

**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 2020**

# HEREFORDSHIRE HEADWAY

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees** G.O. Blyth  
Dr. P.N. Hawker (Chair)  
Dr. M Helme  
W. J. Finn  
H. Ponting

**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

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# HEREFORDSHIRE HEADWAY

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# HEREFORDSHIRE HEADWAY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

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The Trustees present their report and financial statements for the year ended 31 March 2020.

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 and 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)" (effective 1 January 2019).

### **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 Enablement services, Outreach and mentoring, respite care, local information, awareness raising and support for individuals and professionals.

Services were established 28 years ago since when we have supported many 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 65 clients and their carers. In order to promote the relief and rehabilitation of those who have suffered an ABI we offer a range of valuable services which include:

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## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

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### Day Centre

The day centre opens from Tuesday to Thursday each week running a range of social and enablement activities as well as providing respite time for carers. Activities were this year suspended due to the COVID-19 pandemic with the last clients of the year leaving the day centre on March the 12th and staff being furloughed or sent to work from home until further notice on Tuesday 17th March 2020.

The service is designed to assist clients to regain skills lost due to their ABI or to maintain functions which could potentially be lost without ongoing enablement exercises as well as the social and recreational activities which allow time for making friends, share thoughts and maintain emotional wellbeing

In detail activities include:

#### **Enablement Therapies**

Speech, art and music therapies, which are available in either one to one, small closed groups or open groups to suit individual needs.

#### **Skills Development Activities**

Life style therapies include cookery, woodwork, fine art, pottery, computer skills, gardening, literacy and numeracy skills, cognitive therapies and domestic living skills, a community choir and an open talking group.

#### **Social Activities**

These include a very popular yoga class, group quiz sessions, jigsaws, 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.

Following the COVID service suspension we immediately set up regular telephone contact with clients and carers and began to develop on line social and enablement activity sessions initially based around our existing face book account and our web site. As the financial year closed we were beginning to apply for funds to develop a more structured electronic tablet based service.

### Outreach services

Using funding awarded by the Community Lottery Fund this service which was launched last year has proved very successful making measurable improvements to the lives of beneficiaries.

#### Outreach Service

This service has begun to be developed over the past year as a result of a successful application for grant funding from the national lottery.

#### **Achievements and performance**

A service user satisfaction surveys, as well as weekly and monthly feedback reflects continuing high levels of satisfaction with the services we provide. Those leaving the service usually do so as a result of successful outcomes following our help. Unsurprisingly others leave as a result of an overall deterioration in health (often age related). The numbers of referrals to the service continues to rise. COVID-19 has led to the suspension of this service but like the day centre we continue to provide a telephone support service as well as emergency home visits.

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

### FOR THE YEAR ENDED 31 MARCH 2020

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#### Financial review

During the year incoming resources amounted to £281,723 (2019: £225,995) and the resources expended amounted to £280,039 (2019: £231,025). Of the income £60,574 (2019: £68,699) is derived from services provided under contract for the Day Opportunities, and the Outreach Services. This provided the Charity with an overall net surplus for the year of £1,684 (2019: deficit of £5,030). At the year end the reserves of the Charity amounted to £375,869 (2019: £374,185), comprising restricted funds of £139,943 (2019: £142,492), designated funds of £36,470 (2019: £36,470) and general funds of £199,456 (2019: £195,223).

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 £198,306 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. The Trustees have are satisfied that systems are in place to mitigate exposure to the major risks.

#### 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

Dr. P.N. Hawker (Chair)

Dr. M Helme

B. Nugent

(Resigned 10 December 2019)

W. J. Finn

H. Ponting

R.W. Blackburn

(Deceased 25 August 2019)

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## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2020*

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The Trustees wish to record their sadness at the death of R W Blackburn, and extend their condolences to his family. They also wish to acknowledge the help and support given to the charity during his association with Herefordshire Headway.

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: 9 December 2020

# HEREFORDSHIRE HEADWAY

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF HEREFORDSHIRE HEADWAY

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I report to the Trustees on my examination of the financial statements of Herefordshire Headway (the Charity) for the year ended 31 March 2020.

