting telephone calls, held over 160 Zoom calls and facilitated over 250 hours of activities for clients at the Resource Centre when we were able to be open between September and December 2020.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

We have also adapted outreach services. One to one assessments for new clients were transferred to online video calls, telephone or in person following the safety guidelines depending on the needs and circumstances of the client. We moved our Living with Brain Injury Courses and other regular support groups online to ensure the continuation of these during the last 12 months, providing a further 170 hours of online group support.

Plans for the Future

As noted in our Chairman's statement we aim to achieve modest growth in the next year as we understand and respond to our clients' needs.

Public Benefit

The Trustees confirm that they have complied with the Charities Act 2011 to have due regard to the Charity Commission general guidance on public benefit.

Financial Review

Despite an operating deficit for the year of £1,984, the charity still has a strong reserves position at the year end of £203,986, of which £183,071 is unrestricted funds and is represented by £146,844 of unrestricted cash reserves.

During the year, the charity received £68,321 in the form of general donations and from fundraising activities (2020: £76,519).

Reserves Policy

The charity has a reserves policy whereby a salary fund has been set up that is earmarked as the provision of cash resources to support staff salaries. The salary reserve of £50,000 (2020: £50,000) is currently at a level to cover these costs for approximately 6 months.

Unrestricted reserves after the salary reserve of £133,071 are deemed sufficient to support the charity's future plans.

This reserves policy is reviewed by the charity annually as part of its budgeting process.

Approved by order of the members of the board of Trustees and signed on their behalf by:



Tom Satterthwaite 22 Dec 2021 17:24:33 GMT (UTC +0)

.....
T Satterthwaite
(Chair of Trustees)

Date: 22 December 2021

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

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

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Independent Examiner's Report to the Trustees of Headway Thames Valley Limited ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and Basis of Report

As the Trustees of the Company (and 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 the Company's accounts 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

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.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:



Dated: 23 December 2021

Darren O'Connor BSc (Hons) FCCA ACA

James Cowper Kreston
Chartered Accountants
Reading Bridge House
George Street
Reading
Berkshire
RG1 8LS

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	4	13,510	54,811	68,321	76,519
Charitable activities	5	-	77,099	77,099	96,578
Other trading activities	6	-	2,244	2,244	10,569
Investments	7	-	133	133	698
		<u>13,510</u>	<u>134,287</u>	<u>147,797</u>	<u>184,364</u>
Total income					
Expenditure on:					
Charitable activities:	8				
Raising funds		-	30,623	30,623	32,322
Charitable activities		6,100	113,058	119,158	172,057
		<u>6,100</u>	<u>143,681</u>	<u>149,781</u>	<u>204,379</u>
Total expenditure					
		<u>7,410</u>	<u>(9,394)</u>	<u>(1,984)</u>	<u>(20,015)</u>
Net movement in funds					
Reconciliation of funds:					
Total funds brought forward		13,505	192,465	205,970	225,985
Net movement in funds		7,410	(9,394)	(1,984)	(20,015)
		<u>20,915</u>	<u>183,071</u>	<u>203,986</u>	<u>205,970</u>
Total funds carried forward					

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 11 to 24 form part of these financial statements.

HEADWAY THAMES VALLEY LIMITED**(A Company Limited by Guarantee)****REGISTERED NUMBER: 02509780****BALANCE SHEET
AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	13	22,284	28,296
		<u>22,284</u>	<u>28,296</u>
Current assets			
Debtors	14	32,094	11,980
Cash at bank and in hand		160,039	170,490
		<u>192,133</u>	<u>182,470</u>
Creditors: amounts falling due within one year	15	(10,431)	(4,796)
Net current assets		<u>181,702</u>	<u>177,674</u>
Total net assets		<u>203,986</u>	<u>205,970</u>
Charity funds			
Restricted funds	16	20,915	13,505
Unrestricted funds	16	183,071	192,465
Total funds		<u>203,986</u>	<u>205,970</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

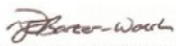
The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


Tom Satterthwaite 22 Dec 2021 17:24:33 GMT (UTC +0)

T Satterthwaite
(Chair of Trustees)
Date: 22 December 2021


Nick Barter-Walsh 22 Dec 2021 17:17:21 GMT (UTC +0)

