

EDINBURGH HEADWAY GROUP

Registered Number: SC138081

Registered Charity: SC006528

Annual Report and Financial Statements

For the year ended 31 March 2013

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EDINBURGH HEADWAY GROUP
Annual Report and Financial Statements
For the year ended 31 March 2013

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EDINBURGH HEADWAY GROUP

Report of the Directors

For the year ended 31 March 2013

Reference and administrative information

Honorary Patrons: Mr Ronnie Corbett CBE
The Right Hon. Lord Emslie

Honorary Presidents: Mrs J M Bryden MBE
Mr W Bryden MA, LLB

Executive Committee:

Directors:	J M Bryden	(Resigned 29 January 2013)
	W Bryden	(Resigned 26 February 2013)
	M Baillie	(Resigned 29 January 2013)
	M A B Dickson	
	D Williamson CA	
	F Watt	
	M Miller	
	R Matheson CA	
	G Gilson WS	
	B Pentland	(Resigned 19 September 2012)
	A J Fitzgerald	(Appointed 19 September 2012)
Chairman:	J A A Dunn	(Appointed as Director 30 August 2011 and thereafter appointed as Chairman 30 January 2013)
Secretary:	M Keenan	(Appointed 30 January 2013)
Treasurer:	R Matheson CA	
Chief Executive:	M Keenan	

Senior Statutory Auditor

David Main

Independent Auditor

Whitelaw Wells, Chartered Accountants and Statutory Auditors, 9 Ainslie Place, Edinburgh, EH3 6AT

Bankers

Royal Bank of Scotland, 17 Comiston Road, Edinburgh, EH10 6AA

Investment advisers

Brewin Dolphin, 6th Floor, Atria One, 144 Morrison Street, Edinburgh, EH3 8EX

Solicitors

HBJ Gateley LLP, 19 Canning Street, Edinburgh, EH3 8EH

Registered office

Headway House
Astley Ainslie Hospital
Canaan Lane
Edinburgh EH9 2HL

Registered Number: SC138081

Registered Charity: SC006528

EDINBURGH HEADWAY GROUP
Report of the Directors (continued)
For the year ended 31 March 2013

The Directors have pleasure in presenting their report for the year ended 31 March 2013.

Structure, governance and management

Edinburgh Headway Group was incorporated in April 1992 as a company limited by guarantee and on 26 May 1992 acquired the net assets of the Edinburgh Headway Group, a trust which had been formed in 1982. It has received permission from the Registrar of Companies to omit the word "limited" from the company name.

The Executive Committee is made up of the directors and is responsible for the policy and direction of the charity. A Chief Executive is appointed to manage the day to day activities of the charity. To facilitate effective operations the Chief Executive has delegated authority, within the terms of the delegation approved by the directors, for operational matters including finance, employment and provision of services. The Committee met ten times in the year.

The Committee included a partner of HBJ Gateley LLP. That firm over the years has organised, at no cost to the charity, annual events which have produced substantial donations for the charity.

Induction and training

New directors of the Executive Committee undergo a comprehensive induction to brief them on their legal obligations under charity law, the content of the Memorandum and Articles of Association, the structure and governance of the charity as well as policies and procedures, their obligations under the Trustees' Code of Conduct, the business plan and budget together with recent financial performance.

In an effort to maintain a broad skill mix, directors are requested to provide a list of their skills and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Executive Committee.

Existing directors are familiar with the work of the charity and have been briefed on their duties and responsibilities under the Charities and Trustee Investment (Scotland) Act 2005. If there are any areas where additional training is required, this is discussed at a board meeting and a solution identified and implemented. Directors, staff and volunteers attend training courses as appropriate.

Executive Committee

Directors

The directors during the year were as shown on page 1. No directors have a financial interest in the company.

Staff and Volunteers

The Committee wish to thank all staff and volunteers for their valued contribution throughout the year. With a staff complement of only 2 full time and 9 part time staff, the charity would not be able to provide such a comprehensive range of services without its bank of volunteers.