#### **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 , 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.

T C Calder ACA  
Kendall Wadley LLP

Granta Lodge  
71 Graham Road  
Malvern  
Worcestershire  
WR14 2JS

Dated: 9 December 2020



# HEREFORDSHIRE HEADWAY

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	<b>Notes</b>						
<b>Income from:</b>							
Donations and legacies	3	60,418	72,272	132,690	53,449	29,401	82,850
Charitable activities	4	140,940	-	140,940	134,333	-	134,333
Other trading activities	5	7,213	-	7,213	7,813	-	7,813
Investments	6	880	-	880	999	-	999
<b>Total income</b>		<b>209,451</b>	<b>72,272</b>	<b>281,723</b>	<b>196,594</b>	<b>29,401</b>	<b>225,995</b>
<b>Expenditure on:</b>							
Raising funds	7	23,523	-	23,523	16,128	-	16,128
Charitable activities	8	181,695	74,821	256,516	175,701	39,196	214,897
<b>Total resources expended</b>		<b>205,218</b>	<b>74,821</b>	<b>280,039</b>	<b>191,829</b>	<b>39,196</b>	<b>231,025</b>
Gross transfers between funds	12	-	-	-	(577)	577	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>4,233</b>	<b>(2,549)</b>	<b>1,684</b>	<b>4,188</b>	<b>(9,218)</b>	<b>(5,030)</b>
Fund balances at 1 April 2019		231,693	142,492	374,185	227,505	151,710	379,215
<b>Fund balances at 31 March 2020</b>		<b>235,926</b>	<b>139,943</b>	<b>375,869</b>	<b>231,693</b>	<b>142,492</b>	<b>374,185</b>

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.

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## BALANCE SHEET

AS AT 31 MARCH 2020

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	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	13		147,092		154,702
<b>Current assets</b>					
Debtors	14	19,678		18,550	
Cash at bank and in hand		322,070		239,155	
		<u>341,748</u>		<u>257,705</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(112,971)</u>		<u>(38,222)</u>	
Net current assets			<u>228,777</u>		<u>219,483</u>
<b>Total assets less current liabilities</b>			<u><u>375,869</u></u>		<u><u>374,185</u></u>
<b>Income funds</b>					
Restricted funds	17		139,943		142,492
<u>Unrestricted funds</u>					
Designated funds	18	36,470		36,470	
General unrestricted funds		<u>199,456</u>		<u>201,223</u>	
			<u>235,926</u>		<u>237,693</u>
			<u><u>375,869</u></u>		<u><u>374,185</u></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 2020.

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.

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 9 December 2020

Dr. P.N. Hawker (Chair)  
**Trustee**

**Company Registration No. 04068994**

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2020

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#### 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 financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, 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)". 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.

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 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.

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## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### 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.

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## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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#### 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 as an expense 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.

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## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£
Donations and gifts	11,208	-	11,208	6,019
Unrestricted grants	48,250	72,272	120,522	75,901
Membership fees	960	-	960	930
	<u>60,418</u>	<u>72,272</u>	<u>132,690</u>	<u>82,850</u>
<b>For the year ended 31 March 2019</b>	<u><u>53,449</u></u>	<u><u>29,401</u></u>		<u><u>82,850</u></u>
<b>Donations and gifts</b>				
Other	11,208	-	11,208	6,019
	<u>11,208</u>	<u>-</u>	<u>11,208</u>	<u>6,019</u>
<b>Included above are grants received</b>				
The Albert Hunt Trust		-	-	2,000
E F Bulmer Benevolent Fund	7,500	-	7,500	7,500
The Eveson Charitable Trust	15,000	-	15,000	15,000
Deymel - Rathbones	-	-	-	2,000
Co-op Local Community Fund	-	6,227	6,227	-
Jordans	25,000	-	25,000	15,000
Manifold trust	-	-	-	5,000
Ashley Family Foundation	-	-	-	1,440
Big Lottery	-	66,045	66,045	27,961
High Sheriff	750	-	750	-
	<u>48,250</u>	<u>72,272</u>	<u>120,522</u>	<u>75,901</u>

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## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 4 Charitable activities

