

Charity Registration No. 1092578

Company Registration No. 04068994 (England and Wales)

HEREFORDSHIRE HEADWAY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018



HEREFORDSHIRE HEADWAY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees G.O. Blyth
R.W. Blackburn
Dr. P.N. Hawker (Chair)
J. Priestman
Dr. M Helme
B. Nugent
W. J. Finn

Secretary G.O. Blyth

Chief Executive Officer H. M. Mapp

Charity number 1092578

Company number 04068994

Registered office and principal address Headway House
Trenchard Avenue
Credenhill
Hereford
Herefordshire
HR4 7DX

Independent examiner Timothy Calder ACA
Kendall Wadley LLP
71 Graham Road
Malvern
Worcestershire

Bankers Barclays Bank plc
1-3 Broad Street
Hereford
HR4 9BH

HEREFORDSHIRE HEADWAY

CONTENTS

	Page
Trustees' report	1 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 21

HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

The Trustees present their report and financial statements for the year ended 31 March 2018.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum of Articles of Association dated 06 September 2000 as amended by a Special Resolution dated 15 November 2001, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The Charities Objects are:

- To promote the relief and rehabilitation of persons who have suffered acquired brain injury (the users) and reside in the areas covered by the county of Herefordshire and its immediate environs and the relief and support of the carers of such persons.
- The provision in the interests of social welfare of recreational (including sporting) occupational respite and educational facilities for the users and their carers.
- The provision of support information advice and counselling for the users, their relatives or other persons caring for the users or anyone with an interest in acquired brain injury.
- The promotion of research into the treatment prevention and prevention of deterioration of acquired brain injury on terms that such research is published.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. Services have been developed to maximise public benefit. Such services include the provision of a day centre delivering Clinical and Life Style Rehabilitation services, Outreach and Young Persons mentoring, respite care, local information, awareness raising and support for individuals and professionals.

Services were established 27 years ago since when we have supported people and their immediate families who have been affected by the devastating effects of acquired brain injury (ABI) by providing relevant and specific support to meet individual needs. We currently support 64 clients and their carers at the Herefordshire Headway day centre. In order to promote the relief and rehabilitation of those who have suffered an ABI we offer a range of valuable services which include:

HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2018

Day Centre

The day centre is open from Tuesday to Friday each week. On these days we run a range of activities designed to assist clients to regain, wherever possible, skills lost due to their ABI or to maintain functions which could potentially be lost without continuing development and practice. For many clients it is social interaction, making friends and talking to others who experience the same challenges, that is a key feature of the service. To help facilitate this we run a range of social and lifestyle activities. Maintenance of mental wellbeing is also a valued outcome for many clients.

Clinical Therapies

We offer speech therapy, physiotherapy and art and music therapies, which are available in either one to one, small closed groups or open groups to suit individual needs. New open groups have been trialled over the last year, these include, the framework for a community choir and open talking groups.

Skills Development Activities

Lifestyle therapies include cookery, woodwork, fine art, pottery, computer skills, gardening, craft, literacy and numeracy skills, cognitive therapies and domestic living skills. Each client's needs are carefully considered when their individual learning plan is set.

Social Activities

These include a very popular yoga class, group quiz sessions, board and table games and other group activities that encourage social integration and the development of independence skills.

Carers Support

Carers can access regular Carer's Group meetings as well as tailored one to one support that meets their specific needs.

Outreach Service

This is a discreet service which is allowing us to offer very tailored support to a small number of individuals paid for by the Social Care at Home project which has unexpectedly been extended.

Achievements and performance

The annual client satisfaction surveys, as well as weekly and monthly feedback reflect continuing high levels of satisfaction with the services we provide. Day Service attendance had dropped last year but seems to have stabilised this year averaging 50 clients each week. Turnover of clients has been low with the reasons for leaving being deterioration in health (all age related) and an increased number who following support have moved on into positive outcomes relating to work and or life choices. The numbers of Social Care funded placements has continued to decline in line with funding restraints and as self funder numbers increase we are struggling to keep up with the demand for daily attendance subsidies, while maintaining our comprehensive service offer.

Financial review

During the year incoming resources amounted to £235,441 (2017: £269,466) and the resources expended amounted to £219,936 (2017: £228,188). Of the income £75,190 (2017: £108,065) is derived from services provided under contract for the Day Opportunities, Community Learning and Employability, Young Peoples Project and Carer Respite Services. This provided the Charity with an overall net surplus for the year of £15,505 (2017: £41,278). At the year end the reserves of the Charity amounted to £379,215 (2017: £363,710), comprising restricted funds of £151,710 (2017: £149,941), designated funds of £6,000 (2017: £nil) and general funds of £221,505 (2017: £213,769).

HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2018*

The Statement of Financial Activities (SOFA) on page 6 reflects a continuation of last year's positive financial position reflecting a small increase in unrestricted charity reserves. Unrestricted Charity reserves not required to support fixed assets now stand at £190,005 and represent approximately one year of unrestricted operating costs. After taking into account all requirements for holding reserves the Trustees regard this level of reserves as both reasonable and prudent.

We are pleased to report that management, fundraising and administration costs remain under control and an improved pricing structure for delivered services is maintaining a stable funding base for continued development of services and facilities in pursuance of our charitable objectives.

The Trustees monitor risk using the risk register which is an integral part of the annual business planning process. Annual planning takes place in January each year the final plan being ratified prior to April and then monitored throughout the year. Through this the Trustees have are satisfied that systems are in place to mitigate exposure to the major risks.

HEREFORDSHIRE HEADWAY

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2018

Structure, governance and management

The Charity is a company limited by guarantee governed by its Memorandum of Articles of Association dated 6 September 2000 as amended by a Special Resolution dated 15 November 2001. It is registered as a Charity with the Charities Commission, number 1092578, and is exempt from corporation and income tax on its charitable income.

All members of the Board of Trustees exercise their authority in the capacity as Directors under the relevant company legislation and as Trustees of the Charity. Given the company's charitable status the term 'Trustee' rather than 'Director' is used throughout.

The Trustees, who are also the Directors for the purpose of company law, and who served during the year were:

G.O. Blyth
R.W. Blackburn
Dr. P.N. Hawker (Chair)
J. Priestman
Dr. M Helme
B. Nugent
W. J. Finn

As set out in the Articles of Association one third of the Trustees retire by rotation each year but only if at least two Trustees will remain in office. Any member entitled to vote at a general meeting may propose one member for appointment or reappointment as a Trustee. The number of Trustees shall be at least five and not more than ten all of whom must be members. All the Trustees co-opted under section 3.7 of the Articles of Association serve until the AGM following their appointment when they may seek election as Trustee.

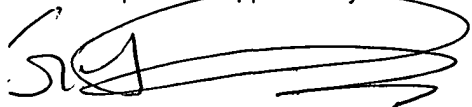
Training is provided as necessary using guidance provided by the Charity Commission and the wider Headway network.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Board of Trustees, which meets regularly, governs the Charity. A Chief Executive is appointed by the Trustees to manage the day to day activities of the Charity. To facilitate effective operations the Chief Executive has delegated authority for these day to day operational matters. Remuneration of staff is approved by the Board having due regard to the tasks undertaken by the relevant members of staff.

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

The Trustees' report was approved by the Board of Trustees.



G.O. Blyth
Trustee

Dated: 3 September 2018

HEREFORDSHIRE HEADWAY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HEREFORDSHIRE HEADWAY

I report on the financial statements of the Charity for the year ended 31 March 2018, which are set out on pages 6 to 21.

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of Herefordshire Headway for the purposes of company law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and an independent examination has been requested. The charity's gross income exceeded £250,000 in the prior year and was just under for the period under review. I am qualified to undertake the requested examination being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Timothy Calder ACA
Kendall Wadley LLP

Chartered Accountants
Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Dated: 3 September 2018

HEREFORDSHIRE HEADWAY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2018

		Unrestricted funds	Designated funds	Restricted funds	Total 2018	Total 2017
	Notes	£	£	£	£	£
<u>Income from:</u>						
Donations and legacies	3	50,297	6,000	8,800	65,097	81,246
Charitable activities	4	141,434	-	-	141,434	181,024
Other trading activities	5	13,289	-	15,469	28,758	7,120
Investments	6	152	-	-	152	76
Total income		205,172	6,000	24,269	235,441	269,466
<u>Expenditure on:</u>						
Raising funds	7	18,087	-	-	18,087	14,346
Charitable activities	8	165,648	-	36,201	201,849	213,842
Total resources expended		183,735	-	36,201	219,936	228,188
Net incoming/(outgoing) resources before transfers		21,437	6,000	(11,932)	15,505	41,278
Gross transfers between funds	12	(13,701)	-	13,701	-	-
Net income for the year/ Net movement in funds		7,736	6,000	1,769	15,505	41,278
Fund balances at 1 April 2017		213,769	-	149,941	363,710	322,432
Fund balances at 31 March 2018		221,505	6,000	151,710	379,215	363,710

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

All income and expenditure derive from continuing activities.