The charity continues to accept College students on placements during their Social Care HNC courses. George Heriot's Sixth Formers each attended as volunteers a half day per week on a rota basis over two terms in accordance with what is now a well established and valued arrangement.

EDINBURGH HEADWAY GROUP
Report of the Directors (continued)
For the year ended 31 March 2013

Aims, objectives and activities

The principal objectives of Edinburgh Headway Group continue to be to:

- Provide rehabilitative services for adults who have suffered certain forms of brain injury which were sudden in onset and occurred after birth;
- Deliver care and support for such persons, their relatives and carers;
- Advance the education of the public in all aspects of head injury and the consequences thereof.

Those affected by brain injury can be left with a range of physical, cognitive and emotional/behavioural problems which, due to damage in the brain, can be lifelong.

Edinburgh Headway Group is the specialist organisation in Edinburgh which supports the longer term needs of people with brain injury when they have returned to the community after discharge from hospital. We work closely with the Scottish Brain Injury Rehabilitation Unit, the Robert Fergusson Unit (at the Royal Edinburgh Hospital), other Edinburgh hospitals, GPs and social workers to identify those individuals and families who need the charity's support to help reduce their social isolation and encourage their re-integration back into society.

We provide a range of specialist services, at Headway House, which are specifically tailored to meet the individual needs of members who have suffered a brain injury and their carers with a clear focus on improving everyday functioning. Our projects include:

- Independent living skills – cookery classes, managing money, computer skills;
- Physical activity fitness classes - Zumba, Tai Chi;
- One to one gym programmes, designed by our qualified gym instructor, providing personalised rehabilitative exercise programmes;
- Art Therapy - offering members the opportunity for expression and communication; particularly useful for individuals who find it hard to express their thoughts and feelings verbally;
- Hydrotherapy - proven to be a highly effective form of natural therapy which helps to control pain and alleviate tension;
- Social opportunities intended to develop both social and cognitive skills e.g. memory games, quizzes, music group, arts and crafts;
- Lifestyle Management Programmes aimed at helping members gain control over their situation by making use of and building coping and recovery strategies;
- Advocacy services provided to assist members in times of need;
- Complementary Therapies for both members and carers to reduce stress, tension and anxiety;
- Respite services for carers to provide a valuable short break from caring.
- Befriending Project offering a one to one service to help members return to community living with the aid of trained and matched volunteers.

EDINBURGH HEADWAY GROUP
Report of the Directors (continued)
For the year ended 31 March 2013

Achievements and Performance

Demand for our service continued to grow and a weekly average of 49 brain-injured members attended Headway House for therapy and other activities, resulting in a 6% rise in our membership figures.

2,400 attendances to Headway House were recorded over the course of the year resulting in a 14% increase in comparison with 2011/12 attendances.

8 promotional talks reaching 200 individuals were provided to local Rotary Clubs promoting the activities and services of Edinburgh Headway Group.

Our information service aimed at educating the community on issues around head injury provided educational presentations to 8 secondary schools in and around Edinburgh reaching a total of 280 young people.

The Befriending Service, funded by the City of Edinburgh Council, supported 23 matches, marking a 15% increase on Council approved targets. The service continued to hold the Quality in Befriending Award, demonstrating its high quality standards.

Over 7,906 hours were provided by volunteers, including Mrs Bryden who worked full time on a voluntary basis as the charity's chairman.

A new programme of external activities was created to place greater emphasis on social reintegration and inclusion. 55 members enjoyed a range of outings including visits to the Royal Botanical Gardens, the Scottish Portrait Gallery, local barge tours (organised through the Seagull Trust) and ten pin bowling trips.

A Spring Celebration event was held to highlight the significant difference the charity makes to its members, carers and professionals. At this event a new promotional DVD raising awareness of the charity's services was launched. The DVD has been widely shown in and around Edinburgh to assist with fundraising, information and promotional events.

Support and training was provided to 48 carers through the provision of 14 information/social events.

Edinburgh Headway Group continued to work closely with other agencies, statutory, independent and voluntary, to provide continuity of care and support for members and their families and/or carers.