	<b>Unrestricted funds 2020 £</b>	Unrestricted funds 2019 £
Daily attendance income	63,023	52,123
Services provided under contract	60,574	68,699
Ancillary trading income	17,343	12,311
Other income	-	1,200
	<u>140,940</u>	<u>134,333</u>

### 5 Other trading activities

	<b>Unrestricted funds 2020 £</b>	Unrestricted funds 2019 £
Fundraising events	<u>7,213</u>	<u>7,813</u>

### 6 Investments

	<b>Unrestricted funds 2020 £</b>	Unrestricted funds 2019 £
Interest receivable	<u>880</u>	<u>999</u>

### 7 Raising funds

	<b>2020 £</b>	<b>2019 £</b>
<u>Fundraising costs of grants and donations - unrestricted</u>		
Other fundraising costs	7,759	1,527
Staff costs	15,764	14,601
Fundraising costs of grants and donations - unrestricted	<u>23,523</u>	<u>16,128</u>

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## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 8 Charitable activities

	2020 £	2019 £
Staff costs	63,041	52,740
Depreciation and impairment	9,333	8,759
Subcontractor fees	103,065	66,918
Running costs	8,648	5,627
Transport	2,445	1,718
Food costs	5,637	5,535
Bad debts	-	90
Bank charges	408	-
Sundry	46	-
	<u>192,623</u>	<u>141,387</u>
Share of support costs (see note 9)	43,679	53,594
Share of governance costs (see note 9)	20,214	19,916
	<u>256,516</u>	<u>214,897</u>
<b>Analysis by fund</b>		
Unrestricted funds	181,695	175,701
Restricted funds	74,821	39,196
	<u>256,516</u>	<u>214,897</u>



# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 9 Support costs

	Support costs £	Governance costs £	2020 £	2019 £	Basis of allocation
Staff costs	23,699	15,765	39,464	49,061	Time spent
Printing, postage and stationery	1,039	-	1,039	1,424	See 1.5
Heating and lighting	6,794	-	6,794	4,693	""
Insurance	2,647	-	2,647	1,950	""
Water rates	571	-	571	557	""
Telephone	2,591	-	2,591	1,546	""
Repairs and renewals	816	-	816	4,148	""
Waste and cleaning	3,252	-	3,252	2,492	""
Computer costs	1,224	-	1,224	1,296	""
Health, safety and training	1,046	-	1,046	1,028	""
Membership and affiliations	-	951	951	848	Governance
Legal and professional costs	-	1,701	1,701	2,263	Governance
Independent examiners fee	-	1,797	1,797	2,204	Governance
	<u>43,679</u>	<u>20,214</u>	<u>63,893</u>	<u>73,510</u>	
Analysed between Charitable activities	<u>43,679</u>	<u>20,214</u>	<u>63,893</u>	<u>73,510</u>	

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or travelling expenses during the year (2019-£Nil).

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## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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### 11 Employees

#### Number of employees

The average monthly number of employees during the year was:

	<b>2020</b>	<b>2019</b>
	<b>Number</b>	<b>Number</b>
Administration and support	4	4
Direct services	11	10
	<u>15</u>	<u>14</u>

#### Employment costs

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages and salaries	164,883	133,787
Social security costs	4,972	3,681
Other pension costs	1,691	1,054
	<u>171,546</u>	<u>138,522</u>

Of the 15 (2019: 14) members of staff employed, 1 is full time (2019: 2) and 14 are part time (2019: 12).

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

### 12 Transfers

No transfers of funds have been made in 2020, In 2019 a transfer of £577 was made from unrestricted funds to restricted funds to cover the overspend on the Music Choir fund.

