

Registered Charity No: 0900591
Registered Company No: 2509780

HEADWAY THAMES VALLEY LIMITED
(a company limited by guarantee)
REPORT OF DIRECTORS AND
FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2014

Chantrey Vellacott DFK
a trading style of CV Thames Valley Limited
Prospect House
58 Queens Road
Reading
RG1 4RP

HEADWAY THAMES VALLEY LIMITED

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HEADWAY THAMES VALLEY LIMITED
Report of the Directors for the year ended 31 March 2014

The directors are pleased to present their report together with the financial statements of the charitable company for the year ending 31 March 2014. This report also represents the trustees' report which is required to be prepared by Part VI of the Charities Act 2011.

REFERENCE AND ADMINISTRATIVE DETAILS

Directors/Trustees:

K Butterfield	T Powell
R Gilby	M Slade
F McKechnie	K Smerdon
C Palles	R Wilkinson
B Potter	

The directors are also trustees of the charitable company for the purposes of the Charities Act 2011.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2014 was 9 (2013: 10).

Company Number: 2509780 (England & Wales)
Charity Number: 0900591

Treasurer: R Wilkinson

Registered Office: First Floor, Abbots House
Abbey Street
Reading RG1 3BD

Address of operation: Brunner Hall
Makins Ground
Greys Road
Henley-on-Thames RG9 1QR

Independent Examiner M J McAllister, ACA
Chantrey Vellacott DFK
a trading style of CV Thames Valley Limited
Prospect House
58 Queens Road
Reading
RG1 4RP

Bankers: Barclays Bank Plc
Tilehurst, Mid Thames Group
Reading

Solicitors: Boyes Turner
First Floor, Abbots House
Abbey Street
Reading RG1 3BD

HEADWAY THAMES VALLEY LIMITED

Report of the Directors for the year ended 31 March 2014

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company, limited by guarantee, incorporated on 8th June 1990 and registered as a charity on 12th July 1990. The charitable company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Directors/Trustees' Induction and Training

Most directors/trustees are already familiar with the practical work of the charity, having either a personal involvement or a long-time interest in what it does.

Additionally, new directors/trustees are invited and encouraged to attend any training sessions offered to familiarise themselves with the charity and the context in which it operates.

Organisational Structure

Headway Thames Valley has a Management Committee which meets at least eight times a year and is responsible for the strategic direction and policy of the charity. At present there are 9 Trustees from a variety of backgrounds relevant to the work of the charitable company.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the General Manager. The General Manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met, has responsibility for the day to day operational management of the Resource Centre and satellites, individual supervision of the Support Workers and also ensuring that the team continue to develop their skills and working practices in line with good practice.

Network

Headway Thames Valley is affiliated to Headway UK which was formed in 1979. A steering committee was set up and registered Headway National Head Injuries Association as a charitable trust in 1980. In 1989 they became a Company limited by Guarantee.

In 1999, Headway UK changed its name from Headway National Head Injuries Association to Headway - the brain injury association. Since 1979 the organisation has increased from one steering committee to over 120 groups and branches throughout the UK. Headway UK is run by its members headed by a Board of Trustees and staff at a Nottingham Office and a London Office.

Although affiliated to Headway UK and required to pay an affiliation fee, Headway Thames Valley is run entirely independently of Headway UK. However, through the various departments which make up the organisation Headway Thames Valley gains valuable support and assistance (though not financial) from the national organisation.

As there are no Minimum Care Standards for day care, the charity is guided by Headway UK's Minimum Care Standards.

Risk Assessment

The directors have considered the major risks which the charitable company faces and confirm that systems have been established to ensure that the necessary actions may be taken.

HEADWAY THAMES VALLEY LIMITED

Report of the Directors for the year ended 31 March 2014 (continued)

OBJECTIVES AND ACTIVITIES

The charitable company's objectives and principal activities are:

- Support those with acquired brain injury and their families in the Thames Valley area
- Offer a range of centre based day services 5 days a week
- Offer a varied outreach programme throughout the area
- Play our part in seeking to improve statutory services
- Raise awareness of the causes and effects of acquired brain injury amongst the general public.

