

**SOUTH OF ENGLAND NEUROSCIENCES ASSOCIATION
("SENA")**

**TRUSTEE'S ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

Charity registration number: 1198001

**SOUTH OF ENGLAND NEUROSCIENCES ASSOCIATION
("SENA")**

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date: 1st JAN 2023 To Period end date: 31st DEC 2023

Charity name: South of England Neurosciences Association (SENA)

Charity registration number: 1198001

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance education in the field of Neuroscience and promote the improvement of the care and treatment of patients for the public benefit.
	Para 1.17 and 1.19	<p>The South of England Neurosciences Association (SENA) held two neuroscience educational events this year and raised funds of £31,000 to improve health and well-being of people with neurological conditions throughout southeast England.</p> <p>The benefit that arises to the public is neuroscience education and improvement of the care and treatment of patients.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 and have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing the Charity's aims and objectives, and in planning future activities.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>The charity does not currently receive grants.</p> <p>A board decision to relaunch SENA Awards at each educational event was implemented to support neuroscience education advancement – a grant-making policy to support this was produced and adopted.</p>

Policy on social investment including program related investment	Para 1.38	<p>None (not applicable).</p> <p>Any significant amounts of cash at bank, which are likely to be used in the short term, are placed on deposit.</p> <p>Trustees would consider a low-risk medium term investment option, should its capital position change but this is not anticipated at this time or in the short term.</p>
Contribution made by volunteers	Para 1.38	None.
Other		SENA Risk Register assessment carried out and approved by Trustees.

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	<p>The South of England Neurosciences Association (SENA) held two educational events on neuroscience health this year.</p> <p>SENA continues to respond to the changing needs in terms of education and following feedback, this year's events were in-person. The 'host neuroscience centre' continued on a rotational basis, with the Spring event hosted by Imperial College London in Spring and by Southampton in Autumn.</p> <p>In 2023, SENA marked significant milestones and achievements, along with the appointment of new President, Dr Lina Nashef. Highlights included a record number of attendees and sponsors, the most in the event's history (this year SENA celebrated its 75th meeting since inception). The events received outstanding feedback with a 4.74/5 rating, and the Trustees extend their heartfelt thanks to the dedicated Southampton & Imperial volunteer team for their contributions to these successes.</p> <p>In response to the growing demand for SENA events, the Trustees have approved a strategic review and restructuring of future meetings, including consideration of</p>

		<p>appropriate sized and cost-effective venues, along with enhanced sponsorship to ensure financial sustainability while keeping the events free of cost and therefore accessible for all participants.</p> <p>Additionally, the Trustees proudly launched the new 'Registrar Prize' at the Autumn 2023 SENA meeting, awarded to two up and coming professionals, in recognition of their contributions to neuroscience education.</p> <p>Feedback confirmed that through these educational events that neurological excellence was encouraged through training of neurologist / neuroscience professionals and trainees, both in clinical practice and research findings.</p> <p>Furthermore, learnings from patient interest groups provided guidance and fostered communication on complex neurological well-being for patients & carers.</p> <p>SENA is committed to all aspects of education and training in neuroscience and its continuing professional development (CPD) is recognised by the Royal College of Physicians (RCP) who awarded CPD points to attendees for attending SENA educational events this year – a continuing endorsement that the SENA trustees were proud to deliver, in partnership with the RCP. This will continue into 2024 and beyond.</p> <p>The next SENA education events will be hosted by the Royal Free Hospital in April 2024, with further events planned at University Hospitals Sussex and St. George's in the coming years.</p> <p>SENA's online offering was also enhanced this year to include more educational information and webinars by global leaders of neuroscience on its website.</p> <p>As we look ahead, the Trustees welcome Matt Harris as the incoming Treasurer, shadowing the role in preparation for a full transition in Autumn 2024. The Trustees also express their gratitude to the outgoing President, Professor Shakir for is hugely significant and positively impactful</p>
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		<p>leadership tenure and support over the last 10 years. Trustees are grateful to team of SENA Volunteer Representatives for their service and commitment to the association.</p> <p>SENA remain committed to continue delivering high quality and impact neuroscience education that fully aligns to the SENA's strategy for sustainable growth. Its success is reflected in the charity receiving record levels of individuals registered with SENA since the association was established 38 years ago and sponsorship, amounting to £31000+. While the sponsorship and donations did not entirely cover the costs of the two events (due to increased venue hire, especially in London), it raised over three quarters of the costs. The Trustees also implemented a strategy for future years to ensure that venue hire costs are reduced and in line with receipt of donations. Furthermore, the Board were proud that the funds at bank remained very healthy with ample funds to cover the minor deficit and without impacting reserves. This enables the CIO to continue meeting its purpose and objectives of running two educational events and maintain its online offering / website for years to come.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>No formal targets were set with regards to donations.</p> <p>Trustees are pleased to report that SENA continues to have sufficient funds to meet committed expenditure.</p>
Performance of fundraising activities against objectives set	Para 1.41	N/A. No formal targets were set with regards to fundraising.
Investment performance against objectives	Para 1.41	N/A. The charity does not have any investments.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period, the CIO had funds amounting to £36,662 (this is after the operating deficit of £11,795 in the period).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	While no reserves policy is necessary, given the CIO has no ongoing financial commitments, SENA operates a policy of holding adequate reserves to cover the cost of the next educational event plus contingency.
Amount of reserves held	Para 1.22	£10,000
Reasons for holding zero reserves	Para 1.22	CIO's reserve and unrestricted funds are readily realisable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None. There are no uncertainties about the charity continuing as a going concern.

