

# **HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED**

## **REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**REGISTERED COMPANY NUMBER: 2991672**

**REGISTERED CHARITY NUMBER: 1046863**

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**HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED**  
**COMPANY NUMBER 02991672**  
**YEAR ENDED 31 MARCH 2016**

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**COMPANY NUMBER 02991672**  
**YEAR ENDED 31 MARCH 2016**

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**LEGAL AND ADMINISTRATIVE INFORMATION**

**President**

Mr Andrew Wates OBE DL

**Trustees**

**Honorary Patrons**

Mr A B Doyle MBE  
Ms J Griffiths OBE  
Mr M More-Molyneux

**Trustees**

Mr. K Churchouse (Chair)

Mrs C Badawi  
Mr D Bedford  
Mrs C Eyre (Treasurer) – retired October 2015  
Mrs H M Goatley (Vice Chair)  
Mr J Olaofe  
Mr S Casson – appointed October 2015  
Mr F Fulcher (Treasurer) – appointed October 2015

**Secretary**

Oliver McGeachy

**Registered Office**

Headway House, North Road, Stoughton, Guildford, Surrey GU2 9PU

**Bankers**

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

**Independent Examiners**

CMB Partnership Limited, Chapel House, 1 Chapel Street, Guildford, Surrey GU1 3UH

**Registered Charity Number**

Headway Surrey is registered with the Charity Commissioners of England and Wales. The Charity registration number is 1046863.

**Registered Company Number**

Headway Surrey is a company incorporated under the Companies Act 2006 (registered number 2991672) and is limited by guarantee.

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**DIRECTORS' AND TRUSTEES ANNUAL REPORT**

The Trustees, who are also the Directors of the Company, present their report and financial statements for the year ended 31 March 2016. The financial statements have been independently examined in accordance with the Charities Act 2011.

**Reference and Administration Details**

All general information relating to Headway Surrey Head Injuries Association Limited can be found on page 1.

**Financial Review**

The results for the year are as set out in the annexed Statement of Financial Activities.

**Structure, Governance and Management**

- The Charity is controlled by the Trustees who delegate day to day management to the Chief Executive
- The Trustees consider that there are sufficient reserves. Risks have been considered and taken into account in future budgets
- All Trustees are when necessary given sufficient training on appointment

**Objectives and Activities**

The principal objectives of Headway Surrey continue to be:-

- To promote the relief of persons who have suffered head injuries from the consequences of such injuries and the rehabilitation of such persons
- To advance the education of the public in all aspects of head injury and the consequences thereof

**Achievements and Performances**

Our main activities to carry out the charity's objectives for the public benefit are:-

- **Resource centre based services**, providing an initial point of contact and ongoing rehabilitation for those suffering from the consequences of a head injury, their families and carers. Our well-established cognitive rehabilitation and personal support services are used by up to 40 individuals at any one point in time.
- A socially-oriented **Drop In** facility, running at the Centre on an "open door" basis on the first Friday of each month and "by appointment" on the remaining Fridays of each month. There were over 130 attendances at the "open door" Drop In up to March 31, 2016.
- **Community Outreach Services** support those affected by head injury in their own homes and in the community and, in particular, encourage and support social and vocational re-integration. During 2015/16 the Community team conducted 397 individual visits.
- **The Befriending Service**, facilitating recreational activities and social inclusion, achieved over 150 volunteer visits in the year.
- **The telephone Help Line** provides information and support when and as required. The Help Line responded to nearly 2,000 calls in the year.

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**DIRECTORS' AND TRUSTEES ANNUAL REPORT – Continued**

- Our web site ([www.headwaysurrey.org](http://www.headwaysurrey.org)) which is updated and upgraded on an ongoing basis attracts approximately 30,000 visitors a year indicating our success in raising public and professional awareness of issues around head injury. This activity this year has been supplemented by our extended inclusion in social media in the form of Facebook, Twitter and Google+.
- An information and promotional service aimed at educating the community on issues surrounding head injury and promoting the activities and services of Headway Surrey.

We work in partnership with Surrey County Council Social Services Adult Social Care Teams, the Surrey Coalition of Disabled People, the NHS Clinical Commissioning Groups, local authorities, including Guildford, Waverley and Surrey Heath, and a wide range of voluntary sector and private organisations across the County of Surrey and the surrounding areas including the Community Foundation for Surrey and various local Rotary Clubs.

Headway Surrey is affiliated to Headway UK, the national brain injury association.