- Work in partnership with other organisations who strive to improve the lives of those with acquired brain injury

The main objectives and activities for the year continued to focus on providing as wide a range of day services as possible, expanding our outreach and education services and providing placement opportunities for new graduates and improving monitoring and reporting of our services. These objectives have been met by:

- Working towards meeting or exceeding all Governance Standards set by Headway UK;
- Working towards meeting or exceeding NSF Guidelines with particular reference to quality requirements: community based rehabilitation and support, help with long term adjustment, social integration, enablement, supporting families and carers and offering effective long term support;
- Operating an effective training and development programme for all staff and volunteers;
- Expanding our outreach programme in to the East of our area;
- Seeking further alternative sources of funding;
- Providing a 12 month work placement for a psychology graduate;
- Introducing a database of all clients to include demographic and clinical data, a record of each client's goals and activity programme as well as generating management information reports.

As well as 13 staff and around 30 volunteers, Headway Thames Valley has agreements with 5 professional therapists and consultants. Volunteers are recruited from a variety of sources and given appropriate training along with other staff.

ACHIEVEMENTS AND PERFORMANCE

Resource Centre

Based in Greys Road, Henley on Thames, 47 clients take up 80 day places there each week and 5 clients visit just for physiotherapy.

21 clients attend 3 satellites in South Reading, Central Reading and West Berkshire with a further 2 smaller satellites in Bracknell and Thatcham.

16 clients at a time attend the "Living with Brain Injury" course in Reading. It continues to run successfully for 12 weeks at a time and is now becoming established in Bracknell.

Around 150 new clients become known to Headway Thames Valley each year. Of these, some will be assessed by up to 3 of our professionals, some will just need advice and support and a proportion will go on to access one of our services for a longer period.

At the centre in Henley, in each satellite and in the community, a variety of activities are offered in a structured setting, all aimed at helping people improve their quality of life, including offering respite and advice and support to families. Therapies help with cognitive, mobility and emotional deficits. Each of the three main satellites is slightly different helping to vary what is on offer.

HEADWAY THAMES VALLEY LIMITED

Report of the Directors for the year ended 31 March 2014 (continued)

Resource Centre (continued)

Headway Thames Valley signposts to other services, provides advocacy and seeks to improve independence wherever possible.

The base in Henley on Thames is leased from the Town Council, providing stability and securing the charity's position within the local community. With the help of money acquired from fundraising, it continues to be improved and adapted to suit the needs of its users.

Community Outreach

Four staff engage regularly with around 15 clients in the community at any one time. Coping strategies are provided and personal goals set and monitored. Additionally, help, advice and support are offered to all who approach Headway Thames Valley and contact maintained for as long as is required.

Plans for the Future

Headway Thames Valley is committed to delivering the very best services possible to brain injured adults and their families in its area. It aims to make these services easily accessible whilst providing current and relevant information and advice. Headway will continue to work in partnership with Berkshire Multiple Sclerosis Therapy Centre, Berkshire Community based Neuro Rehab Team and others with similar goals to achieve this. The charity will strive to further develop its range of services, workshops and training, increasing the ways that individuals can receive assistance and to raise awareness of the effects of brain injury.

FINANCIAL REVIEW

Headway Thames Valley continues to have a strong financial position, which has enabled it to carry out its programme of services for its clients. Our Balance Sheet shows that our cash position has deteriorated by £39,539 whilst our net current assets, which are the funds we have available to run Headway, have decreased by £13,808 (2013: £63,801).

Our unrestricted incoming resources increased to £332,768 (2013: £306,157), due to additional donations during the year. The majority of our income still comes from daily attendance fees, paid for mostly by local authorities, plus amounts from service users through their personal budgets.

We continue to receive substantial grants and donations, both private and corporate, which are very important as funding cuts continue to bite.

Our unrestricted resources expended increased to £321,123 (2013: £306,598). This increase is principally due to repairs and improvements to our premises and general increases in costs.

Our restricted funds show a deficit of £8,270 (2013: £23,116). Donations were very good this year, and many were of an unrestricted nature. Expenditure was chiefly in respect of the depreciation of fixed assets purchased with restricted funds.

Principal Funding Sources

The main source of funding comes from the six Unitary Authorities within Berkshire. There is also an agreement with Buckinghamshire and Oxfordshire. It is necessary to raise a proportion of monies needed ourselves, and the charity relies on donations from families, supporters, companies and other organisations.