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

HEREFORDSHIRE HEADWAY

BALANCE SHEET

AS AT 31 MARCH 2018

	Notes	2018 £	£	2017 £	£
Fixed assets					
Tangible assets	13		162,328		155,676
Current assets					
Debtors	15	17,121		27,102	
Cash at bank and in hand		218,284		199,664	
		235,405		226,766	
Creditors: amounts falling due within one year	16	(18,518)		(18,732)	
Net current assets			216,887		208,034
Total assets less current liabilities			379,215		363,710
Income funds					
Restricted funds	18		151,710		149,941
<u>Unrestricted funds</u>					
Designated funds	19	6,000		-	
General unrestricted funds		221,505		213,769	
			227,505		213,769
			379,215		363,710

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 2018. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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 3 September 2018


Dr. P.N. Hawker (Chair)
Trustee

Company Registration No. 04068994

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

Charity information

Herefordshire Headway is a private company limited by guarantee incorporated in England and Wales. The registered office is Headway House, Trenchard Avenue, Credenhill, Hereford, Herefordshire, HR4 7DX.

1.1 Accounting convention

The accounts have been prepared in accordance with the Charity's Memorandum of Articles of Association dated 6 September 2000 as amended by a Special Resolution dated 15 November 2001, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

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 unless the funds have been designated for other purposes.

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

1.4 Incoming resources

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

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

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

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (Continued)

1.5 Resources expended

Liabilities are recognised by the charity where a contractual obligation exists or for goods services received that have not been invoiced.

Resources expended are allocated to funds in accordance with the nature of activity to which that expenditure relates. Staff costs are allocated to the relevant funds on a time spent basis.

1.6 Tangible fixed assets

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

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

Freehold Land and buildings	Nil
Improvements to freehold property	5% straight line
Greenhouse	5% straight line
Fixtures, fittings & equipment	10% straight line
Computers	33.3% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest. Financial assets classified as receivable within one year are not amortised.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

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

1.11 Retirement benefits

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

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

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

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

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

3 Donations and legacies

	Unrestricted funds	Designated funds	Restricted funds	Total 2018	Total 2017
	£	£	£	£	£
Donations and gifts	6,877	-	210	7,087	7,236
Unrestricted grants	42,500	-	8,590	57,090	53,000
Membership fees	920	-	-	920	910
Deferred income movement	-	-	-	-	20,100
Designated grants	-	6,000	-	-	-
	<u>50,297</u>	<u>6,000</u>	<u>8,800</u>	<u>65,097</u>	<u>81,246</u>
For the year ended 31 March 2017	<u>21,086</u>	<u>-</u>	<u>60,160</u>		<u>81,246</u>
Donations and gifts					
Other	6,877	-	210	7,087	7,236
	<u>6,877</u>	<u>-</u>	<u>210</u>	<u>7,087</u>	<u>7,236</u>
Included above are grants received					
E F Bulmer Benevolent Fund	7,500	-	-	7,500	7,500
The Eveson Charitable Trust	15,000	-	-	15,000	15,000
Tesco - Groundwork UK	-	-	2,500	2,500	7,500
Morrisons	-	-	-	-	8,000
Co-op Local Community Fund	-	-	2,756	2,756	-
Santander Discovery	-	-	3,334	3,334	-
Jordans	20,000	-	-	20,000	15,000
Masonic Charitable Foundation Community Awards	-	6,000	-	-	-
	<u>42,500</u>	<u>6,000</u>	<u>8,590</u>	<u>51,090</u>	<u>53,000</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

4 Charitable activities

	2018	2017
	£	£
Daily attendance income	54,012	57,592
Services provided under contract	75,190	108,065
Ancillary trading income	11,998	12,706
Other income	234	2,661
	<u>141,434</u>	<u>181,024</u>

5 Other trading activities

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	£	£	£	£
Fundraising events	13,289	15,469	28,758	7,120
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
For the year ended 31 March 2017	<u>6,565</u>	<u>555</u>		<u>7,120</u>

6 Investments

	2018	2017
	£	£
Interest receivable	152	76
	<u> </u>	<u> </u>

7 Raising funds

	2018	2017
	£	£
<u>Fundraising costs of grants and donations - unrestricted</u>		
Other fundraising costs	498	1,199
Staff costs	17,589	13,147
	<u> </u>	<u> </u>
Fundraising costs of grants and donations - unrestricted	<u>18,087</u>	<u>14,346</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

