

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

FINANCIAL STATEMENTS

31 DECEMBER 2022

Company Registration Number: 02659120

Charity Number: 1007207

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2022

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HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2022

The Trustees have pleasure in presenting their report and the unaudited financial statements of the Charity for the year ended 31 December 2022.

Aims, Objectives and Public Benefit

The aims of the Charity are:

- to provide information, support, and services to people with brain injury
- to provide information and support to their families and carers
- to promote understanding of all aspects of brain injury

In achieving these aims the objectives set by the Trustees include:

- Communicating the range of the Charity's services to local authorities, healthcare providers and the general public.
- Providing one-to-one Outreach within the community.
- Providing Centre-based services (currently at Frenchay – 5 days a week). Three outposts running from the Witherwood centre, Greenway community centre in Southmead and Yate hub ran from Yate leisure centre.

Hospital and community navigating service providing a support service for those affected by brain injury and their families.

This includes.

1. Crisis support service to family at the point of an individual's brain injury
 2. Providing a Carers' Group to support families and carers.
 3. Community support to those living with or with someone with a brain injury.
 4. Awareness raising sessions to professionals to raise awareness of brain injury.
 5. Support with PIP applications and general benefit advice.
- Improving the Charity's fundraising activities to ensure that sufficient income is generated to support the Charity's aims.
 - Identifying a range of appropriate activities that meet the needs of the service users, their families, and carers; and ensuring that all trustees, staff, and volunteers receive the training and support necessary for them in their work.

There are no private benefits that are made available to the Charity's Trustees, staff, or volunteers. 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 and objectives and in planning future activities whilst being satisfied that the public benefit requirements are fully achieved.

The Board have completed a thorough skills assessment in order to inform recruitment needs and are actively seeking new Trustees to join the Board to fill the vacant positions.

As part of the Charity's routine policies and procedures, all Trustees are provided with an induction to their role. They are invited to attend training and induction workshops within six months of joining, which covers charity governance, compliance and the essential duties and responsibilities of trustees and directors. All Trustees on the Board contribute their time voluntarily to additional sub-committee groups where they can offer knowledge and expertise.

The board meet a minimum of six times a year as well as twice a year where possible for strategy days.

This is in addition to sub committees groups which are made up of trustees and the senior management team.

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Mari Holcombe, CEO, is the organisational director with responsibility for the day-to-day running and management of the Charity. The salary and role of the director are agreed by the Board of Trustees on an annual basis and as required as part of the performance management process.

Related Parties

There were no related party transactions in the year.

Affiliation

Headway Bristol is affiliated to Headway UK and the Charity is required to observe the Rules of Affiliation. Headway Bristol is an independent charity (Charity No. 1007207). The Charity is Registered at Companies House (Registration No. 02659120).

Review of Services & Activities

2022 saw the charity continue its work offering services with the Bristol, South Glos, and North Somerset areas under spot purchasing contracts.

Relationships with the local authorities remain strong as we continue to work together during a time where budgets and resources within social care have been reduced due to a number of factors.

We have been attempting to look at ways we can support the process of assessments to enable those most a need to be assessed within a time frame more beneficial to them.

Currently there are waiting times of double that from last year.

We are finding the ramifications of this are becoming increasingly difficult for those personally affected by brain injury their families and carers.

The charity as always are extremely grateful to the BNSSG ICP (Bristol, North Somerset, and South Gloucestershire Integrated Care Board) for our annual grant which support the work the charity conducts particularly the services we offer within health and social care.

Without this grant we would not be able to offer the lifeline support we currently do to those in crisis.

We were thrilled to be successful with our application to the big lotto who made a commitment of financial support for 2 years to support with opening up more hubs within our service delivery area to enable individuals to access services within their local area.

This helps the ongoing issue with transport cuts.

Re-ablement day centre and community outreach

The Charity's key objectives for both the Re-ablement Day Centre and Outreach fall into the following categories and a CRT programme is followed in each category:

- Physical health and fitness
- Gardening and physical games;
- Self-Care and Independent Living skills (cooking, food preparation, shopping, money management, bus travel, sew/mend, personal safety);
- Emotional & Mental Health (social prescribing, pamper sessions, talking groups, arts & crafts, yoga, relaxation);

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YEAR ENDED 31 DECEMBER 2022

- Social Skills & Relationships (talks and demonstrations, singing, quizzes, board games, pub lunches, visits and attractions); and
- Cognitive Skills and Strategies (reading, writing, literacy, numeracy, computers, memory games, speech, and language).

