

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
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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
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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
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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
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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
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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
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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
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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
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**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>

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**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
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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
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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
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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
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**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
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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).