

Charity registration number 1063221

Company registration number 3331865 (England and Wales)

HEADWAY CARDIFF AND SOUTH EAST WALES

**ANNUAL REPORT AND INDEPENDENTLY EXAMINED
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2023

HEADWAY CARDIFF AND SOUTH EAST WALES

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HEADWAY CARDIFF AND SOUTH EAST WALES

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2023

Chair's Report

The last year has been one of the most significant in our history with the much-anticipated move from our long-standing home in Rookwood Hospital, Llandaff to our new centre in University Hospital Llandough. Thanks to the careful planning and hard work of our staff, the backing of loyal supporters Hugh James and Case Management Cymru, and substantial investment by Cardiff and the Vale University Health Board, we have the ideal new home, and the move has been a resounding success. We were delighted to be able to welcome many of our friends and supporters to the centre to celebrate its launch with Suzanne Rankin, CEO of the Health Board, and AM Eluned Morgan, Cabinet Member for Health and Social Services.

With a new base, and COVID-19 presenting less of an immediate threat, we have been able to resume many of our popular Independence and Wellbeing Centre and Carer activities including trips out on the Willow Trust canal boat, to Barry Island, for meals out, 10 pin bowling and indoor climbing, and drama sessions with Spectacle Theatre Company. We have also introduced some new activities such as kurling and Rise gentle exercise sessions. 98 people have participated in this service.

We have continued the most popular of our weekly community walking/wheeling groups and currently offer 4 across Southeast Wales. 127 people with acquired brain injury and their carers have taken part in these groups.

The demand for our Information and Outreach remains constant with 421 people with acquired brain injury and their carers accessing this. Assisting with benefit applications and renewals continues to be vital to the service with the team supporting 101 people.

Demand for our counselling service continued to outstrip the sessions which volunteer counsellor, Jo Pickford was able to provide. The Jenour Foundation generously provided a grant which enabled us to contract an experienced freelance counsellor to assist. 23 people with acquired brain injury and their carers received this service.

Our Cardiff University Psychology Placement Students continue to be an invaluable asset, such that we expanded the number of places offered to 14. We are pleased our association continues after their placement has ended, with some becoming employees.

We are grateful to all our loyal fundraisers and supporters who provide us with security for our future, in particular: Hugh James for their generous and substantial sponsorship towards both our Information and Outreach Officer posts; Aneurin Bevan University Health Board for funding towards our Gwent Information and Outreach Officer post; and Cardiff and Vale University Health Board for their continued provision of accommodation and utilities. There are many other individuals and companies who we are indebted to for their generous support. Among these are Case Management Cymru, Chris Case and the Rugby Select XV, and the Forum for the Built Environment.



Mr A Harding - Chair

Date: 4/10/2023

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Principal objectives of the charity to:

- increase awareness and understanding of ABI and its consequences;
- provide information and support for people with ABI, their families and carers and professional people;
- promote improved approaches to brain injury screening, acute care, assessment, rehabilitation and community reintegration;
- assist people with ABI to maximise their independence;
- support those with ABI so that they can attain the highest possible quality of life.

Principal activities of the charity

Information and Outreach Service

Our 1.8 Information & Outreach Officers liaise with professionals, acting as our referral point, providing the following one to one support to around 450 people with brain injuries and their families a year:

- information;
- signposting;
- emotional support;
- practical assistance including help to access individual grants;
- help to apply for Welfare Benefits and to appeal decisions;
- support to access external opportunities such as education, training, volunteering and employment.

Counselling Service

Our trained and registered volunteer and freelance counsellors provide weekly sessions to individuals and their families to help them to come to terms with, and cope with, some of the difficulties they are having because of acquired brain injury.

Social and Activity Groups

Our staff, supported by placement students and volunteers, run 4 weekly community walking/wheeling groups, and a monthly family and carers support group, providing peer-to-peer support to enable people to develop their networks and avoid isolation.