HEADWAY THAMES VALLEY LIMITED

Report of the Directors for the year ended 31 March 2014 (continued)

Reserves Policy

Headway has the following reserves policy and in order to ensure that sufficient reserves are maintained the directors earmark this within separate designated funds.

- One years salary fund - these funds have been earmarked as the provision of cash resources to support staff salaries and the cost of providing therapy.
- Revenue support fund - these funds have been earmarked for the discharge of overheads in running the charity.
- Capital replacement fund - the accumulation of reserves for the purchase and replacement of computers and gymnasium equipment.

STATEMENT OF DIRECTORS RESPONSIBILITIES

The charitable company's directors are responsible for preparing the Annual Report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the directors 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 its financial activities for that period. In preparing those financial statements, the directors/trustees are required to:

- (i) select suitable accounting policies and apply them consistently;
- (ii) make judgements and estimates that are reasonable and prudent;
- (iii) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ascertain the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware:

- (i) there is no relevant accounting information of which the charitable company's directors are unaware: and
- (ii) the directors have taken all steps that they ought to have taken to make themselves aware of any relevant accounting information and to establish that the accountant is aware of that information.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislations in other jurisdictions.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report was approved by the board of directors on2014 and is signed on their behalf by: -

.....

T Powell - Director

**The Independent Examiner's Report to the Directors of
HEADWAY THAMES VALLEY LIMITED**

I report on the accounts of the charitable company for the year ended 31 March 2014, which are set out on pages 7 to 15.

Respective responsibilities of the Directors and Examiner

The directors (who are also the trustees of the charitable company for the purpose of charity law) are responsible for the preparation of the accounts. The Directors 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. The charity's gross income exceeds £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

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

- examine the accounts 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 whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- 1) 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 accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
M.J. McAllister, ACA
Chantrey Vellacott DFK
a trading style of CV Thames Valley Limited
Prospect House
58 Queens Road
Reading , RG1 4RP

Dated:

HEADWAY THAMES VALLEY LIMITED

Statement of Financial Activities (incorporating Income and Expenditure Account) for the year ending 31 March 2014

	Notes	Unrestricted Funds 2014 £	Restricted Funds 2014 £	Total Funds 2014 £	Total Funds 2013 £
Incoming Resources					
Incoming resources from generating funds:					
<i>Voluntary income:</i>					
Donations:	2	42,939	15,208	58,147	36,123
Activities for generating funds	3	13,711	-	13,711	12,778
<i>Investment Income:</i>					
Bank interest		1,707	-	1,707	2,011
Incoming resources from charitable activities:	4	259,203	-	259,203	255,245
TOTAL INCOMING RESOURCES		317,560	15,208	332,768	306,157
Resources Expended					
Costs of generating funds:					
Fundraising		3,318	-	3,318	3,867
Charitable activities		312,470	23,478	335,948	324,035
Governance costs		5,335	-	5,335	4,812
TOTAL RESOURCES EXPENDED	6	321,123	23,478	344,601	332,714
Net incoming resources/Net income for the year		(3,563)	(8,270)	(11,833)	(26,557)
Total funds brought forward		284,151	72,302	356,453	383,010
TOTAL FUNDS CARRIED FORWARD	13	280,588	64,032	344,620	356,453

All the above amounts relate to continuing activities.

The notes on pages 9 to 15 form part of these financial statements.

HEADWAY THAMES VALLEY LIMITED

Balance Sheet as at 31 March 2014

Registered Company No: 2509780

	Notes	2014		2013	
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets	9		100,227		97,959
Current Assets					
Debtors	10	38,135		27,203	
Cash at Bank and in Hand		246,290		285,829	
		<u>284,425</u>		<u>313,032</u>	
Less: creditors amounts falling due within one year	11	(39,739)		(54,538)	
Net Current Assets			244,686		258,494
Net Assets			<u>344,913</u>		<u>356,453</u>
Funds					
Unrestricted Funds			280,588		284,151
Restricted Funds			64,032		72,302
	13		<u>344,620</u>		<u>356,453</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

For the financial year ended 31 March 2014 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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 ensuring that the charitable company keeps accounting records which comply with section 386 of the Companies Act and for preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its results 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 accounts, so far as applicable to the charitable company.