**CHAIR'S REPORT – KEITH CHURCHHOUSE**

I indicated at last year's AGM that from a financial perspective, 2015 was a challenging year, with the end of the security of the block contract from Surrey County Council. This was something that I, along with my fellow Trustees both past and present, had feared, although we had anticipated this change for a number of years. The replacement programme of direct payments has proved to be a poor funding option for Headway Surrey, requiring us to fall back on our reserves to allow us to maintain our service standards at a high level. This is very much reflected in the accounts. Our reserves are there to be used to provide our services, but they are not endless.

It is of small comfort that we as a charity are not alone in the UK in suffering the effects of a nationwide austerity programme that, at the point of service delivery, has been cumbersome and frustrating for our team, who have worked with great vigour to maintain visit and service levels. I send my warm thanks to the team at Headway House for their continuing energy despite the tide of change, not all of which prioritises the needs of the end client, who greatly need our services, with cost savings being the key driver. I hope, not only for Headway Surrey, but most importantly for those that need and rely on vital services like ours, that this funding position will improve under the new political regime.

Your Council of Management has been acutely aware of the current challenges and their great support in focusing on the delivery of our services across Surrey and South West London has been invaluable. Modern day life means that the time and wisdom they share willingly with our organisation is ever more important.

On a positive note, 2015 saw the exciting addition of Dr Helen Brunger, a new Brain Injury Co-Ordinator, to the team as part of our new association and co-operation with Headway South West London. Helen has added great dynamism to the team in our work at both locations and we are pleased that this continues. I commend all of the team, supporters, volunteers and befrienders for all of their hard work during the year. We would not be here without your huge contributions.

Looking forward, we have seen staff changes and additional planning to reduce costs over the course of 2016. This will mean that the need to call on our reserves, if we meet our planned targets, will be reduced and be assured that we will keep this position under close observation. The team remain positive, ironically even energised, by the turbulence that we continue to face. I hope next year's report will be more positive. We are not alone in marking 2015 as our possible 'annus horribilis'.

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Our profile around the Surrey area has grown significantly and this will be useful in the coming year in promoting our services and attracting additional support from the business community and voluntary organisations and our many friends. A good example is presented, as in the past, by our London Marathon runners, five in all, who were successful in raising over £8,000 in the Spring of 2016. A big thank you to them.

We have continued to focus on our IT/digital development programme, which is particularly pertinent to our members and continues to grow in importance. This allows us to constantly update the services we have on offer and gives us the added advantage of promoting the organisation through vehicles such as social media and our web site. We have now established a bank of lap tops, iPads and tablets for the use of our members and, with the support of the local business community, have continued to develop our iPad Loan Scheme which gives our members the opportunity to try new technology in their own homes.

The support of Headway Surrey through its great team, through its volunteers, through its Trustees, through its befrienders, through all sources continues to be the backbone of our progress and I and the Trustees are hugely grateful for their support, both now and into the future.

#### **THE YEAR IN FOCUS**

Perhaps the most significant, and challenging, development in the course of the year has been the implementation of a new "personal budget" based contractual agreement with Surrey County Council Social Services, replacing our long-standing "block" contract. As anticipated the introduction of the new arrangements, coupled with restraints in social services spending in Adult Social Care impacted on the number of new members referred through the organisation, both in our centre-based and community-based activities, and lengthened time-scales in terms of converting individual referrals into people using our services.

Attendance figures at our centre-based cognitive rehabilitation programme remained fairly stable, supporting between 30 and 40 individuals at any one point in time. Our community-based service contracted slightly, with 397 visits conducted in the year. This was largely due to a drop in referrals.

The Assessment and Progress Measurement Tool, developed in-house over the past six years, continues to evolve and it has provided a wealth of information to help us improve the quality and range of services offered to members, and is allowing us to collate a uniquely comprehensive database reflecting brain injury across the County.

Our Friday Drop In has continued to generate substantial interest, with nearly 130 attendances over the year. It had been decided, the previous year, that one area where the service could offer added impact was in increasing the number of visitors who had not previously had contact with services or were exploring the options open to them. It was decided, therefore, to continue the social aspect of the Drop In by retaining the "Open Door" sessions on the first Friday of each month and, on the remaining Fridays operating the service on a "by appointment" basis. The Drop In was partly funded by the Guildford Voluntary Grants Panel – administered by Guildford Borough Council.

Our Carers Group continues to meet monthly at various locations around the County. Future meetings are publicised on our web site – [www.headwaysurrey.org](http://www.headwaysurrey.org) – and anyone caring for a brain injury survivor is welcome to attend.