8 Charitable activities

	2018 £	2017 £
Staff costs	49,727	59,410
Depreciation and impairment	10,373	9,045
Subcontractor fees	51,123	48,972
Running costs	4,668	3,431
Transport	2,080	3,240
Food costs	5,942	5,829
	<u>123,913</u>	<u>129,927</u>
Share of support costs (see note 9)	61,226	68,432
Share of governance costs (see note 9)	16,710	15,483
	<u>201,849</u>	<u>213,842</u>
Analysis by fund		
Unrestricted funds	165,648	159,584
Restricted funds	36,201	54,258
	<u>201,849</u>	<u>213,842</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

9 Support costs	Support costs	Governance costs	2018	2017	Basis of allocation
	£	£	£	£	
Staff costs	37,212	10,553	47,765	50,846	Time spent
Printing, postage and stationery	1,826	-	1,826	2,338	See 1.5
Heating and lighting	5,194	-	5,194	5,529	""
Insurance	2,272	-	2,272	2,047	""
Water rates	1,064	-	1,064	735	""
Telephone	2,729	-	2,729	3,199	""
Repairs and renewals	4,551	-	4,551	6,897	""
Waste and cleaning	3,172	-	3,172	3,182	""
Computer costs	1,080	-	1,080	2,052	""
Health, safety and training	2,126	-	2,126	1,971	""
Membership and affiliations	-	796	796	461	Governance
Legal and professional costs	-	2,733	2,733	1,682	Governance
Independent examiners fee	-	2,628	2,628	2,976	Governance
	<u>61,226</u>	<u>16,710</u>	<u>77,936</u>	<u>83,915</u>	
Analysed between					
Charitable activities	<u>61,226</u>	<u>16,710</u>	<u>77,936</u>	<u>83,915</u>	

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or travelling expenses during the year (2017-£Nil).

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

11 Employees

Number of employees

The average monthly number employees during the year was:

	2018 Number	2017 Number
Administration and support	3	3
Direct services	9	9
	<u>12</u>	<u>12</u>
	<u><u>12</u></u>	<u><u>12</u></u>
Employment costs	2018	2017
	£	£
Wages and salaries	111,698	119,932
Social security costs	2,860	3,122
Other pension costs	523	349
	<u>115,081</u>	<u>123,403</u>
	<u><u>115,081</u></u>	<u><u>123,403</u></u>

Of the 12 (2017: 12) members of staff employed, 2 are full time (2017: 2) and 10 are part time (2017: 10).

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

12 Transfers

A transfer of £13,701 (2017: £3,952) has been made from unrestricted funds to restricted funds to cover the overspend on the Art & Music and Speech Therapy funds.

An additional transfer of £715 was made this year between the Computer Restricted Fund and the Refurbishment Equipment Restricted Fund due to depreciation attributable to the Computer Fund being historically recognised in the Refurbishment Equipment fund. This has an overall net effect on restricted funds of £nil.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

13 Tangible fixed assets

	Freehold Land and buildings	Improvements to freehold property	Greenhouse	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£	£	£
Cost						
At 1 April 2017	30,470	122,456	4,800	10,118	5,010	172,854
Additions	-	14,693	-	786	1,544	17,023
At 31 March 2018	30,470	137,149	4,800	10,904	6,554	189,877
Depreciation and impairment						
At 1 April 2017	-	11,767	480	1,590	3,340	17,177
Depreciation charged in the year	-	6,857	240	1,090	2,185	10,372
At 31 March 2018	-	18,624	720	2,680	5,525	27,549
Carrying amount						
At 31 March 2018	30,470	118,525	4,080	8,224	1,029	162,328
At 31 March 2017	30,470	110,689	4,320	8,527	1,670	155,676

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

14	Financial instruments		2018	2017
			£	£
	Carrying amount of financial assets			
	Debt instruments measured at amortised cost		16,581	26,002
			<u> </u>	<u> </u>
	Carrying amount of financial liabilities			
	Measured at amortised cost		9,701	9,946
			<u> </u>	<u> </u>
15	Debtors		2018	2017
			£	£
	Amounts falling due within one year:			
	Trade debtors		16,581	26,002
	Prepayments and accrued income		540	1,100
			<u> </u>	<u> </u>
			17,121	27,102
			<u> </u>	<u> </u>
16	Creditors: amounts falling due within one year		2018	2017
			£	£
	Other taxation and social security		1,317	1,286
	Deferred income	17	7,500	7,500
	Accruals and deferred income		9,701	9,946
			<u> </u>	<u> </u>
			18,518	18,732
			<u> </u>	<u> </u>
17	Deferred income		2018	2017
			£	£
	Arising from Income in advance of service date		7,500	7,500
			<u> </u>	<u> </u>
	Current liabilities		7,500	7,500
			<u> </u>	<u> </u>
	The full amount deferred at 31 March 2017 was released during the year.			