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## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 13 Tangible fixed assets

	Freehold Land and buildings	Improvements to freehold property	Greenhouse	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£	£	£
<b>Cost</b>						
At 1 April 2019	30,470	138,281	4,800	10,904	6,554	191,009
Additions	-	-	-	-	1,724	1,724
At 31 March 2020	30,470	138,281	4,800	10,904	8,278	192,733
<b>Depreciation and impairment</b>						
At 1 April 2019	-	25,538	960	3,771	6,039	36,308
Depreciation charged in the year	-	6,914	240	1,090	1,089	9,333
At 31 March 2020	-	32,452	1,200	4,861	7,128	45,641
<b>Carrying amount</b>						
At 31 March 2020	30,470	105,829	3,600	6,043	1,150	147,092
At 31 March 2019	30,470	112,743	3,840	7,133	516	154,702

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 14 Debtors

	2020	2019
	£	£
Amounts falling due within one year:		
Trade debtors	11,093	17,361
Other debtors	100	-
Prepayments and accrued income	8,485	1,189
	<u>19,678</u>	<u>18,550</u>

### 15 Creditors: amounts falling due within one year

	2020	2019
	£	£
Other taxation and social security	2,546	2,643
Deferred income	95,937	26,368
Trade creditors	93	150
Other creditors	100	-
Accruals	14,295	9,061
	<u>112,971</u>	<u>38,222</u>

### 16 Deferred income

	2020	2019
	£	£
Arising from Income in advance of service date	95,937	26,368
	<u>95,937</u>	<u>26,368</u>
Current liabilities	<u>95,937</u>	<u>26,368</u>

The amount deferred represents monies received from the Lottery Fund as yet unspent. The income is released to the Statement of Financial Activities as expenditure is incurred. Monies remaining unspent at the completion of the project are to be returned to the Big Lottery Fund.

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 17 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				Movement in funds			
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
Building Refurbishment	129,631	-	(6,732)	-	122,899	-	(6,300)	116,599
Music Choir	833	1,440	(2,850)	577	-	-	-	-
Gardening Fund	4,080	-	(240)	-	3,840	-	(240)	3,600
Workshop tools	280	-	-	-	280	-	-	280
Refurbishment equipment	4,709	-	(1,090)	-	3,619	6,227	(1,090)	8,756
Groundwork UK landscaping fund	12,177	-	(855)	-	11,322	-	(614)	10,708
Lottery project	-	27,961	(27,429)	-	532	66,045	(66,577)	-
	<u>151,710</u>	<u>29,401</u>	<u>(39,196)</u>	<u>577</u>	<u>142,492</u>	<u>72,272</u>	<u>(74,821)</u>	<u>139,943</u>

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2020*

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### 17 Restricted funds

(Continued)

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 the Ashley Foundation (2018 -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.

The Lottery Fund - This fund represents grants received from the National Lottery. The aim of the grant is for development of a home and community support service that allows us to work intensively with individuals, carers, families and communities at home and in their own environments, self reliance and resilience being the core goal.

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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#### 18 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 2018	Transfers	Balance at 1 April 2019	Movement in funds Incoming resources	Balance at 31 March 2020
	£	£	£	£	£
Building refurbishment	6,000	-	6,000	-	6,000
Headway House	-	30,470	30,470	-	30,470
	<u>6,000</u>	<u>30,470</u>	<u>36,470</u>	<u>-</u>	<u>36,470</u>

Building refurbishment - This fund represents grants received in 2018 from the Masonic Charitable Foundation Community Awards. This has been set aside with the costs of improving our premises.

Headway House - In 2019, Headway House was transferred to a designated fixed asset fund. This has been set aside to more clearly present the free reserves of the charity.

# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 19 Analysis of net assets between funds

	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Designated funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 March 2020 are represented by:								
Tangible assets	1,150	30,470	115,472	147,092	516	30,470	123,716	154,702
Current assets/(liabilities)	198,306	6,000	24,471	228,777	194,707	6,000	18,776	219,483
	<u>199,456</u>	<u>36,470</u>	<u>139,943</u>	<u>375,869</u>	<u>195,223</u>	<u>36,470</u>	<u>142,492</u>	<u>374,185</u>



# HEREFORDSHIRE HEADWAY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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#### 20 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:

	2020 £	2019 £
Within one year	1,633	1,099
Between two and five years	4,175	1,274
	<u>5,808</u>	<u>2,373</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 £1,633 (2019 - £1,633).

#### 21 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

##### Remuneration of key management personnel

The remuneration of key management personnel, considered to be 2 employees (2019 - 2) is as follows.

	2020 £	2019 £
Aggregate compensation	<u>54,876</u>	<u>51,432</u>