N J Barter-Walsh
(Trustee)

The notes on pages 11 to 24 form part of these financial statements.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

1. General information

Headway Thames Valley Limited is a registered charity, number 900591, and a charitable company limited by guarantee, number 02509780, incorporated in England and Wales. The address of its registered office is Fourth Floor, Abbots House, Abbey Street, Reading, Berkshire, RG1 3BD.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

2.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page . In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable.
- Donated services and facilities are included at the value to the charitable company where this can be quantified. The value of services provided by volunteers has not been included in these financial statements as it is too difficult to quantify this value with reasonable accuracy.
- Investment income is included when receivable.
- Income from charitable activities relate to grants, these are recorded when the charitable company becomes unconditionally entitled to the grant.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- (i) Expenditure on raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising activities
- (ii) Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- (iii) All costs are allocated between the expenditure categories in the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

2.5 Tangible fixed assets and depreciation

Fixed assets for charity use are capitalised at cost, when acquired, or market value as determined by the directors/trustees where donated. They are stated in the financial statements at original cost/value less depreciation. Fixed assets are not capitalised if the cost is less than £500.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Leasehold improvements	- 25% reducing balance
Minibus	- 25% reducing balance
Fixtures and fittings	- 20% reducing balance
Computer equipment	- 3 years straight line

2.6 Interest receivable

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

2.7 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

2.8 Debtors

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

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

2. Accounting policies (continued)

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

2.11 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2.12 Operating leases

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

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

3. Critical accounting estimates and areas of judgment

In the application of the company's accounting policies, the directors are required to make judgments, estimates and assumptions about the carrying amounts 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.

Critical accounting estimates and assumptions:

There were no judgment or material estimation uncertainties affecting the reported financial performance in the current or prior year.

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

4. Income from donations and legacies

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
General donations	13,510	54,811	68,321	76,519
	<u>13,510</u>	<u>54,811</u>	<u>68,321</u>	
Total 2020	<u>19,564</u>	<u>56,955</u>	<u>76,519</u>	

5. Income from charitable activities

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Attendance fee	77,099	77,099	96,578
	<u>77,099</u>	<u>77,099</u>	
Total 2020	<u>96,578</u>	<u>96,578</u>	

6. Other trading activities

Income from fundraising events

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Monthly draw	2,175	2,175	2,305
Refreshments	-	-	27
Transport and goods for centre	50	50	5,043
Miscellaneous income	19	19	3,194
	<u>2,244</u>	<u>2,244</u>	<u>10,569</u>
Total 2020	<u>10,569</u>	<u>10,569</u>	

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

7. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Investment income	133	133	698
	<u>133</u>	<u>133</u>	<u>698</u>
Total 2020	698	698	
	<u>698</u>	<u>698</u>	

8. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Fundraising	-	30,623	30,623	32,322
Charitable activities	6,100	113,058	119,158	172,057
	<u>6,100</u>	<u>143,681</u>	<u>149,781</u>	<u>204,379</u>
	<u>6,100</u>	<u>143,681</u>	<u>149,781</u>	<u>204,379</u>
Total 2020	28,663	175,716	204,379	
	<u>28,663</u>	<u>175,716</u>	<u>204,379</u>	

9. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Fundraising	28,543	2,080	30,623	32,322
Charitable activities	90,073	29,085	119,158	172,057
	<u>118,616</u>	<u>31,165</u>	<u>149,781</u>	<u>204,379</u>
	<u>118,616</u>	<u>31,165</u>	<u>149,781</u>	<u>204,379</u>
Total 2020	169,748	34,631	204,379	
	<u>169,748</u>	<u>34,631</u>	<u>204,379</u>	

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

9. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Fundraising	Charitable	Total	Total
	2021	activities	funds	funds
	£	2021	2021	2020
		£	£	£
Wages and salaries	26,578	65,002	91,580	115,701
Consultants	-	7,278	7,278	23,933
Transport costs	-	5,251	5,251	15,483
Computers	-	5,423	5,423	5,414
Premises, cleaning and maintenance	-	6,580	6,580	6,599
Staff Recruitment	-	22	22	-
Bad debt provision	-	517	517	743
Other expenditure for clients	1,965	-	1,965	1,875
	<u>28,543</u>	<u>90,073</u>	<u>118,616</u>	<u>169,748</u>
Total 2020	<u>29,370</u>	<u>140,378</u>	<u>169,748</u>	