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	<p>The principal source of funds is fundraising from commercial sponsors.</p> <p>SENA remains free to join with no membership fees.</p> <p>SENA raised £131 in Gift Aid this year and has plans to generate additional fundraising opportunities for the charity in through this income stream in the coming years.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>None (not applicable).</p> <p>Any significant amounts of cash at bank, is used for charity operations and reserves management.</p>
A description of the principal risks facing the charity	Para 1.46	<p>A Risk Assessment was completed this year and following evaluation, the principal risk facing SENA was under governance and the risk of 'loss of trustees' - resulting in loss of experience, skills & knowledge. Trustees have mitigating actions in place to manage this risk (recruitment & succession plan, including board shadowing programme and documented systems, processes & plans).</p>
		Plans for the Future:

Other		<p>The charity agreed strategic outcomes (spanning the period to 2027) to include:</p> <ul style="list-style-type: none"> a. Education b. Succession c. Growth & sustainability d. Equality, Diversity & Inclusion e. Communications f. Safeguarding g. Partnerships h. Fundraising i. Volunteers j. Grant making <p>A detailed three-year strategy plan to 2027 to support these outcomes was agreed. This will enable the charity to continue delivering neuroscience education and fully aligns to the SENA's strategy for sustainable growth.</p>
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution
How is the charity constituted?	Para 1.25	<p>Charitable Incorporated Organisation (CIO)</p> <p>SENA was incorporated as a CIO in February 2022 and is a registered charity. It is governed by its constitution, which has not been materially amended since incorporation – the only changes made were to reflect changes in board members.</p>
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	The management of SENA is the responsibility of the trustees who are appointed under the terms of the constitution and are elected by decision of members at annual general meeting.

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	SENA trustee training on its constitution, risk register and policies to be used in induction, along with a bespoke trustee shadowing programme for the period of trustee elect until becoming fully voted in as a trustee.
The charity's organisational structure and any wider	Para 1.51	None

network with which the charity works		
Relationship with any related parties	Para 1.51	<p>SENA had two connected party fees for charitable services in the period (governance & finance, totalling £962.52 - this was in full accordance with the charity's constitution and deemed appropriate by (non-connected) trustees and Independent Examiner.</p> <p>Trustees have controls in place to declare & manage potential conflicts of interest, along with robust procurement processes (for tendering, obtaining quotations and monitoring service provision).</p>
Other		<p>The following policies were adopted by the SENA in 2023:</p> <ul style="list-style-type: none"> • Safeguarding (NHS safeguarding policy was adopted by SENA trustees). • Equal Opportunities • Risk assessment and management • Conflict of interest • Complaints • Volunteering • Financial Control and Expense

Reference and Administrative details

Charity name	South of England Neurosciences Association
Other name the charity uses	SENA
Registered charity number	1198001
Charity's principal address	Department of Neurology Chelsea and Westminster Hospital 369 Fulham Road London SW10 9NH

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	Raad Shakir	Chair	To FEB 2023	CIO Trustee
2	Romi Saha			CIO Trustee
3	Christopher Carswell			CIO Trustee
4	Lina Nashef	Chair	From FEB 2023	CIO Trustee
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Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

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
Charity / Governance	Deirdre Carswell	21 Ruskin Avenue, Kew, Richmond, TW9 4DR.

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

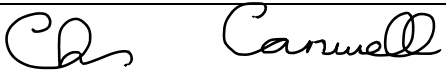
Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Chris Carswell	
Position (eg Secretary, Chair, etc)	Secretary	
Date	02 /10 / 2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
South of England Neurosciences Association

On accounts for the year
ended

31st December 2023

Charity no
(if any)

1198001

Set out on pages

Remember to include the page numbers of additional sheets.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2023.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

D. C. Popely

Date:

25th September 2024

Name:

David Popely

Relevant professional
qualification(s) or body
(if any):

MAAT

Address:

DP Associates (Accountancy) Limited
Unit B Long Barn, Ashwell Park
Ilminster TA19 9DX

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

South of England Neurosciences Association "SENA"

1198001

Receipts and payments accounts

For the period from	01-Jan-23	To	31-Dec-23
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last Year to the nearest £
A1 Receipts					
Sponsorship donations	31,000.00	-	-	31,000	36,000
Gift Aid donations	130.50	-	-	131	224
Sub total (Gross income for AR)	31,130.50	-	-	31,131	36,224
A2 Asset and investment sales					
	0.00				
N/A	0.00	-	-	-	-
Sub total	0.00	-	-	-	-
Total receipts	31,130.50	-	-	31,131	36,224
A3 Payments					
Events expenditure	27,493.60	-	-	27,494	10,572
SENA Prizes	1,000.00	-	-	1,000	600
Governance costs	362.50	-	-	363	1,000
Costs of charitable activities	14,333.95	-	-	14,334	13,852
Sub total	43,190.05	-	-	43,190	26,024
A4 Asset and investment purchases					
	0.00	-	-	-	-
	0.00	-	-	-	-
Sub total	0.00	-	-	-	-
Total payments	43,190.05	-	-	43,190	26,024
Net of receipts/(payments)	-12,059.55	-	-	- 12,060	10,200
A5 Transfers between funds	0.00	-	-	-	-
A6 Cash funds last year end	48,418.00	-	-	48,418	38,200
Cash funds this year end	36,358.45	-	-	36,358	48,400

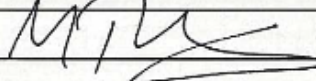
Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Last Year to nearest £
B1 Cash funds	Cash balance at bank	28179.06	-	36,804
	Cash on deposit at bank	8443.08		11,613
	Total cash funds	36622.14	-	48,417
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Last Year to nearest £
	Gift Aid donations	131	-	-
	Bank Interest	264		
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Cost (optional)
	None		-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Cost (optional)
	None		-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	Amount due (optional)
	None		-	-

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

Signature

Print Name



Dr Matthew Harris