Independence and Wellbeing Centre

Our 3.3 Independence & Wellbeing staff team, and volunteers and placement Psychology students, co-ordinate a 5 day-a-week Independence and Wellbeing Centre, aiming to meet people with ABI's social and emotional needs. The sessions offer a programme of activity, and a safe and supportive environment, in which people requiring more intensive, structured support can practice, maintain, and develop their skills and independence while benefiting from peer-to-peer support. There is a charge for this service, often subsidised by Social and Health Services.

Information and Training Services

Information and training on acquired brain injury can be provided for paid and unpaid carers, social workers and professionals working with people with ABI.

We also give talks to community organisations to raise awareness of the issues surrounding ABI and the work of our charity (e.g., Rotary Clubs, Church groups and schools).

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Volunteering

Headway Cardiff and South East Wales relies on volunteers and placement Psychology students to enhance its Independence and Wellbeing Centre and community Groups. They provide one-to-one time with service users as well as planning and facilitating group activities such as discussions, quizzes, and games. They provide practical support with preparing refreshments and setting up and clearing away after sessions. Volunteers also assist with fundraising and with the management of our organisation through our Board of Trustees.

Our volunteers are made up of loyal, long serving volunteers as well as students and young people wishing to contribute to the organisation, whilst developing their experience and skills. Often, they move on to occupations in health or social care, bringing with them the understanding of acquired brain injury and Headway Cardiff and South East Wales gained.

All volunteers go through a selection, induction, and training process, and are data barring and reference checked.

44 individuals volunteered for the charity, including 14 Psychology Placement Students. In total contributing 6,161 hours to the charity.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the objectives they have set.

Achievements and performance

Independence and Wellbeing Centre

We have run 4 sessions a week from our centre in University Hospital Llandough and 1 weekly session from Trehafod Community Centre. Each session has targeted different needs and included 2 sessions for people with mixed needs who benefit from some structured activities, a session for people with high personal care needs and complex disabilities, a session for people with communication issues who require a slower paced, quieter session to participate, a social session for people who like to be self-determining. 98 people have participated in this service.

Community Groups

We have run 4 weekly Community Walking/Wheeling groups from: Pontcanna Fields, Cardiff; Barry Sidings, Rhondda Cynon Taff; Tredegar Park, Newport; and Pontypool Park, Torfaen and a monthly family and carers group. 105 people with brain injuries, and 22 carers, have participated in these.

Counselling Service

23 individuals benefitted from our Counselling Service, delivered by fully qualified counsellors, with specialist experience in Brain Injury, representing over a 53% increase on last year. Funding from the Jenour Foundation enabled us to expand this service.

Information and Outreach

Our Information and Outreach Service supported 354 individuals with Brain Injury, and 67 family members, a rise of 5.5% on 2021/2022. Of these, 186 were new to the service. 101 people have been supported with welfare benefits advice, a 3% increase on 2021/2022. 66 people were assisted to complete benefit applications, 53% of which have been successful, 1.1% unsuccessful, and in 22.5% of cases we have not been informed of the outcome, 22.5% of these cases are ongoing.

Music Therapy

Through our partnership with Nordorff Robbins, we have offered singing sessions and one-to-one Music Therapy sessions. 31 individuals participated in these sessions and 42 people in weekly and monthly group sessions.

HEADWAY CARDIFF AND SOUTH EAST WALES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Fundraising and Communications

Since the departure of our Fundraising and Communications Manager, all internal fundraising activities are coordinated by our CEO, assisted by our Administrator (Fundraising). We are fortunate that we have numerous supporters who undertake fundraising activities in aid of our charity. We make use of online giving platforms, but do not use external professional funders to fundraise on our behalf.

We are registered with the Fundraising Regulator and adhere to their standards. We have not received any complaints about our fundraising activities this year. We have Privacy, Safeguarding, Gift and Money Management Policies and Procedures to ensure vulnerable people and other members of the public are protected from unreasonably intrusive or persistent behaviour or are unduly pressured to give money or other property.