Analysis of support costs

	Fundraising	Charitable	Total	Total
	2021	activities	funds	funds
	£	2021	2021	2020
		£	£	£
Depreciation	-	7,349	7,349	9,894
Utilities and waste disposal	111	1,999	2,110	3,898
Rent	132	2,368	2,500	2,500
Postage, telephone, printing and stationery	461	3,703	4,164	4,370
Insurance, legal and professional	136	3,120	3,256	2,745
Training	119	2,124	2,243	696
Other expenditure	295	5,310	5,605	5,725
Fundraising	826	-	826	1,252
Accountancy	-	3,112	3,112	3,551
	<u>2,080</u>	<u>29,085</u>	<u>31,165</u>	<u>34,631</u>
Total 2020	<u>2,952</u>	<u>31,679</u>	<u>34,631</u>	

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

10. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £2,780 (2020 - £2,780).

11. Staff costs

	2021 £	2020 £
Wages and salaries	83,385	105,932
Social security costs	5,504	6,751
Contribution to defined contribution pension schemes	2,691	3,018
	<u>91,580</u>	<u>115,701</u>

The average number of persons employed by the Company during the year was as follows:

	2021 No.	2020 No.
Employees	<u>6</u>	<u>7</u>

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the manager. The total remuneration of key management personnel during the year was £27,557 (2020: £27,557).

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

13. Tangible fixed assets

	Short-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation					
At 1 April 2020	107,195	66,836	86,086	16,122	276,239
Additions	-	-	-	1,337	1,337
At 31 March 2021	107,195	66,836	86,086	17,459	277,576
Depreciation					
At 1 April 2020	95,862	57,777	79,544	14,760	247,943
Charge for the year	2,833	2,265	1,309	942	7,349
At 31 March 2021	98,695	60,042	80,853	15,702	255,292
Net book value					
At 31 March 2021	8,500	6,794	5,233	1,757	22,284
At 31 March 2020	11,333	9,059	6,542	1,362	28,296

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

14. Debtors

	2021 £	2020 £
Trade debtors	28,148	7,356
Prepayments and accrued income	3,946	4,624
	<u>32,094</u>	<u>11,980</u>

15. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,189	657
Social security and other taxes	1,824	-
Accruals and deferred income	7,418	4,139
	<u>10,431</u>	<u>4,796</u>

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Designated funds				
Salary fund	50,000	-	-	50,000
General funds				
General Funds	142,465	134,287	(143,681)	133,071
Total Unrestricted funds	192,465	134,287	(143,681)	183,071
Restricted funds				
Phylliss Court Action Group	1,423	-	(330)	1,093
Face of Henley	284	-	(58)	226
Kitchen Fund	500	-	(125)	375
Refurbishment Fund	628	-	(157)	471
Dr Mary Minibus	2,023	-	(506)	1,517
Physio Couch	510	-	(97)	413
Rotunda	397	-	(50)	347
Brunner Hall Refurbishment	4,152	-	(874)	3,278
Grocers Trust	717	-	-	717
Wokingham United Charities	2,871	-	(2,869)	2
Shanley Foundation	-	500	(500)	-
Syder Foundation	-	2,500	-	2,500
Henley Town Council	-	5,000	(534)	4,466
The Big Give	-	2,010	-	2,010
The D'Oyly Carte Charitable Trust	-	3,500	-	3,500
	13,505	13,510	(6,100)	20,915
Total of funds	205,970	147,797	(149,781)	203,986