The Charity's one-to-one Community Outreach service, which is delivered in the community and within individuals' homes, continues to be commissioned by all the authorities the Charity works with. The Charity continues to see successes with service-users' rehabilitation which results in either decreasing or ending their support package and enabling them to move towards being independent. Our re-ablement centre continues to offer a range of activities in line with CRT (cognitive rehabilitation therapy) but also to support the negative impact of many of those living in isolation and those attending as a means for respite for their carers.

Following a few years of changes to the way the charity delivered its services due to the restrictions in place in line with guidance relating to Covid - 19 we were unable to facilitate our service user's forums however in 2022 reinstated them to enable the charity to have the voice of those who attend at the forefront of how we model our services.

Hospital and Community Navigators

During 2020 and 2021 the work of the hospital and community navigators changed dramatically due to the pandemic and restrictions within hospitals and GP surgeries it saw us not being able to deliver face to face services.

We were thrilled to finally be able to reinstate those services from May 2022.

The team is now back within North Bristol Trust offering vital support to families and carers at the point of an individual's brain injury.

This service offers its specialist support through a number of ways.

- Crisis support at the point of someone's brain injury.
- During or before discharge from hospital
- Following discharge in the community
- Ongoing and periodic support

During 2022 saw this service had the largest volume of telephone support service required since the development of the service in 2010.

This we believe by the data we have is a combination of cuts or excessive waiting times from other services such as citizen advice etc along the aftermath from the pandemic where their was limited awareness of the services the charity offers.

Volunteer support mentor and community engagement lead

The charity made a commitment in 2021 to invest resource to help with volunteer recruitment and retainment.

We successfully enrolled someone to take on the role of volunteer mentor at the very end of 2022 which is too early to report on how successful this has been.

The charity is however excited about the prospect of increasing our volunteer support once again.

The charity also enrolled someone into the role of community and engagement lead at the same repeatedly looks forward to seeing the success of this during 2023.

The commitment to these roles were made from the reduction of support and awareness of the charity which was a consequence of the national pandemic.

We felt it was vital to increase awareness of the charity to enable us to grow our support base.

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Big Lotto

The charity was thrilled in the successful grant application with the big lotto.

This is the first time the charity has worked alongside the big lotto under the community fund grant. The big lotto has committed 2 years of funding to the charity to enable us to open up hubs within our service area.

This is a project the charity has wanted to expand on for some time and this opportunity is a tremendous success not only to us but a lifeline for those looking to access more local services.

The project to date has had some slight changes to our original model and we have worked with the big lotto to enable those changes to be implemented.

The hubs also act as a social hub to those individuals living with a brain injury who are looking for a drop-in service to enable them to connect with others living with a brain injury.

This to date has proven to be hugely successful and we look forward to seeing how this project further develops over the remainder of the time along with looking at further funding options to continue with the projects thereafter our current funding ends.

Future Developments

The CEO and board of trustees came together for strategic days during 2022.

This gave an opportunity to review the past year and also to adjust any previous business plans based on the changes to the direction of the charity since the pandemic.

All agreed it was vital to commit to and further invest into what we currently deliver and to ensure awareness raising of what we do is at the forefront.

Quality of services is key to the charity and that is where we see investment of time during the next two years.

Frenchay Beckspool Building Lease Ends

The charity reported in 2021 of the unsuccessful discussions and negotiating regarding a new lease agreement due to the ownership of the Frenchay Beckspool building changing.

Various discussions have been had during 2022 but to date no official agreements.

The charity within its strategic work has also been exploring other opportunities with regards to lease or purchasing opportunities.

A minimum of 12 months' notice period is still in place from the current owners of the building.

Fundraising

2022 saw an increase in our fundraising activities and income compared to the past 2 years.

The staff team at Headway worked incredibly hard to initiate a number of fundraising ideas, events, and opportunities to support this work for which we are so thankful.

Our charity partner Great Western Chapter Harley Davidson group have yet again been outstanding in their support to us and we are so thankful for this.

We also received a legacy in 2022 and this supported us to reach our fundraising target for 2022.

