

BRITISH EPILEPSY ASSOCIATION

(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

REGISTERED NUMBER: 00797997

CHARITY NUMBER: 234343

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Chair's report



Last year I was able to report that despite facing the most extraordinary challenges from the impact of Covid-19, the charity had emerged in good shape and ready to face the challenges of a post Covid world. Although we are not there yet, 2021 has been more successful on so many fronts than we had hoped. As you will see from June Massey's Honorary Treasurer's report, we ended the year with a small financial surplus, after having set a deficit budget in order to maintain services. I would like to say a big thank you not just to all our fundraising staff who have worked to deliver this 38% increase in our income over last year but to every single one of our members, supporters and donors who have given money, undertaken sponsored events or online challenges. Without your generosity we could not deliver the support to people with epilepsy, their families, friends and carers which they need now more than ever.

2021 has been a year of outstanding achievement in our work to improve the quality and availability of healthcare services for people with epilepsy and to improve awareness and understanding of the condition. None of this has been easy in the current climate. I would encourage you to read the full detail of our activities in the trustees' report as I can only give a flavour of this achievement here by mentioning a few highlights.

Throughout the year we continued to engage with people by holding 126 nationwide virtual group meetings and 289 local virtual group meetings highly praised by those who attended and which provided them with the opportunity to stay connected at times when face to face contact was not possible. We saw an increase of 600% in the online coverage and a 58% increase in national media coverage for our charity and its work. We have also increased our presence and influence on social media across six different social media platforms. Throughout the year we have maintained updates on coronavirus and, representing the authentic voice of people affected by epilepsy, made an impact on a range of topics and issues including the DHSC Covid-19 vaccination campaign, medical cannabis, the consistency of supply of epilepsy medication and protecting epilepsy health services during the Covid-19 emergency.

Organisationally, 2021 has been a transitional year as we have streamlined our operational activity into five new departments and moved to a blend of home and office based working for staff. In April we also welcomed Rebekah Smith as our new Deputy Chief Executive. Rebekah has been at the forefront of much of this work. We have also been looking at how the delivery of our services has changed over the course of the pandemic and what lessons we can learn for the future. The focus of all of this review process has been to both improve the services we offer and to better tailor what we offer to differing individual needs. As we move forward we will be looking at opportunities to expand and improve our current range of services in a sustainable manner wherever possible.

It was my great privilege to be re-elected as Chair of the Council of Management and I want to take this opportunity to thank my fellow Council Members for their continued support and also for their hard work and dedication throughout the year, and particularly my Vice Chair, Jane Riley and our Honorary Treasurer, June Massey. During the course of the year Dr Jim Morrow, Jan Follett and Torie Robinson left Council; we thank them for their input and wish them well for the future. Avril Coelho, Nicholas Hutton and Joanne Greer joined the Council in June and bring with them new perspectives on our deliberations. I am also pleased to report that Beryl Sharlot has been able to play a more active role in our work after a long period of illness and Gavin Barlow has also been able to resume his role after serious surgery at the end of the year. Finally, I would like to thank Philip Lee, his senior management team and all our staff who have worked so hard throughout the year and without whom none of what we have achieved would have been possible.

In closing, I am pleased to be able to report that the Association remains in a strong position with a sound financial base and well placed to continue its valuable work in a still uncertain future.

A handwritten signature in dark ink, appearing to read 'Richard Chapman'.

Richard Chapman
Chair, Council of Management
12 April 2022

Honorary Treasurer's report



The day-to-day management of the charity's finances continues to be expertly and efficiently handled by our finance staff led by Tony Spinks. The Council takes a more strategic view of financial progress, monitoring and evaluating performance against the forecasts made in the annual revenue budget and other plans.

After a very difficult financial year in 2020, which saw the COVID-19 pandemic significantly disrupt the charity's income generating potential, the Council of Management adopted a particularly cautious approach to the financial prospects for 2021 and beyond. In the event, 2021 saw a welcome recovery in most of our areas of income especially fundraising events. This was driven by our investment in virtual and digital fundraising.