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**THE YEAR IN FOCUS (continued)**

The Befriending Service, facilitating recreational activities and social inclusion, achieved 124 visits in the course of the year. Again, this service is free of charge and is entirely charitably funded. A full volunteer training programme, developed at Headway Surrey, is co-ordinated by Sue Freestone.

We continue to provide specialist advice and support, on a day to day basis, for families and carers, either by telephone, via e-mail or on a face-to-face basis. The telephone Help Line continues to take a significant number of calls each year but, in line with current trends, an increasing proportion of enquiries are handled either via the internet or by e-mail and considerable effort is being invested in developing this area of our activities. The Headway Surrey web site remains one of the busiest brain injury related sites in the country - and we are now linked to Facebook, Twitter and Google+.

**FUNDRAISING**

An outstanding total of £56,935 of voluntary income was achieved during the year. A number of organisations and companies continued to provide invaluable support, including Chapters Financial, Barlow Robbins LLP, the Ratcliffe Trust, Waitrose, Alpha Petrol, Roy and Sarah Fiander, Penningtons Small Client Donation, Wey Valley Workshop, BJ Simmins and David Trumper and the Community Foundation for Surrey. Once again the Virgin London Marathon played a major role in our fundraising efforts – with sincere thanks to those dedicated individuals who ran in support of Headway Surrey – Ruth Prescott, Claire Welch, Alvin Simkins, Dan McKay and Karen Bill.

**VOLUNTEERS**

Volunteers – and we have a bank of between 30 and 40 at any one point in time - play a crucial role in delivering our services and this is particularly the case for our Befriending Project. The project was initiated six years ago to recruit and train volunteers specifically to informally befriend brain injury survivors, helping them to enjoy a range of social activities and interests which would not otherwise be open to them.

Our volunteers continue to support all of our activities in the Resource Centre, interacting directly with our members, and support us in a wide range of associated tasks – the Befriending Service, in the office, on payroll and finance, in building services and maintenance and in IT development and support. We could not work without them, especially in these financially demanding times.

Our Trustees too are fundamental to our operation and are also volunteers. The Council of Management not only oversees the overall strategic direction of the organisation but ensures good governance. They bring with them a wealth of personal and professional experience and skills.

**STAFF**

Maggee Fulleylove joined us at the beginning of the year taking on the newly created post of Finance and Administration Manager. She settled in quickly and has rapidly become a well-liked and respected member of the team. Helen Brunger, who had recently completed a doctorate in Health Psychology joined us as Brain Injury Co-ordinator and continued to develop her work both in Surrey and in South West London, forging links between Headway Surrey and the Health and Social Care Sectors.

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**SABIN**

The Surrey Acquired Brain Injury Network (SABIN) continues its important work, maintaining contact among professionals and stakeholders in Surrey, under the leadership of Helen Goatley, a Trustee, and the support of Barlow Robbins, solicitors – [www.surreybraininjurynetwork.co.uk](http://www.surreybraininjurynetwork.co.uk).

**DELIVERING A PUBLIC BENEFIT**

The Trustees are satisfied that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

**FINANCE**

The accounts for the year ended March 31, 2016 show incoming resources amounted to £192,973 and resources expended were £243,919. This led to a net deficit of £50,946. After allowing for revaluation of investments this was readjusted to £59,546.

The Trustees' long-term aim of achieving free reserves of one year's gross expenditure, currently £243,919, in line with the Charity Commission guidelines, has again been reached. The Trustees have implemented a reserves investment strategy which is reviewed quarterly, and the balance of reserves has been suitably invested in an agreed mixed portfolio of shares and a series of deposit accounts which maximise the Government's £75,000 guarantee on savings deposits under the Financial Services Compensation Scheme.

Trustees have reviewed the updated Ethical Investment Policy and the investment portfolio, which had historically been based mainly on Gilts, has continued to be reviewed in order to generate a healthier return on investments. In the expectation of increased returns the Trustees accept additional risk.

The Strategic Development Fund of £170,000 continues to be earmarked for the provision of future services including the possible provision of supported housing for brain injury survivors. The balance on unrestricted funds is held as an operations fund.

Headway Surrey Head Injuries Association Ltd retains a long-term interest in the site at North Road, Guildford, having leased the land to Windsor and District Housing Association for a period of 125 years, at a peppercorn rent.

**Risk Assessment**

The Trustees have reviewed the major risks to which Headway Surrey is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.