We continued to be members of the Edinburgh Carers Network, which enabled the charity to access support from other Carer organisations and projects in and around Scotland.

The charity is regulated as a support service by Social Care & Social Work Improvement Scotland (SCSWIS – the Care Inspectorate). Edinburgh Headway Group holds a low risk status and was not subject to an inspection visit in 2012 – 2013.

The Year in Focus

2012 was a year of significant change for the charity as Edinburgh Headway Group celebrated its 30th year and also said goodbye to two of its co-founders Mr and Mrs Bryden who retired after 30 years voluntary service for the charity.

Over 60 members, staff, volunteers and co-founders from past and present times joined in a celebratory birthday party for the Group. An exhibition of photographs highlighting the history and the journey of the charity was enjoyed by all.

Mrs Bryden served as the charity's chairman and dedicated significant time to the charity. In 1997, she received a Member of the Order of the British Empire (MBE) award from the Queen for her outstanding service to the community. Mr Bryden served as a director and championed the head injured and is a well-known and respected individual for his work within Edinburgh Headway and outwith in the community. An 'Outstanding Contribution to Headway' Award was presented by Headway UK to Mr Bryden in recognition of his 30 years of voluntary work and campaigning for better treatment and awareness of Acquired Brain Injury in Scotland.

In January 2013, the directors appointed a Chief Executive and the charity welcomed Michelle Keenan to this brand new post.

EDINBURGH HEADWAY GROUP
Report of the Directors (continued)
For the year ended 31 March 2013

Financial Review

The major challenge for 2012-13 was once again to ensure the economic stability of the organisation and it is pleasing to report, due to the tenacity and hard work of our staff, volunteers, members and supporters, that our donations increased by 11% in comparison with 2011/12.

The charity was again grateful to receive grants and donations from many sources during the year under review. Support has continued from the City of Edinburgh Council and NHS Lothian. Amongst the many donations were further substantial donations from the Cruden Foundation, and through fund-raising by HBJ Gateley.

The surplus for the year was £4,801 (2012: surplus £9,792) as disclosed in the Income and Expenditure Account and Statement of Financial Activities on page 10. Including unrealised gains of £70,729 (2012: unrealised losses £442) the charity's net movement in funds amounted to a surplus of £75,530 (2012 surplus: £9,350). The balances of £109,844, £625,330 and £1,729 have been carried forward in the General Fund, Designated Fund and Restricted Funds respectively.

Plans for Future Periods

The charity plans to carry out the following in the foreseeable future:

- Develop and continue to improve its programme of activities to enable those with a brain injury, and their families and carers, to attain the highest possible quality of life;
- Promote understanding and awareness of acquired brain injury in the wider community through collaborative *partnerships* ;
- Secure appropriate funding and diversify and expand our income streams to continue daily operations;
- Refine our evaluation and financial management systems in order to be ready to take advantage of new funding streams, be they through personal health or care budgets or larger contracts;
- Recruit and retain high quality staff and volunteers;
- Increase the capital development fund to ensure there are sufficient resources to provide for the eventual relocation of Headway House in terms of the Redevelopment Plan for the Royal Edinburgh Hospital and the relocation there of the Acquired Brain Injury rehabilitation services currently based at the Astley Ainslie Hospital;
- Maintain a high standard of support for our members and comply with SCSWIS requirements.

EDINBURGH HEADWAY GROUP
Report of the Directors (continued)
For the year ended 31 March 2013

Reserves Policy

The Directors have reviewed the financial requirements of the charity and have concluded that, in view of the proposed changes at the Astley Ainslie Hospital which have now commenced, the unrestricted funds required by the charity are as follows:

General Fund	£100,000
Capital and Development Fund	£950,000

The Directors believe that the charity would be able to meet any foreseeable ordinary expenditure from the General Fund, when supplemented by recurring grants and fundraising.