We are enormously grateful to those who have supported us through grants, fundraising and giving, in particular: Cardiff and Vale University Health Board for providing us with accommodation and utilities and in particular for all the resource, time and hard work they have invested in our new centre at University Hospital Llandough; Hugh James for their substantial sponsorship towards both our Information and Outreach Officer; Aneurin Bevan University Health Board for funding towards our Gwent Information and Outreach Officer post.

We are grateful for grants from: Aviva, C3SC, Jenour Foundation, Gwent Voluntary Service, Interlink, ICF Capital fund, and to the following companies for corporate sponsorship towards our new centre and for events: Case Management Cymru, Hugh James, and Slater and Gordon.

Other supporters included our fundraising committee members, Anu, Amy, Charlotte, Charlotte, Dannielle, Gemma, Linda, Rhian, Sion, and Steve, and their companies Case Management Cymru, Hugh James, Irwin Mitchell, Slater Gordon, and Thompsons. Some of the many other individuals and companies who we are indebted to include Radyr & Morganstown Festival Committee, Aneurin Bevan University Hospital Community Neuro Rehab Team, Asda Coryton, Jayne Hicks and the Cathays Conservative Club, Port Electro Club, Radyr Primary School, Bryn Deri Primary School, Penarth Seniors Club, USW Psychology Society, Radyr & Morganstown Women's Institute, Lisa Powell, Megan Webber, Justin Evans, Darren Green, Kathryn Jones, Tamlyn Palmer, Emily Brennan, Rhian Jones, Claire Protheroe-Jones, Kristian Latosinski, Damia Griffiths, Chloe Simon, Matthew Grant, Rebecca Oats, Peter Williams and family, the Hugh James Neuro team: Cari, Ellis, Anu, Charlotte, Joy, Carlos, Robert and Gareth, and to Paul Rattle, Howard Davies, David Ackland, and Michael Jones and the loving families they have left behind and Robert Lesurf for his generous legacy. Laura and the Forum of the Built Environment deserve a special mention for raising significant funds for us as their charity of the year, as do Chris Case and the Rugby Select XV for their substantial and ongoing fundraising efforts.

We have increased our Twitter followers to 1,789, an increase of 3% on last year (2021/2022: 1,729). We currently have 1,633 Facebook followers, an increase of 10.5% (2021/2022: 1,476). Our Instagram account has 918 followers, an increase of 17% (2021/22: 784).

Collaboration

Working to establish links with other organisations is a priority for us. We have been fortunate to have partnered with Nordoff Robbins, Music Therapy Charity, which has significantly enhanced our services and the support we can offer to people with acquired brain injury.

We have benefited from our close links through regular referrals, communication, and meetings with ward and therapy staff within Cardiff & the Vale University Health Board's Neurological wards, specialist inpatient Neurology Rehabilitation service, Community Brain Injury Team, and Community Neuro Rehabilitation Service, the Welsh Specialist Neurological Psychiatry Service and Aneurin Bevan University Health Board Community Neuro Rehabilitation Service.

HEADWAY CARDIFF AND SOUTH EAST WALES

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

Financial review

The Statement of Financial Activities is set out on page 10 of the financial statements. Total income amounted to £444,831 (2022: £321,527) with total expenditure at £382,917 (2022: £333,539).

Overall, this resulted in a net year end surplus of £61,914 (2022: deficit £12,012) of which £57,305 related to unrestricted funds (2022: deficit of £6,741). Donations and legacies totalled £103,244 (2022: £63,669).

At 31 March 2023 the net assets shown on the Balance Sheet as set out on page 11 amounted to £554,617 (2022: £492,703). Free reserves totalled £442,950 (2022: £361,733).

The trustees are satisfied that Headway Cardiff and South East Wales has a sound financial base from which to continue to provide its services to the community.