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

Approved by the board of directors on..... 2014 and signed on its behalf by:

.....
T. Powell - Chairman

.....
R. Wilkinson - Director and treasurer.

The notes on pages 9 to 15 form part of these financial statements.

HEADWAY THAMES VALLEY LIMITED

Notes to the financial statements for the year ended 31 March 2014

1 Accounting Policies

a Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005).

b Incoming resources

All incoming resources are included in the statement of financial activities when the charitable company is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- (i) Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable.
- (ii) Donated services and facilities are included at the value to the charitable company where this can be quantified. The value of services provided by volunteers has not been included in these financial statements as it is too difficult to quantify this value with reasonable accuracy.
- (iii) Investment income is included when receivable.
- (iv) Incoming resources from charitable activities relate to grants, these are recorded when the charitable company becomes unconditionally entitled to the grant.

c Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- (i) Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising activities.
- (ii) Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- (iii) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charitable company and include accountancy fees and costs linked to the strategic management of the charitable company.
- (iv) All costs are allocated between the expenditure categories in the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

d Fixed assets

Fixed assets for charity use are capitalised at cost, when acquired, or market value as determined by the directors/trustees where donated. They are stated in the financial statements at original cost/value less depreciation. Fixed assets are not capitalised if the cost is less than £500.

HEADWAY THAMES VALLEY LIMITED

Notes to the financial statements for the year ended 31 March 2014 (continued)

e Depreciation

Depreciation of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:

Leasehold improvements	10% straight line
Fixtures and fittings	20% reducing balance
Minibus	25% reducing balance
Computer equipment	3 years straight line

f Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charitable company without further specific purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the directors/trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

2 Voluntary Income

	Unrestricted	Restricted	2014 Total	2013 Total
	£	£	£	£
General donations	42,939		42,939	36,123
Experto Credit (Bracknell Satellite Unit)	-	-	-	3,000
Specific donations:				
Garden improvements	-	3,000	3,000	-
Floor covering	-	3,708	3,708	-
Enablement	-	3,500	3,500	-
Music therapy		5,000	5,000	-
	42,939	15,208	58,147	39,123

3 Activities for generating funds:

Fundraising (other)	3,256	-	3,256	7,363
65's club	1,823	-	1,823	3,240
Goods for centre	8,632	-	8,632	2,175
	13,711	-	13,711	12,778

4 Incoming resources from charitable activities:

Grants	209,817	-	209,817	183,716
Attendance Fees	49,386	-	49,386	72,799
	259,203	-	259,203	256,515

5 Taxation

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

HEADWAY THAMES VALLEY LIMITED

Notes to the financial statements for the year ended 31 March 2014 (continued)

6 Total Resources Expended

	Basis of allocation	Fundraising £	Charitable Activities £	Governance £	2014 Total £	2013 Total £
Costs directly allocated to activities						
Salaries	Direct	-	187,152	-	187,152	179,733
Pension	Direct	-	667	-	667	564
Occupational and physiotherapy	Direct	-	50,405	-	50,405	48,842
Advertising	Direct	-	2,360	-	2,360	-
Catering	Direct	-	636	-	636	882
Computer expenses	Direct	-	3,483	-	3,483	4,578
Equipment	Direct	-	1,160	-	1,160	538
Family support	Direct	-	-	-	-	-
Garden expenses	Direct	-	2,160	-	2,160	1,286
Maintenance and repairs	Direct	-	7,944	-	7,944	2,112
Minibus (running costs)	Direct	-	14,637	-	14,637	14,728
Depreciation	Direct	-	13,263	-	13,263	12,876
Volunteer travel	Direct	-	772	-	772	1,004
65s club	Direct	-	2,035	-	2,035	1,990
Cleaning	Direct	-	5,341	-	5,341	5,944
Membership & Affiliation Fees	Direct	-	92	-	92	77
Greenfield House	Direct	-	3,886	-	3,886	4,751
Clinical Equipment	Direct	-	1,283	-	1,283	457
Outreach	Direct	-	630	-	630	985
Tea & coffee	Direct	-	2,350	-	2,350	2,322
Reading Centre Costs	Direct	-	574	-	574	766
Loddon Valley Expenses	Direct	-	2,638	-	2,638	2,023
Client Activities	Direct	-	1,902	-	1,902	2,496
Client Holidays	Direct	-	2,048	-	2,048	7,408
Bad debt provision	Direct	-	1,730	-	1,730	-
Support costs allocated to activities						
Fundraising	Direct	1,404	-	-	1,404	1,787
Accountancy	Direct	-	-	4,418	4,418	4,000
Insurance for centre	Staff time	137	1,209	27	1,373	950
Meetings, Training and Seminars	Staff time	236	2,075	47	2,358	2,499
Photocopier charges	Staff time	36	317	7	360	480
Postage	Staff time	54	479	11	544	594
Stationery & printing	Staff time	182	1,599	36	1,817	2,481
Telephone	Staff time	246	2,167	49	2,462	2,058
Sundry expenses	Staff time	276	2,495	55	2,826	3,917
Rent	Floor area	100	1,949	21	2,070	1,251
Heat and Light	Floor area	164	3,088	33	3,285	2,991
Water & waste disposal	Floor area	13	310	3	326	674
Depreciation	Direct/ Floor area	470	8,863	94	9,427	10,696
Legal and professional		-	2,252	534	2,786	1974
		3,318	335,948	5,335	344,601	332,714