The Capital and Development Fund requirement has been estimated by the directors at £950,000 on the basis of a professional estimate, in 2010, of probable current building costs of £770,000 to replace Headway House. The directors are not aware of a material change in this valuation at 31 March 2013, and so have not obtained an updated valuation. This cost excludes site acquisition which cannot be readily predicted but would be very material bearing in mind Edinburgh land values. The costs of temporary accommodation, external works, fit out costs and furniture and fittings have also been excluded from this estimate. It is emphasised that the adequacy of the fund must be viewed in the context of the ongoing changes at the Royal Edinburgh and Astley Ainslie Hospitals, together with the cost of site acquisition in the Edinburgh area.

The current levels of reserves are £109,844 and £625,330 respectively and the Directors will continue to seek additional funds to meet the material shortfall in the Capital and Development Fund (see note 9c).

Investment Policy

Under its Memorandum and Articles of Association, the charity has power to make any investment which the Directors see fit. The investment advisers, Brewin Dolphin, hold a discretionary authority to manage the investment portfolio on behalf of the charity.

The increase in the stock markets during the year has resulted in an increase in the value of investments from £570,745 in 2012 to £613,080 in 2013.

Risk Assessment

The Directors have assessed and documented the major risks to which the charity is exposed and have taken steps to mitigate those risks.

Company Status

The company is limited by guarantee, and is a charity recognised by HM Revenue and Customs and registered with OSCR.

EDINBURGH HEADWAY GROUP
Report of the Directors (continued)
For the year ended 31 March 2013

Responsibilities of the Board of Directors

Company law requires the Board of 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 at the end of the year and of the surplus, or deficiency for the year then ended.

In preparing those financial statements, the Board of Directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and 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 Board of Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Directors 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.

Disclosure of information to auditors

- As far as they are aware, there is no relevant audit information of which the company's auditors are unaware, and
- Each Director has taken all the steps he or she ought to have taken as a Director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information


Auditor

A resolution to re-appoint Whitelaw Wells CA as Auditors of the charity will be submitted to the members at the Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

13 August 2013.

By order of the Directors



Chair
J Dunn

Edinburgh Headway Group
Registered No: SC006528

EDINBURGH HEADWAY GROUP
Independent Auditors' Report to the Members
For the year ended 31 March 2013

We have audited the financial statements of Edinburgh Headway Group for the year ended 31 March 2013, which comprise the Statement of Financial Activities incorporating the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made exclusively to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the company's directors as a body, in accordance with section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the members and the directors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company, its members as a body and its directors as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of director and auditors

As explained more fully in the Directors' Responsibilities Statement set out on page 7, the directors (who are also the trustees for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the directors' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

EDINBURGH HEADWAY GROUP

Independent Auditors' Report to the Members (continued)

For the year ended 31 March 2013

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 or the Charity Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime.