Principal funding sources

The main sources of funding for the charity are currently by way of spot contracts from Social Services departments and Health Boards across South East Wales – 53%; donations, gifts and legacies – 27%, corporate sponsorship – 11%, grants – 7%, charitable fundraising (fundraising events, sales, and box collections) – 1%, investments – 1%.

Investment policy

The Board takes a cautious approach to investment. Currently reserves are invested in savings accounts. The best rates of interest were sought when selecting these accounts. The organisation strives to protect these reserves by distributing them over several institutions and maintain balances below the Financial Services Compensation Scheme deposit protection limit of £85,000.

Reserves policy

In usual circumstances, the trustees consider that, on 31 March each year, the free cash reserves (unrestricted funds less designated funds and tangible fixed assets) held by the charity should broadly represent between 9 - 12 months of the ordinary ongoing expenditure. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding or change in circumstances.

We forecast expenditure of £370,659 in 2022/2023 with a shortfall in income of £26,155. It is for circumstances such as these, that we hold reserves. Our current free reserves of £442,950 represent 14 months' running costs for the organisation based on the 2022/2023 expenditure forecast.

The Trustees have allocated £30,000 of our reserves to a designated fund to cover costs associated with our move from the Rookwood Hospital site to the University Hospital of Wales Llandough site alongside a designated fund of £32,994 to cover current redundancy liabilities.

Future Plans

Our focus for 2023/2024 will be to:

- Develop support and social opportunities offered to carers;
- Facilitate focused sessions to assist service users to develop specific skills around resilience, independence, and wellbeing;
- Improve current systems, processes, training, and documentation to ensure they comply with legal requirements and are streamlined and efficient;
- Deliver successful and profitable fundraising events.

HEADWAY CARDIFF AND SOUTH EAST WALES

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

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12 March 1997 and registered as a charity on 5 July 1997. The 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.

In the event of the company being wound up, members are required to contribute an amount not exceeding £10. Headway Cardiff and South East Wales is affiliated to Headway, the brain injury association.

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law. Recruitment of new trustees is the responsibility of the existing trustees and can be through personal networks or advertising more widely. The trustees are also responsible for the election of the Charity's Chairman, Secretary and Treasurer.

Under the requirements of the Articles of Association, one third of the trustees must retire by rotation at each Annual General Meeting (AGM) and, if they are still eligible, may offer themselves for re-election at the same meeting. Jeff Mayle, Vicky Richards and Peter Mayle retire by rotation at the next AGM and, being eligible, may offer themselves for re-election. The charity's role is to provide services for brain injured people and consequently the trustees feel it is important to have at least one person who has suffered a brain injury on the board of trustees. There are currently two brain injury survivors on the board.

Two of our trustees also volunteer within our services and consequently have firsthand experience of them.

Trustee induction and training

New trustees are provided with: a copy of the Charity Commission's publication "The Essential Trustee: What you need to know"; the Trustee Code of Conduct, which they are asked to sign; and attend an induction meeting which covers:

- the obligations of trustees;
- the main documents which set out the operational framework of the charity, including the Memorandum and Articles;
- resourcing and the current financial position;
- future plans and objectives, including the Business Plan.

Organisational Structure

A board of at least four trustees meets monthly to administer the Charity. During the year ended 31 March 2023, the trustees were those listed on page 15. No trustee has any beneficial interest in the company. All trustees give their time freely and no trustee received remuneration in the year.

The trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. Details of key management personnel benefits and any related party transactions are disclosed in notes 11 and 20 of the accounts.

At 31 March 2023 the charity employed 12 staff, details of whom are as follows:

- 1 x Chief Executive Officer (CEO) (1 post)
- 0.8 x Director of Services (1 post)
- 1 x Independence and Wellbeing Manager (1 post)
- 2.3 x Independence and Wellbeing Officer (3 posts)
- 1.8 x Information and Outreach Officers (2 posts)
- 2.1 x Admin Assistants (3 posts)

HEADWAY CARDIFF AND SOUTH EAST WALES

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

Overseen by the board of Trustees, the CEO is responsible for the charity's operations, and its organisational policies and strategic development. The Director of Services is responsible for the delivery and development of safe and high-quality service, and service user welfare. Both managers share responsibility for staff and volunteer management and supervision, and compliance, processes, and service development within their areas.