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 April 2017	Incoming resources	Resources expended	Transfers	Balance at 31 March 2018
	£	£	£	£	£
Physiotherapy & Speech Therapy	4,248	-	(7,636)	3,388	-
Art & Music Therapy	2,735	-	(13,048)	10,313	-
IT equipment	955	-	(1,670)	715	-
Building Refurbishment	123,598	15,469	(9,436)	-	129,631
Music Choir	-	3,335	(2,502)	-	833
Gardening Fund	4,320	-	(240)	-	4,080
Workshop tools Refurbishment equipment	70	210	-	-	280
	6,515	-	(1,091)	(715)	4,709
Groundwork UK landscaping fund	7,500	5,255	(578)	-	12,177
	<u>149,941</u>	<u>24,269</u>	<u>(36,201)</u>	<u>13,701</u>	<u>151,710</u>

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

18 Restricted funds

(Continued)

Physiotherapy & Speech Therapy - represents grants received from E F Bulmer Benevolent Fund and Garfield Weston to assist with the costs of running physiotherapy and speech therapy courses.

Art & Music Therapy - This fund represents grants received from Eveson Trust and D'Oyly Carte. The aim of these grants is to assist with the costs of both art and music therapy courses.

IT Equipment - This fund represents grants received from The Rowlands Trust and Hereford Council Community Investment. The aim of these grants is to assist with the costs of upgrading our computers.

Building Refurbishment - This fund represents grants received from The Bailey Thomas Charitable Fund, Santander Foundation, Sylvia Waddilove, The Sobell Foundation, Novum Law, Clothworkers, Morrisons Foundation and ACT Foundation. The aim of these grants is to assist with the costs of improving our premises.
This fund also represents grants received from The Jordans Foundation, who assisted with the workshop refurbishment.

Music choir - Grant income from Santander Discovery to assist with the cost of running a choir for those who have survived a brain injury.

Gardening Fund - This fund represents a grant received from Jules Thorne and Gillian Bulmer. The aim of these grants is to assist with the costs of improving the garden equipment, in particular the greenhouse.

Workshop Tools Fund - This fund represents a grant received from the Co-op Community. The aim of this grant is to assist with the costs of acquiring new tools for the workshop. Incoming resources this year relate to a legacy.

Refurbishment Equipment Fund - This fund represents grants received from the Hedley Foundation, Beatrice Laing, Bernard Sunley and the Childwick Trust. The aim of these grants is to assist with the cost of acquiring equipment for the refurbished therapy suite and day care areas.

Groundwork UK Landscaping Fund - This fund represents grants received from Tesco, and also the Co-op Local Community Fund, with an aim to improve the the garden at Headway House.

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2017 £	Movement in funds		Balance at 31 March 2018 £
		Incoming resources £	Resources expended £	
Building Refurbishment	-	6,000	-	6,000
	-	6,000	-	6,000

Building Refurbishment - This fund represents grants received from the Masonic Charitable Foundation Community Awards. This has been set aside to assist with the costs of improving our premises.

20 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2018 are represented by:				
Tangible assets	31,500	-	130,828	162,328
Current assets/(liabilities)	190,005	6,000	20,882	216,887
	221,505	6,000	151,710	379,215

HEREFORDSHIRE HEADWAY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

21 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2018 £	2017 £
Within one year	1,633	2,193
Between two and five years	2,374	3,867
	<u>4,007</u>	<u>6,060</u>

The operating leases represent leases from third parties for the provision of office equipment and other services. The leases are negotiated over terms of 5 to 7 years and rentals are fixed for the term of the lease. There are no options in place for either party to extend the lease terms.

The charge included in the statement of financial activities in connection with these leases is £1,492 (2017 - £2,593).

22 Related party transactions

There were no disclosable related party transactions during the year (2017 - none).

Remuneration of key management personnel

The remuneration of key management personnel, considered to be 2 employees (2017 - 2) is as follows.

	2018 £	2017 £
Aggregate compensation	<u>49,710</u>	<u>48,768</u>