David Main

David Main

Senior Statutory Auditor

for and on behalf of Whitelaw Wells, Statutory Auditors

Whitelaw Wells is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

9 Ainslie Place

Edinburgh

EH3 6AT

Date: *13/08/13*

EDINBURGH HEADWAY GROUP

Income & Expenditure Account incorporating Statement of Financial Activities

For the year ended 31 March 2013

	Notes	General Funds £	Designated Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Incoming resources						
Incoming resources from generated funds:						
Voluntary income:						
- Donations		74,373	-	1,000	75,373	67,831
- Donated assets		-	3,985	-	3,985	-
- Legacies		-	-	-	-	6,000
- Miscellaneous fundraising		2,308	-	-	2,308	2,083
- Subscriptions		144	-	-	144	135
Investment income:						
- Dividends		22,954	-	-	22,954	23,385
- Bank interest		472	-	-	472	984
Incoming resources from charitable activities:						
- Grants	2	19,648	-	34,284	53,932	56,982
Total incoming resources		<u>119,899</u>	<u>3,985</u>	<u>35,284</u>	<u>159,168</u>	<u>157,400</u>
Resources expended						
Cost of generating funds:						
- Investment manager's fees	3	4,118	-	-	4,118	4,167
Charitable expenditure:						
- Activities in furtherance of Charity's objects	3	103,291	5,006	33,115	141,412	135,646
Governance costs	3	<u>8,795</u>	<u>-</u>	<u>765</u>	<u>9,560</u>	<u>9,446</u>
Total resources expended		<u>116,204</u>	<u>5,006</u>	<u>33,880</u>	<u>155,090</u>	<u>149,259</u>
Net (expenditure)/income before transfers, revaluations and investment asset disposals		3,695	(1,021)	1,404	4,078	8,141
Gross transfers		30,267	(30,267)	-	-	-
Realised gain/(loss) on investments		-	723	-	723	1,651
Surplus for the year		<u>33,962</u>	<u>(30,565)</u>	<u>1,404</u>	<u>4,801</u>	<u>9,792</u>
Unrealised gain/(loss) on investments	5	-	70,729	-	70,729	(442)
Net movement in funds		<u>33,962</u>	<u>40,164</u>	<u>1,404</u>	<u>75,530</u>	<u>9,350</u>
Total funds at 1 April 2012		<u>75,882</u>	<u>585,166</u>	<u>325</u>	<u>661,373</u>	<u>652,023</u>
Total funds at 31 March 2013	9	<u>109,844</u>	<u>625,330</u>	<u>1,729</u>	<u>736,903</u>	<u>661,373</u>

All activities relate to continuing operations.

There are no recognised gains and losses other than those included above.

The notes on pages 12 to 18 form part of these financial statements

EDINBURGH HEADWAY GROUP

Balance Sheet

As at 31 March 2013

	Notes	£	2013 £	£	2012 £	£
Fixed assets	4		10,288		10,067	
Investments	5		613,080		570,745	
			<u>623,368</u>		<u>580,812</u>	
Current assets						
Debtors and prepayments	7	36,299		39,657		
Cash at bank and on deposit		86,595		50,641		
			<u>122,894</u>	<u>90,298</u>		
Creditors: Amounts falling due within one year	8	(9,359)		(9,737)		
			<u>113,535</u>	<u>80,561</u>		
Net current assets						
			<u>736,903</u>	<u>661,373</u>		
Total net assets						
			<u>736,903</u>	<u>661,373</u>		
Funds						
Restricted funds	9a		1,729		325	
Unrestricted funds	9b		109,844		75,882	
Designated funds	9c		625,330		585,166	
			<u>736,903</u>	<u>661,373</u>		

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The Financial Statements were approved by

the Committee on 13 August 2013

Registered number: SC138081

Company number SC006528


..... Chairman
J A A Dunn

The notes on pages 12 to 18 form part of these financial statements

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements
For the year ended 31 March 2013

1. Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of investments at market value, and in accordance with the applicable accounting standards in the United Kingdom, with Charities Accounts (Scotland) Regulations 2006 (as amended) and Statement of Recommended Practice Accounting and Reporting by Charities (2005).

Going Concern

The directors are of the opinion that the charity can continue to meet its obligations as they fall due for the foreseeable future. As a consequence the directors have prepared the financial statements on a going concern basis.

Cashflow statement

The Charity qualifies as a small entity under the provision of FRS 1 and accordingly has not presented a cashflow statement.

Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The cost of minor additions or those costing under £200 are not capitalised.

Depreciation is provided on all fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected useful life as follows:

Equipment	3 to 5 years
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Grants

Revenue grants are credited to the income and expenditure account in the year to which they relate. Any income which relates to a period outwith the one under review is treated as deferred.

Fundraising, donations and legacies

Fundraising, donations and legacy income is normally credited in the year in which it is receivable.

Donated assets

All donated assets in the year totalling £3,985 have been included in the accounts at cost equivalent. All asset donations are included under designated funds to be included in the fixed asset fund.

Investments and investment income

Investments have been included in the balance sheet at market value. Realised gains and losses are recognised in the Income and Expenditure account in the period to which they relate. Unrealised gains and losses are recognised in Statement of Financial Activities in the period to which they relate.

Income from investments is credited to the income and expenditure account in the year in which it is receivable.

Therapy costs

Therapy costs are shown after deduction of £2,154 (2012 - £2,217) in respect of contributions by beneficiaries.