Risk Management

The trustees conduct regular reviews of the major risks to which the charity is exposed.

Significant risks identified include trustee succession; management capacity; over-reliance on key staff; viability of community venues hired; and the external environment. Actions have been taken, or are planned, to mitigate these.

Activity and individual service user risk assessments are carried out by our staff as required. Procedures are in place to ensure compliance with the health and safety of staff, volunteers, service users and visitors and adequate public, employee and legal insurance is in place.

We continue to comply with Headway National Standards to ensure consistent quality of delivery for all operational and service aspects of the charity.

HEADWAY CARDIFF AND SOUTH EAST WALES

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

Reference and Administrative details

Name	Headway Cardiff and South East Wales
Charity registration number	1063221
Company registration number	3331865
Registered office	Two Central Square Central Square Cardiff CF10 1FS
Trustees	Mr A Harding (Chair) Ms N Sinclair (Treasurer)- appointed 22 November 2022 Ms L Green (Secretary) – appointed 9 September 2022 Ms A Culverwell Mrs V Richards Mr P Mayle Mr Jeff Mayle Mrs J Pickford Mrs S A Jones Ms C Sowden-Taylor Ms P A Derbyshire – resigned 9 September 2022 Mrs R M Wysome – resigned 9 November 2022 Mr C Brown - co-opted 15 May 2023
Secretary	Ms L Green
Bank	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent Examiner	Claire Thompson FCCA DChA Azets Audit Services Statutory Auditors Ty Derw Lime Tree Court Cardiff Gate Business Park CARDIFF CF23 8AB

The Trustees report was approved by the Board of Trustees.


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N Sinclair - Treasurer

Dated: 4.10.2023 .

HEADWAY CARDIFF AND SOUTH EAST WALES

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEADWAY CARDIFF AND SOUTH EAST WALES

I report to the trustees on my examination of the financial statements of Headway Cardiff and South East Wales (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies.

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

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

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

Claire Thompson

Claire Thompson FCCA DChA

Azets Audit Services

Ty Derw, Lime Tree Court

Cardiff Gate Business Park

Cardiff

CF23 8AB

United Kingdom

Dated: 04-10-2023

HEADWAY CARDIFF AND SOUTH EAST WALES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Notes							
Income and endowments from:							
Donations and legacies	3	103,244	-	103,244	63,669	-	63,669
Charitable activities	4	215,998	95,973	311,971	153,012	68,633	221,645
Other trading activities	5	26,571	-	26,571	34,759	-	34,759
Investments	6	3,045	-	3,045	1,436	-	1,436
Other income	7	-	-	-	18	-	18
Total Income		348,858	95,973	444,831	252,894	68,633	321,527
Expenditure on:							
Raising funds	8	23,906	-	23,906	20,492	-	20,492
Charitable activities	9	272,486	85,502	357,988	239,108	73,939	313,047
Other	13	1,023	-	1,023	-	-	-
Total expenditure		297,415	85,502	382,917	259,600	73,939	333,539
Net incoming/(outgoing) resources before transfers		51,443	10,471	61,914	(6,706)	(5,306)	(12,012)
Gross transfers between funds		5,862	(5,862)	-	(35)	35	-
Net income/(expenditure) for the year/							
Net movement in funds		57,305	4,609	61,914	(6,741)	(5,271)	(12,012)
Fund balances at 1 April 2022		480,805	11,898	492,703	487,546	17,169	504,715
Fund balances at 31 March 2023		538,110	16,507	554,617	480,805	11,898	492,703

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HEADWAY CARDIFF AND SOUTH EAST WALES