Total income in 2021 was £3,314,918. This compares to £2,395,053 in 2020. Total spending in 2021 was £3,299,536. This compares to £3,126,323 in 2020.

Across all funds there was a surplus of income over expenditure of £15,382 (2020: deficit of £731,270). After accounting for an unrealised gain of £212,184 on the value of investments (2020: unrealised loss of £185,793) the net movement in funds for the year was £227,566 (2020: £917,063). Total funds at year end are £3,672,153 (2020: £3,444,587).

Spending on charitable activities in 2021 was £2,005,297 compared to £2,101,915 in 2020. Of this total we spent £1,523,548 (76%) on improving the quality of healthcare services for people with epilepsy and £481,749 (24%) on improving awareness and understanding of the condition. We also spent £1,167,079 on raising funds in 2021 compared with £1,024,408 in 2020.

The charity's reserves policy (revised in 2020) is that the Association shall maintain a level of unrestricted financial reserves that falls within a range of between four months and twelve months gross total unrestricted income based on the following year's revenue budget forecast. If the level of unrestricted financial reserves moves outside of these parameters, then the Council of Management will take appropriate action.

Based on the 2022 total unrestricted income of £3,525,176 forecast in the 2022 revenue budget, the range of unrestricted reserves should be between £3,525,176 (12 months cover) and £1,175,059 (4 months cover). At the end of 2021, the unrestricted reserve funds amounted to £2,543,498 (2020: £2,423,069). At this level they represent 8.66 months of unrestricted income and are therefore within the boundaries set by the reserves policy.

At the end of the year the charity held total reserves valued at £3,672,153. This compares to total reserves of £3,444,587 at the end of 2020. In addition to the unrestricted reserves mentioned above, £468,206 of the total was held for designated spending in the future and £660,449 was held for restricted purposes.

I'm delighted to be able to report such a strong financial result for the charity in 2021. The recovery in our income reflects the hard work of all our staff and volunteers as well as the generosity and loyalty of our tens of thousands of wonderful supporters. Thank you.

Despite this, there is no room for complacency. These remain volatile and unpredictable times. Mindful of their responsibilities, the trustees will continue to monitor the financial impact of the pandemic on the charity, and they will take whatever action is necessary to ensure the organisation remains viable.

A handwritten signature in black ink that reads "Massey".

June Massey
Honorary Treasurer
12 April 2022

Trustees' annual report

The trustees of British Epilepsy Association, collectively known as the Council of Management or 'the Council', has pleasure in presenting its Trustees' Annual Report incorporating the Strategic Report and Audited Accounts for the year ended 31 December 2021.

Structure, governance and management

The organisation was first set up as a charitable trust and registered at the Charity Commission on 5 December 1950. The Association became a company limited by guarantee on 25 March 1964 (registered in England, number 00797997) and was re-registered at the Charity Commission on 5 August 1964 (registered charity number 234343). The Association is also registered for Value Added Tax (Registration No. 183 1032 39).

The Association is constituted under a Memorandum and Articles of Association. The current Memorandum and Articles of Association were adopted by the members on 17 June 2006 and were last amended by the members on 29 June 2021.

The Association does not have share capital, cannot pay dividends and must utilise all of its funds to further its stated charitable objectives. Under the terms of clause 7 of the Memorandum of Association every member, as defined by Article 2 of the Articles of Association, is liable to contribute a sum if necessary and not exceeding £1 in the event of the Association being wound up.

At 31 December 2021 there were 8,637 active members (2020: 8,944), including 369 life members (2020: 370).

Epilepsy Action

In May 2002 the Association began using the working name, *Epilepsy Action*. The charity keeps the name *British Epilepsy Association* but uses the working name *Epilepsy Action* across its range of activities. It also uses the names *Epilepsy Action Cymru* and *Epilepsy Action Northern Ireland* for its work in those two countries of the United Kingdom.

Council of Management

The Council of Management is the governing body of the Association. It usually meets six times a year and it sets the policy and strategic direction of the charity. It is also responsible for overseeing the sound management of the whole Association and for ensuring the Association's policy is carried out by the staff through day-to-day operational activity supervised by the Chief Executive.