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**Plans for the Future**

Our key strategic priorities are:-

- To continue to develop a financial strategy and model that maximises the advantage of our assets and which positively responds to the current economic climate and new funding regimes as they emerge. To diversify our funding base and ensure a value for money policy.
- To continue to support the Befriending Project and ensure an effective information service for those affected by brain injury. To continue to explore and develop the use of IT and social media as a means of enhancing services, and train brain injury survivors in the use of IT-based communication and social media.
- To continue to identify key potential partners, both within the voluntary and statutory sectors, to form strategic alliances for the development of services relating to brain injury.
- To continue to raise the profile of brain injury, its causes and consequences.
- To continue to develop a staff and volunteer recruitment and training strategy appropriate to the needs of the organisation and specialist areas such as IT.
- To monitor and assess service requirements and develop services appropriate to client needs.
- To facilitate sufficient service delivery capacity in line with progressive implementation of social and health care personalised budget programmes for clients.

**Statement of Trustees' Responsibilities**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each individual year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing those financial statements the Trustees are required to:-

- select suitable accounting policies and then to apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ascertain the financial position of the charity and to enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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**Trustees' Liability Insurance**

Insurance was acquired for the Trustees against liabilities in relation to their duties.

**Independent Examination**

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

Approved by the Board and signed on behalf of the Board by:-



K. CHURCHOUSE  
Date: 21/10/2016 .

**HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED**  
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**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES ON THE UNAUDITED  
FINANCIAL STATEMENTS OF HEADWAY SURREY HEAD INJURIES ASSOCIATION  
LIMITED**

I report on the financial statements of the company for the period ended 31 March 2016 as set out on pages 11 to 18.

This report is made solely to the charity's trustees, as a body, in accordance with the section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for my work, for this report, or for the opinions I have formed.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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:

- examine the financial statements under section 145 of the 2011 Act;
- 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
- to state where 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 statement below.

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**Independent examiner's statement - Continued**

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:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 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.

*CMB Partnership Ltd*

**Russell Brown**

Relevant professional qualification : ICAEW

Name of Practice: CMB Partnership Limited

Address of Practice: Chapel House, 1 Chapel Street, Guildford, Surrey GU1 3UH

Date: 21/10/2016.

**HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unrestricted Funds £	Restricted Fund £	Total 2016 £	Total 2015 £
<b>Incoming Resources</b>	11				
<b>Incoming resources from charitable activities</b>					
Fees receivable		104,012	-	104,012	151,409
Employment related		-	18,000	18,000	6,773
Community befriending project		-	6,417	6,417	-
Subscriptions		180	-	180	195
<b>Voluntary Income</b>		56,935	-	56,935	89,144
<b>Investment Income</b>		7,429	-	7,429	6,693
<b>Other Operating Income</b>		-	-	-	2,000
		<u>168,556</u>	<u>24,417</u>	<u>192,973</u>	<u>256,214</u>
<b>Resources Expended</b>					
Costs of generating voluntary income		175,508	25,307	200,815	170,186
Fundraising trading costs		23,067	-	23,067	20,213
Governance costs		20,037	-	20,037	13,779
	12	<u>218,612</u>	<u>25,307</u>	<u>243,919</u>	<u>204,178</u>
<b>Gross transfers between funds</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net income (expenditure) for the year before other recognised gains/(losses)</b>		(50,056)	(890)	(50,946)	52,036
<b>Other recognised gains/(losses)</b>					
Gains and losses on investment assets:					
Realised		(2,088)	-	(2,088)	(369)
Unrealised		(6,512)	-	(6,512)	7,773
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		(58,656)	(890)	(59,546)	59,440
<b>Total funds brought forward</b>					
As previously stated		457,213	81,307	538,520	479,080
		<u>457,213</u>	<u>81,307</u>	<u>538,520</u>	<u>479,080</u>
<b>Total funds carried forward</b>		<u>398,557</u>	<u>80,417</u>	<u>478,974</u>	<u>538,520</u>

**HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED**  
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**BALANCE SHEET**  
**AT 31 MARCH 2016**

