



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 7/4/22 Period start date To 6/4/23 Period end date

Charity name: **Brainbook**

Charity registration number: **1181711**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Brainbook aims to promote high quality neurosurgical resources for patients, healthcare professionals and medical students that are easily accessible on social media and the web. These resources are to help alleviate patient anxiety about neurosurgical disease and operations, as well as provide educational content for students.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Brainbook continues to maintain engagement with the public and medical professionals on social media. This content includes information regarding different aspects of neurosurgery and neurology, as well as online seminars by eminent leaders in the field.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have confirmed that they have read the guidance and act accordingly.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Engagement with the public, medical students and medical professionals continue to be maintained via our social media channels. The trustees, executive board and volunteers are hard at work to arrange its first educational conference, and are in discussions with PhD candidates regarding funding a grant for research into advanced/applied patient education resources.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£3528 in unrestricted funds, £14709 in restricted funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves of £1000 shall be held for the purpose of maintaining core costs of the Brainbook website, video editor and shop which are the main regular expenditure.
Amount of reserves held	Para 1.22	£1000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	Unrestricted funds for this financial year in deficit of £5422, however we used existing unrestricted funds to pay for the expenses.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Unfortunately two of the trustees have been through significant personal issues, however we have created an executive board and appointed a new trustee to assist with this.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	YouTube Donations
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO – Foundation Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Nomination of new trustee can be made by any existing trustee, following which a meeting will be held to discuss the nomination. If agreement is unanimous the nominated trustee will be contacted to assess interest, following which an interview will be performed to determine suitability for role.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The trustees oversee the overall handling of the charity as well as give final say/approval over projects. An executive board has been created in order to be the link between trustees and sub-committees. Sub-committees exist with relevant committee leads, which are as follows:</p> <ul style="list-style-type: none"> • Creative/Social Media department: Responsible for creation of graphics, images and posts for upload to YouTube/Instagram/Twitter/Website • Editorial: Responsible for creation of scripts for videos and assisting Creative department for content creation • Ambassador: Responsible for overseeing the “Brainbook Ambassadors”, who are medical student representatives of different universities that help promote the charity and share information about the latest neurosurgical research and progresses • Education: Responsible for creation of educational resources for students, including the Case Based Discussions that have been published on Twitter • Research: Responsible for conducting research for peer-

		<p>reviewed journals on topics in line with our charitable objectives.</p> <ul style="list-style-type: none"> • Sponsorship: This team will work closely with the treasurer to help research, design and write fundraising/grant applications • Newsletter: Responsible for creating and distributing the monthly Newsletter • Conference: This team will work with the sponsorship and creative team to arrange a national conference aimed at medical students, specifically about neurosurgical education
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Brainbook
Other name the charity uses	
Registered charity number	1181711
Charity's principal address	Brainbook 86 - 90 Paul Street London EC2A 4NE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher Uff		2019 – Present	
2	Alex Alamri		2019 – Present	
3	Hira Rana		2019 - 2020	
4	Priya Rogers		2019 - 2020	
5	Gwenllian Evans		2020 – Present	
6	Duranka Perera		2020 – Present	
7	Nicola Newall		2020 – Present	
8	Brandon Smith		2020 - 2021	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information


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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Gwennllian Ying-Huey Rees Evans

Position (eg Secretary,
Chair, etc)

Treasurer

Date

05/05/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Brainbook

No (if any)
1181711

Receipts and payments accounts

CC16a

For the period
from

Period start date
4/6/2022

To

Period end date
4/5/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations		14,709	-	14,709	-
Youtube income	3,403	-	-	3,403	-
Shop income	47	-	-	47	-
Amazon Smile donation	16	-	-	16	-
PayPal Giving Fund	13	-	-	13	-
Charities' Trust	50	-	-	50	-
Sub total (Gross income for AR)	3,528	14,709	-	18,238	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,528	14,709	-	18,238	-
A3 Payments					
Website fees, domain and services	3,142	-	-	3,142	-
Scheduling software	219	-	-	219	-
Editing software and resources	1,537	-	-	1,537	-
Justgiving fee	126	-	-	126	-
HRMC	100	-	-	100	-
Shop fees	44	-	-	44	-
Fundraising regulator	50	-	-	50	-
Zoom subscription	144	-	-	144	-
Skills software/subscription	2,637	-	-	2,637	-
Virtual office rental	300	-	-	300	-
Currency conversion fee	56	-	-	56	-
Trustee reimbursement	595	-	-	595	-
Sub total	8,951	-	-	8,951	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	8,951	-	-	8,951	-
Net of receipts/(payments)	- 5,422	14,709	-	9,287	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 5,422	14,709	-	9,287	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Turnover	3,528	14,209	-
	Reserves	-	500	-
		-	-	-
	Total cash funds	- 5,422	14,709	-
	(agree balances with receipts and payments account(s))	OK	OK	OK


	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Gwenllian Evans	5/4/2024