The charitable company only operates one charitable activity being the provision of facilities to relieve persons who have suffered head injury or brain damage.

HEADWAY THAMES VALLEY LIMITED

Notes to the financial statements for the year ended 31 March 2014 (continued)

7 Net income for the year

This is stated after charging:

	2014	2013
	£	£
Depreciation	22,690	23,757
Independent examiner's fee	3,600	2,800

8 Staff costs

	2014	2013
	£	£
Gross salaries and wages	175,766	168,832
Social security costs	11,386	10,901
Pension costs	667	564
	187,819	180,297

The average number of employees in the period was 13 (2013: 12)

No director/trustee received any remuneration or was reimbursed for any expense in the current and preceding period.

No employees earn in excess of £60,000

9 Tangible Fixed Assets

	Leasehold Improvements	Minibus £	Fixtures, Fittings & Equipment £	Computer Equipment £	Total £
Cost					
At 01/04/2013	103,775	83,736	76,065	12,700	276,276
Additions	-	12,195	12,470	-	24,665
Disposals	-	(31,345)	-	-	(31,345)
At 31/03/2014	103,775	64,586	88,535	12,700	269,596
Depreciation					
At 01/04/2013	62,193	45,108	60,253	10,761	178,315
Charge for year	5,198	13,262	3,261	969	22,690
Disposals	-	(31,635)	-	-	(31,635)
At 31/03/2014	67,391	26,735	63,514	11,730	169,370
Net Book Value					
At 01/04/2013	41,582	38,628	15,812	1,939	97,961
At 31/03/2014	36,384	37,851	25,022	970	100,227

HEADWAY THAMES VALLEY LIMITED

Notes to the financial statements for the year ended 31 March 2014 (continued)

10 Debtors

	2014 £	2013 £
Trade debtors - grants due	30,633	23,488
Other debtors and accrued income	2,500	1,000
Prepayments	5,002	2,715
	38,135	27,203

11 Creditors: Amounts falling due within one year

	2014 £	2013 £
Accruals	19,739	14,538
Deffered income	20,000	40,000
	39,739	54,538

12 Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Tangible fixed assets	54,937	-	44,458	99,395
Net current assets	5,108	220,000	20,117	245,225
	60,045	220,000	64,575	344,620

HEADWAY THAMES VALLEY LIMITED

Notes to the financial statements for the year ended 31 March 2014 (continued)