Pensions

The Group operates a stakeholder pension scheme available to all employees, which currently has no members.

VAT

Edinburgh Headway Group is not registered for VAT and expenditure includes VAT where applicable.

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2013

1. Accounting policies (continued)

Resources expended

All expenditure is accounted for on an accruals basis and is recognised in the period in which it is incurred.

Where possible expenditure has been charged directly to charitable expenditure or governance costs. Where this is not possible the expenditure has been allocated on the basis of time spent by staff on each activity.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Cost of generating funds includes all costs associated with generating incoming resources from all sources other than from undertaking charitable activities.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

2. Grants	2013 £	2012 £
NHS Lothian	19,648	19,648
City of Edinburgh Council	34,284	34,284
Chest Heart & Stroke Scotland	-	1,600
EMMS International	-	1,200
Disability Aid Trust	-	250
	<hr/>	<hr/>
	53,932	56,982
	<hr/>	<hr/>

3. Resources expended	Cost of Generating Funds	Core activities	Befriending	FA Fund	Governance costs
	£	£	£	£	£
Other operating charges					
Therapy costs (Note 1)	-	3,126	-	-	-
Training	-	2,012	315	-	-
Advertising	-	700	-	-	-
Transport costs	-	451	370	-	-
Accommodation	-	-	-	-	-
Volunteer expenses	-	991	2,072	-	-
Care Inspectorate	-	856	-	-	-
Depreciation (Note 4)	-	-	-	5,006	-
Printing, stationery,	-	3,828	529	-	-
Postage and Telephone	-	-	-	-	-
Insurance	-	4,939	-	-	-
Property and equipment costs	-	2,200	-	-	-
Professional fees	-	2,386	-	-	7,160
Brewin Dolphin fees	4,118	-	-	-	-
Auditors remuneration	-	-	-	-	2,400
Miscellaneous expenses	-	2,112	60	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	4,118	23,601	3,346	5,006	9,560
Staff Costs:					
Salaries and wages	-	75,876	27,697	-	-
Social security costs	-	3,814	2,072	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	4,118	103,291	33,115	5,006	9,560
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The average weekly number of employees during the year was 12 (2012 - 10). No employee received emoluments in excess of £60,000 in the current or previous year.

No remuneration was paid to any member of the Executive Committee during the year (2012 - £Nil) and no reimbursements of expenses incurred on behalf of the Group have been requested by the Directors (2012 - £Nil).

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2013

4. Fixed assets	Equipment	
	£	
Cost		
At 1 April 2012	35,782	
Additions during year	5,227	
Disposals during year	(5,836)	
	<hr/>	
	35,173	
	<hr/>	
Depreciation		
At 1 April 2012	25,715	
Charge for year	5,006	
Released on disposals	(5,836)	
	<hr/>	
	24,885	
	<hr/>	
Net book value		
At 31 March 2013	10,288	
	<hr/>	
At 31 March 2012	10,067	
	<hr/>	
5. Investments	2013	2012
	£	£
Market value at 1 April 2012	569,304	570,402
Disposals at opening Market Value	(37,464)	(82,151)
Additions at cost	9,379	81,495
Unrealised (loss)/gain	70,729	(442)
	<hr/>	<hr/>
Market value at 31 March 2013	611,948	569,304
Cash held as part of portfolio	1,132	1,441
	<hr/>	<hr/>
	613,080	570,745
	<hr/>	<hr/>
Cost at 31 March 2013	483,196	510,836
	<hr/>	<hr/>

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2013

5. Investments (continued)

The portfolio is structured as follows:-

	Over 5%	Total %
UK Government stocks		8.61%
Other Sterling fixed interest and convertible stocks		8.82%
UK/overseas equity		82.07%
Murray Intl Trust Ord 25p	5.94%	
Mercantile Ord 25p	5.49%	
JP Morgan AM UK Ltd	5.73%	
Cash		0.50%
		<u>100.00%</u>

6. Taxation

Edinburgh Headway Group is a charity and is recognised as such by HM Revenue & Customs for taxation purposes. As a result there is no liability to taxation on any of its income.