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	14		32,166		9,648
Current assets					
Debtors	15	44,986		25,762	
Cash at bank and in hand		496,678		465,531	
		<u>541,664</u>		<u>491,293</u>	
Creditors: amounts falling due within one year	16	<u>(19,213)</u>		<u>(8,238)</u>	
Net current assets			522,451		483,055
Total assets less current liabilities			<u>554,617</u>		<u>492,703</u>
Income funds					
Restricted funds	19		16,507		11,898
Unrestricted funds			538,110		480,805
			<u>554,617</u>		<u>492,703</u>


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

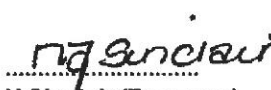
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The accounts were approved by the Trustees on 4th October 2023


Mr A Harding (Chairman)
Trustee


N Sinclair (Treasurer)

Company Registration No. 3331865

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Headway Cardiff and South East Wales is a private company limited by guarantee incorporated in England and Wales. The registered office is Two Central Square, Central Square, Cardiff, CF10 1FS.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

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

1.4 Income

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

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

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

Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

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

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Sponsorship income is credited to the Statement of Financial Activities in the year in which the sponsorship relates.

Attendance and counselling fees are recognised in the period to which the service is provided.

Fundraising income is recognised when the event takes place with any amounts received in advance deferred.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Capital grants are released to the SOFA in the year of receipt. Fixed assets relating to capital grants are capitalised, and depreciation charged is offset against the grant income, in a restricted fund.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure on raising funds relates to the costs in relation to generating income such as fundraising activities.

Expenditure on charitable activities includes all costs relating to the furtherance of the charity's objectives as stated in the trustees report and their associated support costs.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Office equipment	15% & 33% straight line
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1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

HEADWAY CARDIFF AND SOUTH EAST WALES

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

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of the ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Derecognition of financial liabilities

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

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

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

1.11 Retirement benefits

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

1.12 Valuation of gifts in kind

This is based on a valuation in June 2016 by a qualified professional valuer.

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.13 Taxation

As a registered charity, Headway Cardiff and South East Wales is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	92,244	63,669
Legacies receivable	11,000	-
	<u>103,244</u>	<u>63,669</u>

Included in donations, is £39,540 (2022: £39,540) in respect of free accommodation, lighting and heating made available to the organisation by Cardiff and Vale University Health Board.

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	2023 £	2022 £
Corporate sponsorship	51,400	34,000
Attendance fees	208,676	151,822
Counselling	1,185	940
Grants receivable	50,710	34,883
	<u>311,971</u>	<u>221,645</u>
Analysis by fund		
Unrestricted funds	215,998	153,012
Restricted funds	95,973	68,633
	<u>311,971</u>	<u>221,645</u>
Grants		
GVS	10,000	-
ICF	-	5,675
Aneurin Bevan University Health Board	21,942	27,428
Aviva Community Fund	2,902	-
Bruce Wake Charitable Trust	1,000	-
People's Postcode Lottery	7,500	500
Jenour Foundation	6,000	-
C3SC Family & Friends	1,366	-
C3SC Winter Pressures	-	1,280
	<u>50,710</u>	<u>34,883</u>

5 Other trading activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Charitable fundraising	<u>26,571</u>	<u>34,759</u>

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	3,045	1,436

7 Other income

	Total Unrestricted funds	Total Unrestricted funds
	2023	2022
	£	£
Other income	-	18

8 Raising funds

	Unrestricted funds	Total
	2023	2022
	£	£
Fundraising events	6,062	4,019
Staff costs	17,844	16,473
	23,906	20,492

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Charitable activities

	2023 £	2022 £
Staff costs	238,548	227,146
Independence and wellbeing centre	18,402	10,830
Groups, activities and carers	1,021	264
Advertising, marketing and publications	-	509
Counselling	2,975	1,350
Staff training	2,945	1,867
Travelling and subsistence	3,182	2,344
Volunteers	6,936	5,139
	<u>274,009</u>	<u>249,449</u>
Share of support costs (see note 10)	81,459	61,733
Share of governance costs (see note 10)	2,520	1,865
	<u>357,988</u>	<u>313,047</u>
Analysis by fund		
Unrestricted funds	272,486	239,108
Restricted funds	85,502	73,939
	<u>357,988</u>	<u>313,047</u>