13 Movements in funds:

	Balance at 1 April 2013	Incoming Resources	Resources Expended/ Transfers	Balance at 31 March 2014
	£	£	£	£
Restricted Funds:				
Phyllis Court Action Group	3,698	-	(305)	3,393
Brunner Hall Refurbishment	19,686	-	(2,461)	17,225
The Face of Henley	1,344	-	(268)	1,076
Garden donation	776	-	(776)	-
Dr Mary - Holidays	19,134	-	(2,048)	17,086
Kitchen Fund	2,254	-	(282)	1,972
Refurbishment Fund	2,995	-	(377)	2,618
Martin Brown	622	-	(622)	-
Minibus	2,250	-	(562)	1,688
Dr Mary - Minibus	15,000	-	(3,750)	11,250
Re: Greenfield House	1,543	-	(1,543)	-
Bracknell Satellite Unit	3,000	-	(600)	2,400
Floor Covering	-	3,708	-	3,708
Enablement	-	3,500	(3,500)	-
Music Therapy	-	5,000	(5,000)	-
Garden Improvements	-	3,000	(1,384)	1,616
	72,302	15,208	(23,478)	64,032
Unrestricted Funds:				
<i>Designated funds:</i>				
One years salary fund	180,000	-	-	180,000
Revenue support fund	30,000	-	-	30,000
Capital replacement fund	10,000	-	-	10,000
	220,000	-	-	220,000
<i>General funds:</i>				
General reserve funds	64,151	317,560	(321,123)	60,588
Total Unrestricted funds	284,151	317,560	(321,123)	280,588

Purpose of funds:

RESTRICTED:

Phyllis Court Action Group - this is a donation received that can only be spent on specific items agreed by the action group. The depreciation charge for the year relating to items purchased and capitalised in prior years has been charged to this fund.

Brunner Hall - this fund relates to grant funding and donations received for the refurbishment of the charity's leasehold premises at Brunner Hall, Henley. Expenditure charged against this fund relates to the depreciation of these leasehold improvements.

The Face of Henley - this fund relates to the donation of a Motomed from the Face of Henley. This asset has been capitalised and resources expended relate to the depreciation over its estimated useful life.

HEADWAY THAMES VALLEY LIMITED

Notes to the financial statements for the year ended 31 March 2014 (continued)

Dr Mary - Holidays - this is a donation from Dr Mary Catterall which is to be used to fund holidays for clients and their careers which would not otherwise be affordable.

Kitchen Fund - this is a donation from the Percy Bilton Charity to fund work carried out on the kitchen. Expenditure charged against this fund relates to the depreciation of the kitchen project.

Refurbishment Fund - this fund is a donation from the Big Lottery to fund refurbishment works on the interior of the leasehold premises. The expenditure charged against this fund relates to the depreciation of the refurbishment project.

Martin Brown - this fund is a donation from Martin Brown for a piece of exercise equipment. The expenditure against this fund relates to depreciation of this equipment.

Minibus fund - this fund is a donation for the purchase of a new minibus. The expenditure against this fund relates to depreciation of the minibus.

Dr Mary - Minibus - this is a donation from Dr Mary Catterall for the purchase of the new minibus. The expenditure against this fund relates to depreciation of the minibus.

Greenfield House - this is a donation from West Berks Council to fund costs at the new satellite centre, Greenfield House.

Bracknell Satellite Unit - this is a donation from Experto Credit to help fund a new satellite centre in Bracknell.

Floor Covering - this fund was provided by donors to pay for the new floor covering needed for our Henley premises. The expenditure charged against this fund relates to its depreciation.

Enablement Fund - this fund was provided by donors to further our enablement service. It was fully utilised during the year.

Music Therapy - this fund was provided by donors to help in our provision of music therapy. It was fully utilised within the year.

Garden Fund - this fund was provided to help in extending our garden. It was partly used during the year.

DESIGNATED:

One years salary fund - these funds have been earmarked as the provision of cash resources to

Revenue support fund - these funds have been earmarked for the discharge of overheads incurred

TRANSFERS:

Transfers to designated funds have been earmarked in line with the charitable company's reserves

14 Transactions with Directors

During the year, the following related party transactions took place:

The sons of two of the trustees attend the clinic. The fees are funded by the local authorities. The wife of one trustee uses outreach services provided by Headway Thames Valley. There is no charge for these services.

15 Capital replacement fund - the accumulation of reserves for the purchase and replacement of

No capital commitments were in place at the year end.

HEADWAY THAMES VALLEY LIMITED

Notes to the financial statements for the year ended 31 March 2014 (continued)

16 Operating lease commitments

	2014	2013
	£	£
Commitments payable next year under operating leases which expire as follows:		
Greater than five years	2,310	1,350
	<hr/>	<hr/>
	2,310	1,350
	<hr/> <hr/>	<hr/> <hr/>