7. Debtors

	2013	2012
	£	£
Gift aid recoverable	2,213	487
Other debtors	32,142	37,540
Prepayments	1,944	1,630
	<u>36,299</u>	<u>39,657</u>

8. Creditors: amount falling due within one year

	2013	2012
	£	£
Other creditors	7,979	7,685
Social security and other taxes	1,380	2,052
	<u>9,359</u>	<u>9,737</u>

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued

For the year ended 31 March 2013

9. Funds	Balance at 31 March 2012 £	Incoming Resources £	Resources Expended £	Gains/(losses) on investments £	Transfers £	Balance at 31 March 2013 £
a. Restricted Funds						
Befriending Project	325	34,284	(33,880)	-	-	729
Social Group Project	-	1,000	-	-	-	1,000
	<hr/> 325	<hr/> 35,284	<hr/> (33,880)	<hr/> -	<hr/> -	<hr/> 1,729
b. Unrestricted General Fund	75,882	119,899	(116,204)	-	30,267	109,844
	<hr/> 75,882	<hr/> 119,899	<hr/> (116,204)	<hr/> -	<hr/> 30,267	<hr/> 109,844
c. Designated Funds						
Capital & Development Fund	575,099	-	-	71,452	(31,509)	615,042
Fixed asset Fund	10,067	3,985	(5,006)	-	1,242	10,288
	<hr/> 585,166	<hr/> 3,985	<hr/> (5,006)	<hr/> 71,452	<hr/> (30,267)	<hr/> 625,330

Restricted Funds

A grant is received from The City of Edinburgh Council for the Befriending Project which seeks to reduce the isolation of brain injured people and give respite for family and carers.

Social Group Project organises monthly social groups outings in and around Edinburgh for adults with acquired brain injuries.

General Fund

The general fund is to be used for general purposes aimed at the furtherance of the charity's objectives.

Designated Funds

The Capital and Development Fund has been established to provide resources for the relocation of Headway House which will arise from the re-development of the Royal Edinburgh and Astley Ainslie Hospitals. The existing premises are supplied by NHS Lothian on an informal year-to-year basis and are due to be demolished as part of Phase 1 of the re-development. The probable current building cost of suitable replacement premises was professionally estimated at £770,000 in 2010.

This cost excludes site acquisition which cannot be readily predicted but would be very material, bearing in mind Edinburgh land values. The costs of temporary accommodation, external works, fit out costs and furniture and fittings, which would also be considerable, have also been excluded. As noted on page 6, the Group estimate that the total cost of relocation to new premises would be £950,000.

The Fund is not normally applied for the purposes of revenue expenditure and is currently held as investments. The fixed asset fund represents the net book value of fixed assets.

EDINBURGH HEADWAY GROUP
Notes to the Financial Statements - continued
For the year ended 31 March 2013

Transfer between funds

Fixed asset fund

Movement in fund to adjust the fund balance in line with the closing net book value of assets. This has occurred as fixed assets have been purchased from general funds in the year totalling £1,242.

Capital & development fund

Movement in fund of £31,509 to adjust the closing fund balance to show the net book value of investments. The closing value includes £613,080 of investments and £1,962 dividend debtor.

A transfer of £25,000 was made to the general bank account on 5 February 2013 and £4,118 was transferred to reimburse the general fund for investment management costs incurred in the year.

10. Analysis of net assets between funds	Restricted Funds £	Unrestricted Fund £	Designated Fund £	Total Funds £
Balances at 31 March 2013	1,729	109,844	625,330	736,903
Represented by:				
Fixed assets	-	-	10,288	10,288
Investments	-	-	613,080	613,080
Net current assets	1,729	109,844	1,962	113,535
	1,729	109,844	625,330	736,903

11. Capital

The Group has no Share Capital as it is a company limited by guarantee.

12. Indemnity Insurance

The Group arranged indemnity insurance cover in respect of the directors, employees and volunteers at a cost of £494 (2012- £467).