The Council is made up of a maximum of 16 members of the Association who have been elected by the membership. One third of the Council members retire by rotation each year. Persons seeking election or re-election must be nominated by two subscribing members of the Association. The Association is proud of its open and democratic tradition, which enables the charity to have the benefit of a Council which includes people with epilepsy, carers, professionals and others interested in the condition.

Article 24 allows the Council to appoint up to two additional Council members, to hold office for a maximum of three years, subject to annual confirmation by the Annual General Meeting of the Association. No Council members appointed in this way held office during 2021.

In accordance with the Articles of Association, the following members of Council are retiring at the Annual General Meeting on 14 June 2022: - Peter Clough, Diane Hockley, Jane Riley, Beryl Sharlot and Stephen Timewell.

The people who served on the Council of Management between 1 January and 31 December 2021 were:

Chair	Richard Chapman <i>- re-elected to Council 29 June 2021</i>
Vice Chair	Jane Riley
Honorary Treasurer	June Massey Cert Ed DipSpLD AMBDA (FE/HE) <i>- re-elected to Council 29 June 2021</i>
Gavin Barlow BSc Jayne Burton <i>- re-elected to Council 29 June 2021</i> Peter Clough	Michael Harnor MEd MSc BEd (Hons) ACP MIHPE Sarah Lawson
Avril Coelho <i>- elected to Council 29 June 2021</i> Jan Follett Cert Ed BA (Hons) <i>- resigned from Council 17 February 2021</i> Joanne Greer <i>- elected to Council 29 June 2021</i> Diane Hockley Nicholas Hutton <i>- elected to Council 29 June 2021</i>	Jim Morrow BA (Hons) MD PhD FRCP <i>- retired from Council 29 June 2021</i> Torie Robinson <i>- resigned from Council 1 December 2021</i> Beryl Sharlot Stephen Timewell Ian Walker

Trustee induction and trustee training

Each newly elected Council member receives guidance notes about their role and responsibilities as a charity trustee and company director as part of a comprehensive induction process. Individual trustees attend conferences, seminars and other training and learning opportunities as necessary through the year to update their knowledge about their role and responsibilities as charity trustees and company directors. Training and personal development needs are reviewed as part of the annual appraisal of the Council and its members.

Council appraisal and corporate governance

The Council of Management carries out a system of trustee annual appraisal to ensure the continued efficiency and effectiveness of the Council. A Council committee on corporate governance further supports this objective. The Council of Management has adopted 'Good Governance – a code for the voluntary and community sector', 2nd edition, October 2010; and is "taking steps to improve governance based on the Code". This Code provides the benchmark for Council appraisal.

Council of Management committees and advisory panels

There were three Council committees during 2021: Corporate Governance, Finance and Strategic Policy, and the Standing Committee. Council also established a Council Working Practices Review Group on 13 July 2021. Each Committee and the Working Group has terms of reference and a membership that is approved by the Council and reviewed on an annual basis. Council members also serve on a Staff Appeals Panel to hear appeals from staff in relation to grievance or disciplinary disputes. There were no appeals to the panel in 2021. Membership of the Council's Committees, the Working Group and the Council's Staff Appeals Panel in 2021 is listed below.

Corporate Governance Committee (maximum 6 members)		Finance & Strategic Policy Committee (6-8 members)	
Jayne Burton	Committee Chair from 6 September 2021	Jane Riley	Committee Chair <i>Council Vice Chair ex officio member of Committee</i>
June Massey	Committee Chair to 6 September 2021	Richard Chapman	<i>Council Chair ex officio member of Committee</i>
Richard Chapman	<i>Council Chair ex officio member of Committee</i>	June Massey	<i>Honorary Treasurer ex officio member of Committee</i>
Diane Hockley		Gavin Barlow	
Sarah Lawson		Peter Clough	
Torie Robinson	<i>To 13 July 2021</i>	Michael Harnor	
Ian Walker	<i>From 13 July 2021</i>	Sarah Lawson	
		Stephen Timewell	