		2016		2015	
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	2		180,615		176,484
Investments	3		161,794		151,954
			<u>342,409</u>		<u>328,438</u>
<b>Current Assets</b>					
Stock	4	900		850	
Debtors	5	25,474		16,110	
Cash at bank and in hand	6	<u>139,308</u>		<u>217,572</u>	
		165,682		234,532	
<b>Creditors: amounts falling due within one year</b>	7	<u>9,117</u>		<u>4,450</u>	
<b>Net current assets</b>			<u>156,565</u>		<u>230,082</u>
<b>Total assets less current liabilities</b>			498,974		558,520
<b>Creditors: amounts falling due in more than one year</b>	8		<u>20,000</u>		<u>20,000</u>
			<u>478,974</u>		<u>538,520</u>
<b>Reserves</b>					
Restricted funds	9		80,417		81,307
Unrestricted funds			228,557		287,213
Unrestricted designated funds			<u>170,000</u>		<u>170,000</u>
			478,974		538,520

For the period ended 31 March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 2016 in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each 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 special provisions of Part 15 of the Companies Act 2006 relating to the small companies.

On behalf of the Trustees:-

  
**K. CHURCHOUSE**

Date: 21/10/2016

**HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED**  
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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

**1. Principal Accounting Policies**

**a. Accounting Convention**

The financial statements have been prepared under the historical cost, except for investments which are included at valuation. They are also prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015 – SORP 2015 FRSE), the Statement of Recommended Practice “Accounting for Charities” and the Companies Act 2006.

**b. Tangible Fixed Assets**

Depreciation is provided on a straight line basis over each asset's estimated economic life.

Office equipment                      -                      Five years

The company has an interest in the freehold of land subject to a long lease. This is not depreciated as the trustees consider that the residual value exceeds cost.

**c. Incoming Resources**

Income received by way of donations, grants and gifts is included in the Statement of Financial Activity in the year to which it relates.

**d. Resources Expended**

Direct charitable fund raising and management and administration expenditure includes direct, indirect and overhead costs which are allocated in relation to underlying activity levels that are established using a number of different indicators.

**e. Stock**

Stock is valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving items.

**f. Investments**

Listed investments are valued at market value at the end of the financial period. Where the Trustees have been unable to ascertain the market value, the value is based on the Trustees' estimated value. Realised and unrealised gains and losses are credited, or debited, to the statement of financial activities in the year in which they arise.

**g. Restricted and Unrestricted Reserves**

Restricted funds represent funds donated to the charity for specific purposes within the charity's objects. Unrestricted funds represent funds available to be used by the trustees for any purpose within the charity's objects.

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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016 - Continued**

**2. Tangible Fixed Assets**

	<b>Land &amp; Buildings £</b>	<b>Office Furniture &amp; Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2015	172,139	16,705	188,844
Additions	-	6,701	6,701
Disposals	-	-	-
	<u>172,139</u>	<u>23,406</u>	<u>195,545</u>
<b>Depreciation</b>			
At 1 April 2015	-	12,360	12,360
Charge for the year	-	2,570	2,570
Disposals	-	-	-
	<u>-</u>	<u>14,930</u>	<u>14,930</u>
<b>Net Book Values</b>			
At 31 March 2016	<u>172,139</u>	<u>8,476</u>	<u>180,615</u>
At 31 March 2015	<u>172,139</u>	<u>4,345</u>	<u>176,484</u>

The organisation retains an interest in the freehold of the land subject to a long lease expiring on 28 May 2133.

**3. Investments -  
held primarily to provide an investment return**

	<b>2016 £</b>
Market value at 1 April 2015	151,954
Additions	60,000
Disposals	(43,648)
Revaluation	<u>(6,512)</u>
<b>Net Book Values</b>	
At 31 March 2016	<u>161,794</u>
<b>Net Book Values</b>	
At 31 March 2015	<u>151,954</u>

Investments include £820 (2015 - £1,714) of cash held on deposit.



**HEADWAY SURREY HEAD INJURIES ASSOCIATION LIMITED**  
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**YEAR ENDED 31 MARCH 2016 - Continued**

**4. Stock**

	<b>2016 £</b>	<b>2015 £</b>
Consumables	<u>900</u>	<u>850</u>

**5. Debtors**

	<b>2016 £</b>	<b>2015 £</b>
Trade debtors	18,218	14,033
Other debtors	5,989	60
Prepayments	<u>1,267</u>	<u>2,017</u>
	<u>25,474</u>	<u>16,110</u>

**6. Cash at Bank and In Hand**

	<b>2016 £</b>	<b>2015 £</b>
CAF Account	22,096	36,385
Metro Bank	76,757	76,564
CAF Reserve 3	2,160	22,121
Northern Rock	38,127	82,302
Petty Cash	<u>168</u>	<u>200</u>
	<u>139,308</u>	<u>217,572</u>