Whilst we saw an increase in income there is still much work to do as a result of trends to fundraising changing due to a number of environmental factors.

The strategy of fundraising is a priority for 2023.

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YEAR ENDED 31 DECEMBER 2022

Reserves Policy

Headway Bristol retains sufficient reserves to maintain and develop the core objectives of the charity. The main source of funding into Headway Bristol is from payments made by or on behalf of service users attending centre-based services at the Headway Centre and the one-to-one Outreach services.

Reserves are set by considering (where appropriate) the following:

- Cash flow (and forecasts).
- A review of existing funds and reserves.
- A review of future income streams.
- A review of future expenditure
- A review of past operational and other trends.
- The effects of changes on the public and beneficiaries.
- A review of the major risks facing the Charity.
- An analysis of future needs, contingencies and risks the potential consequences for the Charity not being able to meet them.

The Trustees have reviewed the Charity's need for reserves in line with the guidance issued by the Charity Commission and believes that a prudent policy is to maintain reserves between 6-9 months of expenditure to protect the Charity from investment market risk and provide financial resilience in the event of extreme circumstances that may affect the Charity's ability to operate.

The minimum level of unrestricted, undesignated reserves held will be £253,000. The Trustees have also designated £300,000 (2021: £300,000) for relocation costs.

The reserves policy is reviewed annually by the Trustees.

At the balance sheet date, the Charity had reserves summarised as per the table below:

	2022	2021
	£	£
Unrestricted Funds:		
- Designated funds for relocation	300,000	300,000
- Minimum level of reserves	253,000	300,000
- Other general reserves	203,284	212,209
Restricted Funds:	13,740	11,720
Total Funds	770,024	823,929

As at the 31st December 2022 the charity had free reserves totalling £430,895, this is above the reserves policy of 6 – 9 month of expenditure (£253,000 - £379,500). The Trustee's will review plans for the Charity operations to continue to invest in services for the benefit of our users to bring the level of free reserves down to the targeted level.

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YEAR ENDED 31 DECEMBER 2022

Investment Policy

The Charity holds a proportion of surplus cash as bank deposits but invests any excess funds with Brewin Dolphin as Headway Bristol's discretionary fund manager. Investments are made by the fund manager on behalf of the Charity across a range of equity investments to ensure there is an appropriate balance of risk and rewards within the portfolio. The Trustees review the investment portfolio and associated risk at regular meetings with Brewin Dolphin throughout the year and seek guidance from its professional adviser on future investment strategies.

Financial Activities

Total Income for 2022 was £570,896 (2021: £506,510), with the Charity generating £114,283 (2021: £105,789) through donations and fundraising activities. Included in the 2022 figures were a realised gain of £18,156 on investments sold in the year and an unrealised loss of £136,305 in respect of investments still held by the Charity at year end. The comparative figures for 2022 were a realised gain of £49,763 and unrealised gain of £26,711. Total Expenditure increased from £464,599 in 2021 to £506,652 in 2022. Investments held by Brewin Dolphin showed a net book value on 31 December 2022 of £664,029, compared to £770,767 on 31 December 2021.

Election of the Board of Directors/Trustees

Retiring and new Trustees are elected at the Annual General Meeting.

One third of its membership retires each year but may be reappointed.

The organisational director of Headway Bristol also attends Trustee meetings and strategy days but is not entitled to vote.

The Board of Trustees appoints its Chair, Vice-Chair and Treasurer/Company Secretary.

The Board approves the Annual Accounts and appoints the independent examiner.

The Board has the power to co-opt new Trustees during the year to fill vacancies. All the business of the Charity is conducted by the main Trustee body and sub-committee groups which are made up of Trustees and organisational directors.

The Board seeks new Trustees who bring useful skills and expertise – this includes experience of law, charity management, finance, risk management, fundraising marketing, health and social care, and experience of brain injury

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2022

Responsibilities of the Trustees

The trustees (who are also directors of Headway Bristol Brain Injury Association Limited for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Joshua Kingston of Burton Sweet Limited was appointed as the charitable company's independent examiner during the year and has expressed his willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities".