Council Working Practices Review Group (Maximum 5 members)		Staff Appeals Panel (Maximum 6 members)	
Ian Walker	<i>From 15 July 2021 – elected Group Chair from 12 October 2021</i>	Jane Riley	<i>Panel Chair – Council Vice Chair ex officio member of panel</i>
Jane Riley	<i>Council Vice Chair – ex officio member of group – from 13 July 2021</i>	Gavin Barlow	
Peter Clough	<i>From 15 July 2021</i>	Jayne Burton	
Avril Coelho	<i>From 15 July 2021</i>	Sarah Lawson	
Nicholas Hutton	<i>From 7 December 2021</i>	Torie Robinson	<i>To 1 December 2021</i>
Torie Robinson	<i>From 15 July – 1 December 2021</i>	Beryl Sharlot	

Standing Committee (Maximum 5 members)	
Richard Chapman	<i>Committee Chair – Council Chair ex officio member of committee</i>
Jane Riley	<i>Council Vice Chair ex officio member of committee</i>
June Massey	<i>Honorary Treasurer ex officio member of committee</i>

Advisory Panels

Advisory Panels have been set up by the Council of Management to advise and guide the Association in its work. Each panel has terms of reference and a membership that is approved by the Council and reviewed on an annual basis. These include a Health and Clinical Advisory Panel, a Research Advisory Panel, a Scientific Awards Panel and a Women's Advisory Panel. The performance of each panel was critically evaluated during 2021 according to a set of performance criteria. Subsequently, the Council confirmed that each panel should continue to operate. Membership of the Advisory Panels during 2021 is listed below.

Health and Clinical Advisory Panel		
Professor Markus Reuber MD PhD FRCP – Chair	Dr Colin Dunkley	Dr Owen Pickrell – <i>appointed 11 May 2021</i>
Dr Aza Abdulla FRCP (UK) FRCPI MSc (Immun) MSc (Med Ed)	Ms Jo Geldard	Professor Mark Richardson – <i>appointed 11 May 2021</i>
Dr Richard Appleton LRCP MRCS MBBS DCH MA (Oxon) FRCP FRCPC	Dr Hayley Gorton	Mrs Julie Rigby MSc BSc (Hons) MCSP
Dr Manny Bagary BSc MBBS MRCPsych PhD	Ms Christine Hanson	Mr Richard Selway MA MMedSci MB BChir BSc FRCS(SN)
Professor Martin Brodie MB ChB MRCP FRCP	Dr Dan Hindley	Professor Stefano Seri MD FRCP
Professor Richard Chinn – <i>appointed 11 May 2021</i>	Simon Keller – <i>appointed 11 May 2021</i>	Professor Phil Smith MD FRCP
Dr Hannah Cock BSc FRCP MD	Professor Steven Kemp – <i>appointed 11 May 2021</i>	Dr Rhys Thomas
Dr John Craig	Professor Sayeed Khan MBBS BMedSci DGM CMIOSH FRCGP FFOM FRCP FRSA DM	Mr Martin Tisdall
Professor Helen Cross MB ChB PhD FRCP FRCPC	Dr John Paul Leach MD FRCP	Ms Bernie Waldron RSCN MSc
Dr Anita Devlin – <i>appointed 11 May 2021</i>	Professor Tony Marson	Professor Matthew Walker MA MB BChir FRCP PhD
Dr JM Dickson	Dr Jim Morrow BA (Hons) MD PhD FRCP	Dr Ingram Wright BA (Hons) PhD D Clin Psy

Research Advisory Panel	Scientific Awards Panel	Women's Advisory Panel
Erica Chisanga	Dr Khalid Hamandi	Dr Amanda Freeman MB BS FRCP – <i>retired 10 May 2021</i>
Dr Sarah Collard	Emily Holmes	Ms Beth Irwin
Ms Helen Coyle RGN BA (Hons) MPhil	Professor Michael Johnson	Dr Jim Morrow BA (Hons) MD PhD FRCP
Dr Adina Lew	Stephanie Kilinc	Rebecca Bromley – <i>appointed 11 May 2021</i>
Dr Dougall McCorry	Melissa Maguire	Dr John Craig – <i>appointed 11 May 2021</i>
Dr Ian Minshall MB ChB DRCOG FPCert JCPTGP	Linda Mayhew	Kim Morley – <i>appointed 11 May 2021</i>
Deb Pal	Nigel Bennett	Dr Arjune Sen – <i>appointed 11 May 2021</i>
Professor Howard Ring BSc MB BS MRPsych	Fiona McKinnon	Dr Rohit Shankar – <i>appointed 11 May 2021</i>
Rohit Shankar	Rajiv Mohanraj	Dr Sophia Varadkar – <i>appointed 11 May 2021</i>
Prof Sanjay Sisodiya	Leone Ridsdale	Dr Janine Winterbottom – <i>appointed 11 May 2021</i>
	Andrew Trevelyan	