**7. Creditors : Amounts Falling Due Within One Year**

	<b>2016 £</b>	<b>2015 £</b>
Trade creditors	958	2,816
Accrued expenses	3,338	1,634
PAYE & National Insurance	<u>4,821</u>	<u>-</u>
	<u>9,117</u>	<u>4,450</u>

**8. Creditors: Amounts Falling Due After More than One Year**

	<b>2016 £</b>	<b>2015 £</b>
Surrey County Council Unsecured Loan	<u>20,000</u>	<u>20,000</u>

The loan of £20,000 from Surrey County Council is for an indefinite period, and will only be called upon in the event of liquidation. The loan is unsecured and interest free.

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**9. Restricted Funds**

Movements on conditional grants and donations were as follows:-

	Note	Balance at 01.04.15 £	Incoming Resources £	Transfers Between Funds £	Expenditure £	Balance at 31.03.16 £
Community Support	a	-	-	-	-	-
Fixed asset donations	b	78,000	-	-	-	78,000
Community Befriending Project	c	-	6,417	-	4,000	2,417
Acquired Brain Injury Coordinator	d	3,307	18,000	-	21,307	-
		81,307	24,417	-	25,307	80,417

Any transfers between funds are made to take into account expenditure incurred that relates to the restricted fund and is in line with the restriction.

- a. Received for the Community Support project.
- b. Received for the purchase of fixed assets for continuing use by the charity. A balance of £75,000 carried forward relates to the Lottery Fund grant for property which is not depreciated and a further £3,000 relates to a donation towards a new door for the premises.
- c. Received from Guildford and Waverley Borough Councils and Surrey County Council towards a community befriending project.
- d. Received from Headway Surrey South West London towards staffing costs of the Brain Injury Co-ordinator.

**10. Share Capital**

The company is limited by guarantee and has no share capital.

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**11. Incoming Resources**

a. The total incoming resources for 2016 were £192,973 (2015: £256,214).

b. Interest receivable

	2016 £	2015 £
Bank deposit interest	1,157	1,553
Dividends	6,272	5,140
	<u>7,429</u>	<u>6,693</u>

**12. Resources Expended**

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>Direct Charitable</b>				
Salaries and pensions (85%)	145,178	25,307	170,485	138,018
Premises related (90%)	16,036	-	16,036	14,430
Office related (80%)	14,294	-	14,294	17,738
Other (80%)	-	-	-	-
	<u>175,508</u>	<u>25,307</u>	<u>200,815</u>	<u>170,186</u>
<b>Fund Raising</b>				
Salaries and pensions (10%)	20,057	-	20,057	16,238
Premises related (5%)	890	-	890	802
Office related (10%)	1,787	-	1,787	2,217
Other	333	-	333	956
	<u>23,067</u>	<u>-</u>	<u>23,067</u>	<u>20,213</u>
<b>Management &amp; Administration</b>				
Salaries and pensions (5%)	10,028	-	10,028	8,119
Premises related (5%)	890	-	890	802
Office related (10%)	1,787	-	1,787	2,217
Accountancy	7,332	-	7,332	2,641
Bank charges	-	-	-	-
Other (20%)	-	-	-	-
	<u>20,037</u>	<u>-</u>	<u>20,037</u>	<u>13,779</u>
<b>Total Resources Expended</b>	<u>218,612</u>	<u>25,307</u>	<u>243,919</u>	<u>204,178</u>

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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016 – Continued**

**13. Staff Costs**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Wages and salaries	183,811	148,524
National Insurance	16,759	13,851
	<u>200,570</u>	<u>162,375</u>

No employee received remuneration in excess of £60,000. The trustees are not paid remuneration.

**Number of employees**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Chief Executive	1	1
Administrator	0.5	0.5
Services Manager	1	1
Community Support worker	0.5	0.5
Support Worker	1	1
Support Worker	1	1
Befriending Co-ordinator	0.5	0.5
Brain Injury Co-ordinator	1	1

**14. Trustees and Related Parties**

No trustees received any remuneration for their services (2015: None). Trustee expenses during the year were £30 (2015: £371).

There were no related party transactions (2015: None).

**15. Taxation**

All the charity's income is applied for charitable purposes and therefore the charity is exempt from corporation tax.

**16. Unrestricted Designated Fund**

The trustees have established a designated fund as a strategic development fund totalling £170,000. The balance of unrestricted funds totalling £228,557 is held as an operations fund.