Signed by order of the Trustees on 31 August 2023

Huw Ponting (Chair) *Huw Ponting*

Registered office:

Headway Bristol
Frenchay Beckspool Building
Frenchay Park Road
Bristol
BS16 1LE

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

REFERENCE AND ADMINISTRATION

YEAR ENDED 31 DECEMBER 2022

Status

Headway Bristol Brain Injury Association Limited is a company limited by guarantee and a registered charity. It is constituted under a Memorandum of Association which establishes the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles the directors, who are Trustees for the purposes of charity law, are elected at the AGM to serve for a period of six years.

Directors

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

Huw Ponting
Kay McCluskey
Priscilla Norgren
Mark Finn (Treasurer) – (Appointed 06/09/2022)
Willum Long
James Davies
John Bennett
Rees Batley
David Ball

Registered office

Headway Centre,
Frenchay Beckspool Building,
Frenchay Park Road,
Bristol, BS16 1LE

Independent Examiner

Joshua Kingston BSc ACA,
Burton Sweet Limited,
The Clock Tower,
5 Farleigh Court,
Old Weston Road,
Flax Bourton,
Bristol BS48 1UR

Bankers

Santander, Bootle, Merseyside, L30 4GB

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 DECEMBER 2022

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

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the Company'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 Institute of Chartered Accountants in England and Wales, 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:

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

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

Joshua Kingston

Joshua Kingston, Bsc ACA
Burton Sweet Limited
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

31 August 2023

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)

YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Income from:					
Donations and grants	2	112,263	2,020	114,283	105,789
Legacies		64,276	-	64,276	-
Other trading activities		3,995	-	3,995	1,082
Charitable activities	3	369,225	-	369,225	384,369
Investments	4	19,117	-	19,117	15,270
Total income		<u>568,876</u>	<u>2,020</u>	<u>570,896</u>	<u>506,510</u>
Expenditure on:					
Raising funds		6,658	-	6,658	6,418
Charitable activities	5	500,306	-	500,306	458,181
Total expenditure		<u>506,964</u>	<u>-</u>	<u>506,964</u>	<u>464,599</u>
(losses) / Gains on investments	12	(118,149)	-	(118,149)	76,474
(expenditure) / Net Income and net movement in funds		<u>(56,237)</u>	<u>2,020</u>	<u>(54,217)</u>	<u>118,385</u>
Total funds at 1 January	17	812,209	11,720	823,929	705,544
Total funds at 31 December	17	<u>755,972</u>	<u>13,740</u>	<u>769,712</u>	<u>823,929</u>

The Charity has no recognised gains or losses other than the results for the year as set out above.
All of the activities of the charity are classed as continuing

The prior year fund comparatives are set out in note 10

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

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2022

Company number 02659120

		2022 £	2021 £
Fixed assets	Note		
Tangible assets	11	25,389	25,533
Investments	12	664,029	770,767
		<u>689,418</u>	<u>796,300</u>
Current assets			
Debtors	13	84,146	31,758
Cash at bank and in hand		103,184	64,128
		<u>187,330</u>	<u>95,886</u>
Creditors : amounts falling due within one year	14	<u>(107,036)</u>	<u>(68,257)</u>
Net current assets		80,294	27,629
Net assets		<u><u>769,712</u></u>	<u><u>823,929</u></u>
Funds			
Designated funds	18	300,000	300,000
General funds	18	455,972	512,209
Total unrestricted funds		<u>755,972</u>	<u>812,209</u>
Restricted funds	18	13,740	11,720
		<u><u>769,712</u></u>	<u><u>823,929</u></u>

For the year ending 31 December 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

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

These financial statements were approved by the trustees on 31 August 2023 and are signed on their behalf by:

Huw Ponting

Huw Ponting
Trustee

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

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

CASH FLOW STATEMENT

YEAR ENDED 31 DECEMBER 2022

	Note	2022 £	2021 £
Net cash inflow/(outflow) from operating activities	15	36,414	62,640
Non-operational cashflows:			
Investing activities			
Purchase of fixed assets		(5,064)	(1,106)
Payments for investments		(200,970)	(415,295)
Proceeds from sale of investments		192,604	305,682
Investment income		19,117	15,270
Net cash inflow/(outflow) for the year	16	<u>42,101</u>	<u>(32,809)</u>

Cash flow restrictions

Charity law forbids the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own Objects, except on special authority. In practice this restriction has not had any effect on cash flows for the year.

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

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

- a) The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) or Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2019.