Epilepsy Action Cymru and Epilepsy Action Northern Ireland

The Association operates in Wales as *Epilepsy Action Cymru* and in Northern Ireland as *Epilepsy Action Northern Ireland*. A National Advisory Council for Wales and a National Advisory Council for Northern Ireland provide advice, guidance and support for the charity's work in these countries. Both Councils have terms of reference and a membership that is approved by the Council of Management and which is reviewed on an annual basis. Membership of the National Advisory Councils during 2021 is listed below.

National Advisory Council for Northern Ireland (Maximum 15 members)	National Advisory Council for Wales Cyngor Ymgynghorol Cenedlaethol Cymru (Maximum 15 members)
Dr John Craig - Chair	Dr Khalid Hamandi – Chair
Ms Ena Bingham RSCN RGN RM – <i>retired 30 September 2021</i>	Ms Louise Capeling
Mr David Gilmour – <i>retired 6 November 2021</i>	Mr Michael Dix-Williams
Dr Michael Kinney	Dr Frances Gibbon
Maura Mackie	Dr Dave Minton
Ms Sarah McCann	Ms Malisa Pierri
Megan McCarthy	Dr Rob Powell
Ms Deborah McCrudden	Siôn Glyn Pritchard – <i>appointed 5 October 2021</i>
Dr Jim Morrow BA (Hons) MD PhD FRCP	Ms Shelia Shepley
Ms Edna O'Neill	Jeanette Spiers – <i>appointed 5 October 2021</i>
Dr Louise Rusk	Mr Ian Walker
Mr Derick Woods BA BSc DipEd	Mr Craig Williams
Mrs Marion Woods	

Trustees' interests

Members of the Council are charity trustees as defined by the Charities Act. Since the Association is a company limited by guarantee, persons elected or appointed to its Council are also directors and are registered as such in accordance with the Companies Act. Council members may claim for reasonable expenses incurred in undertaking the Association's business but they receive no remuneration or other financial benefit. All members of the Council have confirmed that they do not have and have not had any beneficial interest in any contract with the Association apart from the disclosures made within note 20 to the accounts. The Association maintains a publicly available register of trustees' interests.

Strategic report

The following report includes the detail required by the Companies Act 2006 with regards to the strategic report.

Risk assessment

The Council has assessed the major risks to which the Association is exposed, in particular those related to the operations and finances of the charity. The Council is satisfied that management and control systems are in place to mitigate the Association's exposure to the major risks. The Council reviews these risks and controls at least four times each year.

Risks are identified and assessed by the trustees based on their likelihood of happening and the severity of their impact if they were to happen. Risks are scored before action is taken (gross risk score) and again after action is taken (net risk score). On 7 December 2021, 12 risks were identified and assessed with a net risk score of 15 or higher making them the most significant risks to the charity. The 2021 dates are valid at the time the risk register was last reviewed. These risks, their potential impact and the actions taken in response to them are as follows:

Description of risk	Potential impact	Actions taken to mitigate risk	Net risk score after action taken
New CRM database project fails to deliver on time or runs over budget.	Fundraising, membership and stakeholder engagement compromised; financial and service targets missed; higher cost to complete project.	Exhaustive and extensive acquisition process in place with Council sign off. Revised project management structure in place. Project risk management in place. Reports to Council at every Council meeting. Senior management team review at every meeting.	24
Failure of one or more top five sources of income, (delivers less than 80% of target).	Pressure on cash flow; loss of expected and planned income; reduced spending or use of reserves to balance finances; services reduced.	Major sources of income are identified and closely monitored. Legacy analysis and pipeline tool to help accuracy in predicting legacy income. Maintain a broad base of fundraising. Risk based reserves policy based on future income. F&SP Committee regularly review fundraising performance and plans. Fast adoption of new initiatives to replace fundraising hit by Coronavirus, (e.g. Facebook Challenges). 2021 revenue budget has reset forecasts to more realistic levels.	20
Turbulent macro-economic conditions giving rise to financial crisis; inflation; unemployment; public sector austerity; less personal disposable income; falling stock markets.	Reduced income; higher costs; reduced spending; use of reserves to balance finances; increase in demand for services; reduction in service delivery.	Monitor economic forecasts and geopolitical events and take these into account in financial and business planning. Risk based reserves policy provides a financial cushion against short term volatility. Diverse income generation spreads the risk of failure. Three year perspective on 2021 revenue budget.	20

Income from fundraising falls below expectations.	Reputational damage; lower income than expected and planned for; reduced spending and/or depleted reserves to balance finances; disruption to long term plans; lowered stakeholder morale.	Fundraising delivery and monitoring plan for 2021 approved by Council on 13 April 2021. Annual revenue budget. Annual business plan. Individual fundraising project plans. Monitoring by F&SP Committee. Facebook Challenges delivered above expectation in Q1 of 2021. 2021 revenue budget resets forecasts and expectations.	20
Failure to comply with Data Protection law and regulation.	Financial penalties imposed by regulators; suspension or loss of license; reputational damage; loss of public confidence; loss of income and support.	Director of Corporate Services appointed Data Protection Officer. GDPR training for all staff. GDPR awareness for volunteers. GDPR permission renewals process in place. Ensuring new CRM database is GDPR compliant.	20
Investment in Individual Giving fundraising delivers less than 80% of targets.	Pressure on cash flow; lower income than expected and planned for; reduced spending and/or depleted reserves to balance finances; disruption to long term plans; lowered stakeholder morale; services reduced.	Fundraising delivery and monitoring plan for 2021 approved by Council on 13 April 2021. Individual Giving plan in place; phased implementation with testing enables active adjustment; performance is monitored closely; reserves policy reflects potential volatility of income; F&SP Committee regularly review fundraising performance and plans.	16
Public loses confidence in Epilepsy Action fundraising.	Loss of donors; loss of supporters; lower income than expected and planned; reduced spending or use of reserves to cover shortfall.	Registered with the Fundraising Regulator and signed up to its code of good practice. Regular and open communications with fundraising supporters and the public.	16
A major successful competitor appears, (e.g. a new high profile cause or condition).	Fundraising less effective; potential loss of income; reduced public profile; reduction in support; reduction in service users; reduced influence and authority.	Ensure profile of Epilepsy Action is at least maintained through proactive PR work. Focus on our distinctive advantages. Ongoing monitoring for competitive threats.	15
Adverse changes in NHS policy or practice.	NHS priorities change; NHS re-organised; epilepsy not a service priority; commissioning opportunities diminish; demand for charity's services increases.	Monitor developments. Seek to influence policy and practice directly and through alliances, (e.g. MHRA and QOF changes, specialised commissioning, NICE guidelines review). Sustain support for Westminster APPG on epilepsy and sustain health policy campaigning.	15
Significant loss of membership.	Reputational damage; loss of mandate and authority; weakened influence; lower income; lowered stakeholder morale; accelerating loss of members.	Continuing plan for membership development in place for 2021 addressing recruitment, retention and administration.	15

Cyber attack.	Reputational damage; loss of public and donor confidence; disruption to services; damage to digital infrastructure; website lost or disabled; social media disabled; cost of recovery.	IT covered in disaster recovery plan; anti-virus software in place. Staff minded to be alert to potential threats. Communications and Digital Engagement department focuses expertise and cyber attack awareness.	15
IT systems failures.	Systems fail to meet operational need; email system collapses; IT obsolete; IT supplier fails; loss or corruption of data; data protection law breach.	Systematic updating of IT; comprehensive back up procedures in place; due diligence completed on suppliers; services formally contracted; monitoring of data protection law and staff training in compliance; IT covered in disaster recovery plan.	15

Coronavirus (Covid-19)

Although Coronavirus (Covid-19) continued to have an impact on the charity during 2021, the steps taken by the charity during 2020 and through 2021 have helped to mitigate this - whether this be in fundraising, service delivery, operational organisation or corporate governance. The trustees are satisfied that the impact of Covid-19, will not impact on the charity's ability to continue in operational existence for the foreseeable future.