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

16. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Designated funds				
Salary fund	50,000	-	-	50,000
General funds				
General Funds	153,381	164,800	(175,716)	142,465
Total Unrestricted funds	203,381	164,800	(175,716)	192,465
Restricted funds				
Sobell Foundation	6,500	-	(6,500)	-
Postcode lottery	3,099	-	(3,099)	-
Phyllis Court Action Group	1,779	-	(356)	1,423
Face of Henley	355	-	(71)	284
Kitchen Fund	667	-	(167)	500
Refurbishment Fund	837	-	(209)	628
Dr Mary Minibus	2,697	-	(674)	2,023
Physio Couch	638	-	(128)	510
Rotunda	496	-	(99)	397
Brunner Hall Refurbishment	5,536	-	(1,384)	4,152
Grocers Trust	-	2,870	(2,153)	717
Wokingham United Charities	-	4,919	(2,048)	2,871
Bushcraft	-	500	(500)	-
HTC Floor	-	570	(570)	-
HTC Photography	-	1,200	(1,200)	-
HTC Music Therapy	-	5,000	(5,000)	-
Good Exchange	-	4,505	(4,505)	-
	22,604	19,564	(28,663)	13,505
Total of funds	225,985	184,364	(204,379)	205,970

HEADWAY THAMES VALLEY LIMITED
(A Company Limited by Guarantee)

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

16. Statement of funds (continued)

Phyllis Court Action Group

This is a donation received that can only be spent on specific items agreed by the action group. The depreciation charge for the year relating to items purchased and capitalised in prior years has been charged to this fund.

The Face of Henley

This fund relates to the donation of a Motomed from the face of Henley. This asset has been capitalised and resources expended relate to the depreciation over its estimated useful life.

Kitchen Fund

This is a donation from the Percy Bilton Charity to fund work carried out on the kitchen. Expenditure charged against this fund relates the depreciation of the kitchen project.

Refurbishment Fund

This fund is a donation from the Big Lottery to fund refurbishment works on the interior of the leasehold premises. The expenditure charged against this fund relates to the depreciation of the refurbishment project

Dr Mary Minibus

This is a donation from Dr Mary Catterall for the purchase of the new minibus. The expenditure against this fund relates to depreciation of the minibus.

Physio Couch

This donation was provided to fund the purchase of a physio couch. It has been expensed and the charge against the fund represents depreciation.

Rotunda

A donation to fund the purchase of a rotunda. Expenditure charged against this fund relates to depreciation of the rotunda.

Brunner Hall Refurbishment

This fund relates to grant funding and donations received for the refurbishment of the charity's leasehold premises at Brunner Hall, Henley. Expenditure charged against this fund relates to the depreciation of these leasehold improvements.

Grocers Trust

Grant for art therapy to cover costs of Art Therapist and art materials.

Wokingham United Charities

Community support for 2 to 4 adults with brain injury

Designated

Salary fund - these funds have been earmarked as the provision of cash resources to support staff salaries.

Syder Foundation

Fund to help cover the cost of Bushcraft visits.

Shanley Foundation

To help fund Tai Chi and Chair exercises.

Henley Town Council

To cover the costs of an art therapist and their supplies.

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16. Statement of funds (continued)

The Big Give

To cover costs of a photographer and art supplies.

The D'Oyly Carte Charitable Trust

To help cover costs for the Neuro rehabilitation service starting in 2021-22.

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Designated funds	50,000	-	-	50,000
General funds	142,465	134,287	(143,681)	133,071
Restricted funds	13,505	13,510	(6,100)	20,915
	<u>205,970</u>	<u>147,797</u>	<u>(149,781)</u>	<u>203,986</u>

Summary of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Designated funds	50,000	-	-	50,000
General funds	153,381	164,800	(175,716)	142,465
Restricted funds	22,604	19,564	(28,663)	13,505
	<u>225,985</u>	<u>184,364</u>	<u>(204,379)</u>	<u>205,970</u>

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	7,720	14,564	22,284
Current assets	13,195	178,938	192,133
Creditors due within one year	-	(10,431)	(10,431)
Total	<u>20,915</u>	<u>183,071</u>	<u>203,986</u>

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18. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	9,901	18,395	28,296
Current assets	3,604	178,866	182,470
Creditors due within one year	-	(4,796)	(4,796)
Total	13,505	192,465	205,970

19. Operating lease commitments

At 31 March 2021 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	2,800	2,500
Later than 1 year and not later than 5 years	11,200	-
	14,000	2,500

20. Related party transactions

Related parties are the trustees and there have been no transactions between them and Headway Thames Valley Limited in 2021 (2020 - Nil).