The trustees consider that the 'going concern' basis remains appropriate for the preparation of the charity's financial statements despite the significant uncertainty caused by the cost of living crisis. Whilst there has been a significant impact on the charity's operations, the trustees are confident the charity has sufficient reserves to meet these challenges.

The charity meets the definition of a public benefit entity under FRS102.

- b) Investments
Listed investments are held at market value, and represent investments administered by investment managers on behalf of the charity. Unrealised gains and losses arising on the revaluation of investments are credited or charged to the Statement of Financial Activities and are allocated to the appropriate fund according to the "ownership" of the underlying assets. Unlisted investments are held at cost less any impairment.
- c) Debtors
Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.
- d) Creditors
Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.
- e) Cash at bank & in hand
Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.
- f) Income from donations is included in income when these are receivable, except as follows:
i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;
ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.
- g) Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable/payable. All material grants are disclosed in accordance with the Statement of Recommended Practice.
- h) Legacies are recognised when the charity is legally entitled to the legacy and the amount can be quantified with reasonable accuracy. Entitlement is regarded as the earlier of the charity being notified of an impending distribution or the legacy being received.
- i) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2022

1 Accounting policies (continued)

- j) Support costs are allocated in proportion to the total direct costs. Governance costs include the costs which relate to meeting the constitutional and statutory requirements of the charity.
- k) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:
- Leasehold property - over the term of the lease
 - Equipment - 15% per annum reducing balance
 - Computer equipment - 20% per annum reducing balance
 - Motor vehicles - 20% per annum reducing balance
- l) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- m) Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects. Designated funds may be re-designated if, in the opinion of the trustees, a change in circumstances make this appropriate.
- n) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 Donations and grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations	15,441	2,020	17,461
Bristol, N Somerset & S Gloucestershire CCG Grant	55,000	-	55,000
Lottery Outpost Funding	20,375	-	20,375
Local authority Infection control Grant	21,132	-	21,132
Membership fees	126	-	126
Gift Aid	189	-	189
	<u>112,263</u>	<u>2,020</u>	<u>114,283</u>
Prior year comparatives			
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations	24,564	10,720	35,284
Bristol, N Somerset & S Gloucestershire CCG Grant	37,500	-	37,500
Local authority Infection control Grant	32,353	-	32,353
Membership fees	151	-	151
Gift Aid	501	-	501
	<u>95,069</u>	<u>10,720</u>	<u>105,789</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022

3 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Service Contracts:				
Bristol City Council	172,917	-	172,917	175,724
South Gloucestershire Council	107,866	-	107,866	140,154
North Somerset Council	31,354	-	31,354	22,161
Private attendance fees	57,088	-	57,088	46,330
	<u>369,225</u>	<u>-</u>	<u>369,225</u>	<u>384,369</u>

The prior year comparatives are represented by unrestricted funds.

4 Income from investments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Dividends	18,072	-	18,072	15,179
Interest Received	1,045	-	1,045	91
	<u>19,117</u>	<u>-</u>	<u>19,117</u>	<u>15,270</u>

The prior year comparatives are represented by unrestricted funds.

5 Expenditure on charitable activities

	Direct costs £	Support costs £	Total costs 2022 £
Activities:			
Headway Centre	153,197	91,419	244,616
Outreach	114,235	81,943	196,178
Support & Carers, Young People and Community	26,821	19,569	46,390
Lottery Funded Outposts	6,447	6,675	13,122
	<u>300,700</u>	<u>199,606</u>	<u>500,306</u>
Prior year			
	Direct costs £	Support costs £	Total costs 2021 £
Headway Centre	111,532	93,331	204,863
Outreach	146,489	90,416	236,905
Support & Carers, Young People and Community	3,183	13,230	16,413
	<u>261,204</u>	<u>196,977</u>	<u>458,181</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
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5 Expenditure on charitable activities (continued)

Support costs

	2022	2021
	£	£
Management staff costs	101,183	88,053
Staff costs	59,534	50,846
Publications	26	48
Recruitment costs	705	2,224
Training	3,122	5,671
Insurance	1,147	2,090
Travelling and accommodation	4,602	4,689
Volunteers' expenses	38	-
Rent	6,785	10,720
Repairs and maintenance	-	44
IT costs	7,353	11,308
Membership fees	565	865
Legal and professional	1,947	4,191
Printing, stationery and postage	3,231	3,002
Depreciation	5,208	5,928
Governance (note 6)	2,622	2,286
Other costs	1,538	5,012
	<u>199,606</u>	<u>196,977</u>

Support costs are allocated between activities based on usage.