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Depreciation	7,029	-	7,029	5,168	-	5,168
Rent, rates, light and heat	39,540	-	39,540	39,540	-	39,540
Postage, stationery and publications	4,081	-	4,081	2,515	-	2,515
IT maintenance and development	12,010	-	12,010	7,933	-	7,933
Small consumable equipment	14,063	-	14,063	782	-	782
Insurance, legal and professional fees	1,452	-	1,452	2,128	-	2,128
Telephone and internet	2,573	-	2,573	2,386	-	2,386
Recruitment	257	-	257	546	-	546
Sundry expenses	454	-	454	735	-	735
Independent examiners fees	-	2,520	2,520	-	1,865	1,865
	<u>81,459</u>	<u>2,520</u>	<u>83,979</u>	<u>61,733</u>	<u>1,865</u>	<u>63,598</u>
Analysed between						
Charitable activities	<u>81,459</u>	<u>2,520</u>	<u>83,979</u>	<u>61,733</u>	<u>1,865</u>	<u>63,598</u>

Included in rent, rates, light and heat, is £39,540 (2022: £39,540) in respect of free accommodation, lighting and heating made available to the organisation by Cardiff and Vale University Health Board.

Governance costs includes payments to the independent examiners of £2,520 (2022: £1,865).

11 Trustees

No trustee received any remuneration or reimbursement of expenses from the charity during the current or prior year.

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Staff	13	13

Employment costs

	2023 £	2022 £
Wages and salaries	234,535	223,707
Social security costs	15,291	14,138
Other pension costs	6,566	5,774
	256,392	243,619

No termination payments were made in the year (2022: £nil).

Key Management Personnel

The total amount of employee benefits (including salary, employers national insurance and pension contributions) received by the key management personnel for their services to the charity during the year totalled £85,957 (2022: £56,096).

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

13 Other

	Unrestricted funds	Total
	2023 £	2022 £
Net loss on disposal of tangible fixed assets	1,023	-

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

14 Tangible fixed assets

	Office equipment £
Cost	
At 1 April 2022	37,117
Additions	30,611
Disposals	(12,896)
At 31 March 2023	54,832
Depreciation and impairment	
At 1 April 2022	27,469
Depreciation charged in the year	7,029
Eliminated in respect of disposals	(11,832)
At 31 March 2023	22,666
Carrying amount	
At 31 March 2023	32,166
At 31 March 2022	9,648

15 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	43,781	24,728
Other debtors	1,205	1,034
	44,986	25,762

16 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Deferred income	17	4,150	-
Trade creditors		4,869	1,218
Other creditors		7,674	4,920
Accruals		2,520	2,100
		19,213	8,238

HEADWAY CARDIFF AND SOUTH EAST WALES

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

21 Analysis of net assets between funds

Fund balances at 31 March 2023 are represented by:

Tangible assets
 Current assets/(liabilities)

Unrestricted funds	Designated funds	Restricted funds	Total Unrestricted funds	Designated funds	Restricted funds	Total
2023	2023	2023	2023	2022	2022	2022
£	£	£	£	£	£	£
32,166	-	-	32,166	-	2,837	9,648
442,950	62,994	16,507	522,451	112,261	9,061	483,055
475,116	62,994	16,507	554,617	112,261	11,898	492,703

HEADWAY CARDIFF AND SOUTH EAST WALES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

22 Company Limited by Guarantee

The company is limited by guarantee; each member's liability is limited to £10 on winding up of the company.

23 Related party transactions

There were no related party transactions that occurred during the current or previous year.

100

100

100

100

100

100