7 Net income for the year

This is stated after charging:

	2022	2021
	£	£
Depreciation	5,208	5,928
Independent examiner's fee:	2,622	2,286
- for Independent Examination	924	840
- for Accounts Preparation	1,386	1,260
- Under/ (Over) Accrual in Previous Year	-	186
	<u> </u>	<u> </u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
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8 Staff costs and numbers

The aggregate payroll costs were:

	2022	2021
	£	£
Wages and salaries	366,417	317,553
Social security costs	22,771	16,613
Employers pension contributions	9,666	8,116
	<u>398,854</u>	<u>342,282</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year, calculated on the basis of a headcount, was as follows:

	2022	2021
	No.	No.
Administration	6	6
Care and support	19	19
	<u>25</u>	<u>25</u>

The key management personnel consists of the trustees, operations director, operations manager and the finance manager. The key management personnel received total remuneration of £102,772 (2021: £88,052).

9 Taxation

The charity is exempt from corporation tax on its charitable activities.

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
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10 Fund comparatives

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Income from:			
Donations	95,069	10,720	105,789
Other trading activities	1,082	-	1,082
Charitable activities	384,369	-	384,369
Investments	15,270	-	15,270
Total income	<u>495,790</u>	<u>10,720</u>	<u>506,510</u>
Expenditure on:			
Raising funds	6,418	-	6,418
Charitable activities	458,181	-	458,181
Total expenditure	<u>464,599</u>	<u>-</u>	<u>464,599</u>
Gains on investments	76,474	-	76,474
	<u>107,665</u>	<u>10,720</u>	<u>118,385</u>
Net income and net movement in funds			
Total funds at 1 January	704,544	1,000	705,544
Total funds at 31 December	<u>812,209</u>	<u>11,720</u>	<u>823,929</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022

11 Tangible fixed assets

	Leasehold Property £	Equipment £	Computer Equipment £	Motor Vehicles £	Total £
Cost					
At 1 January 2022	247,692	25,079	23,595	51,099	347,465
Additions	-	3,650	1,414	-	5,064
At 31 December 2022	<u>247,692</u>	<u>28,729</u>	<u>25,009</u>	<u>51,099</u>	<u>352,529</u>
Depreciation					
At 1 January 2022	247,692	22,640	20,021	31,579	321,932
Charge for the year	-	366	938	3,904	5,208
At 31 December 2022	<u>247,692</u>	<u>23,006</u>	<u>20,959</u>	<u>35,483</u>	<u>327,140</u>
Net book value					
At 31 December 2022	<u>-</u>	<u>5,723</u>	<u>4,050</u>	<u>15,616</u>	<u>25,389</u>
At 31 December 2021	<u>-</u>	<u>2,439</u>	<u>3,574</u>	<u>19,520</u>	<u>25,533</u>

12 Investments

	2022 £	2021 £
Market value as at 1 January	770,767	584,450
Additions at cost	200,970	415,295
	<u>971,737</u>	<u>999,745</u>
Sale proceeds	(192,604)	(305,682)
Gain on sales	18,156	49,763
	<u>797,289</u>	<u>743,826</u>
Increase in cash deposit held by brokers	3,045	230
Unrealised (loss)/gain on revaluation	(136,305)	26,711
Market value as at 31 December	<u>664,029</u>	<u>770,767</u>
Historical cost at 31 December	<u>692,770</u>	<u>663,140</u>

13 Debtors

	2022 £	2021 £
Trade debtors	18,369	27,165
Prepayments and accrued income	-	3,093
Other debtors	65,777	1,500
	<u>84,146</u>	<u>31,758</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
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14 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	1,683	9,158
Accruals	2,835	2,834
Deferred income	19,075	10,000
Other creditors	83,443	46,265
	<u>107,036</u>	<u>68,257</u>

15 Reconciliation of net movement in funds to net cash inflow from operating activities

	2022	2021
	£	£
Statement of Financial Activities: net movement in funds	(54,217)	118,385
Depreciation	5,208	5,928
Loss / (gain) on investments	136,305	(26,711)
Investment income	(19,117)	(15,270)
Profit on sale of investments	(18,156)	(49,763)
Increase in creditors	38,779	33,260
Increase in debtors	(52,388)	(3,189)
Net cash inflow/(outflow) from operating activities	<u>36,414</u>	<u>62,640</u>

16 Analysis of changes in cash and cash equivalents during the year

	2022	2021	Movement
	£	£	£
Cash at bank and in hand	103,184	64,128	39,056
Cash in investment brokers account	10,401	7,356	3,045
Cash and cash equivalents	<u>113,585</u>	<u>71,484</u>	<u>42,101</u>
	2021	2020	Movement
	£	£	£
Cash at bank and in hand	64,128	97,167	(33,039)
Cash in investment brokers account	7,356	7,126	230
Cash and cash equivalents	<u>71,484</u>	<u>104,293</u>	<u>(32,809)</u>

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
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17 Movement in funds

	1 January 2022 £	Income and gains £	Expenditure and losses £	Transfers £	31 December 2022 £
Unrestricted funds					
Designated funds - relocation costs	300,000	-	-	-	300,000
General funds	512,209	450,727	(506,964)	-	455,972
	<u>812,209</u>	<u>450,727</u>	<u>(506,964)</u>	<u>-</u>	<u>755,972</u>
Restricted funds					
Activities	1,000	2,020	-	-	3,020
John James - Christmas event	720	-	-	-	720
CRM	10,000	-	-	-	10,000
	<u>11,720</u>	<u>2,020</u>	<u>-</u>	<u>-</u>	<u>13,740</u>
Total funds	<u>823,929</u>	<u>452,747</u>	<u>(506,964)</u>	<u>-</u>	<u>769,712</u>

Prior year

	1 January 2021 £	Income and gains £	Expenditure and losses £	Transfers £	31 December 2021 £
Unrestricted funds					
Designated funds - relocation costs	300,000	-	-	-	300,000
General funds	404,544	572,264	(464,599)	-	512,209
	<u>704,544</u>	<u>572,264</u>	<u>(464,599)</u>	<u>-</u>	<u>812,209</u>
Restricted fund					
Activities	1,000	-	-	-	1,000
John James - Christmas event	-	720	-	-	720
CRM	-	10,000	-	-	10,000
	<u>1,000</u>	<u>10,720</u>	<u>-</u>	<u>-</u>	<u>11,720</u>
Total funds	<u>705,544</u>	<u>582,984</u>	<u>(464,599)</u>	<u>-</u>	<u>823,929</u>

The general unrestricted funds are able to be utilised at the discretion of the trustees in line with the objects of the charity. Free reserves are part of general reserves and are considered in the Trustees' reserves policy which is stated on page 5 of the Trustees' Annual Report.

Relocation Costs

Future relocation costs that may arise on expiration of the current lease for the Headway Centre.

Activities

The charity received funds for outdoor activities, but has been unable to use them in the current year. It expects to be able to use them in the coming year.

John James - replacement van

Funds received to purchase a new van.

CRM

Funds to assist with Computer & Programmes Purchases

HEADWAY BRISTOL BRAIN INJURY ASSOCIATION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
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18 Analysis of net assets between funds

Year ended 31 December 2022	Investments £	Tangible Fixed assets £	Other Net assets £	Total £
Unrestricted funds				
Designated funds	300,000	-	-	300,000
General funds	364,029	25,389	66,554	455,972
	<u>664,029</u>	<u>25,389</u>	<u>66,554</u>	<u>755,972</u>
Restricted funds	-	-	13,740	13,740
	<u>664,029</u>	<u>25,389</u>	<u>80,294</u>	<u>769,712</u>

Analysis of net assets between funds - prior year

Year ended 31 December 2021	Investments £	Tangible Fixed assets £	Other Net assets £	Total £
Unrestricted funds				
Designated funds	300,000	-	-	300,000
General funds	470,767	25,533	15,909	512,209
	<u>770,767</u>	<u>25,533</u>	<u>15,909</u>	<u>812,209</u>
Restricted funds	-	-	11,720	11,720
	<u>770,767</u>	<u>25,533</u>	<u>27,629</u>	<u>823,929</u>

19 Company limited by guarantee

The company is limited by guarantee and, as such, has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.

20 Related parties

There are no transactions with trustees or other related parties other than those disclosed as required by to SORP elsewhere in the financial statement.