Subsidiary companies

The Association has three wholly owned subsidiary companies. Epilepsy Action and Epilepsy U.K. are both dormant companies. BEA Trading Limited is engaged in fundraising activities, the distribution of Christmas cards, associated gifts and the promotion of BEA insurances. More information about the subsidiary companies can be found in note 13 to the accounts.

Co-operation with other charitable organisations

The Association is an active member of the International Bureau for Epilepsy (IBE), the Neurological Alliance, the Disability Benefits Consortium and National Voices. The Association is also a member of the National Council for Voluntary Organisations (NCVO), the Association of Medical Research Charities (AMRC), the Institute of Fundraising and the Charity Finance Group.

Public benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Association's aims, objectives and activities and this report seeks to comply with that guidance by clearly explaining and illustrating how the charity delivers public benefit.

Information about the charity's fundraising

The charity's fundraising strategy is outlined in a document 'Epilepsy Action fundraising delivery and monitoring plan, 2021'. A copy of the document has been made available to every Council member. The document supports Council members in their role of overseeing fundraising in line with Charity Commission guidance (CC20, 'Charity fundraising: a guide to trustee duties'). It describes how fundraising is managed and overseen in order to ensure it is in the charity's best interests and compliant with the law and best practice. It outlines each area of fundraising the charity undertakes and provides more information in relation to that area of fundraising.

- Income generated from fundraising activities is critical to the charity's wellbeing. Fundraising is broken down into the following key areas: fundraising and community events, legacies, membership subscriptions and donations, trusts and funds, direct marketing, individual donations, industry and commerce, lotteries, local services and trading activities.
- The charity works with a number of professional fundraisers. These include Sterling Management, an external lottery manager.
- The charity strives for the highest possible standards in fundraising and ensures all its staff, volunteers and trustees adhere to both legal obligations and best practices laid down by the following:

- Institute of Fundraising
- The Fundraising Regulator
- Gambling Commission
- Information Commissioner's Office (ICO)
- Action Fraud
- HM Revenue and Customs (HMRC)
- Charity Commission
- Charity Commission for Northern Ireland (CCNI)
- Scottish Charity Regulator (OSCR)

The charity only works with professional fundraising organisations that also meet these standards. It will not enter into a partnership with any external fundraising organisation that does not meet these requirements.

- There were no recorded incidents of failure by the charity, or by any person acting on its behalf, to comply with fundraising standards in 2021.
- The charity monitors the fundraising activity of people acting on its behalf, principally through:
 - The provision of support, advice and resources to anyone acting on the charity's behalf.
 - Fundraising practices and procedures mutually agreed with anyone acting on the charity's behalf.
 - Spot checks and sampling of fundraising activities.
- The charity received no complaints about fundraising activity in 2021 (2020: nil complaints).
- The charity has a policy on working with vulnerable supporters. Any agency acting on behalf of the charity is required to demonstrate it has policies and practices in place to ensure vulnerable supporters are safe and that the charity is made aware of their vulnerability.
- The charity and its principle fundraising agencies have in place agreed standards to prevent intrusion into personal privacy. The charity only asks for the personal information that is required in order to fulfil the actions agreed with the individual.
- The charity's telephone fundraising partner has standards in place to limit the number of calls made to any individual. The same agency also has placed maximum limits on the number of times any individual is asked for financial support in a call. In any event, no telephone fundraising campaigns took place in 2021.
- All donors are made aware in fundraising communications of how they can, in a single action, stop receiving such communications in future, or alter the ways in which the charity communicates with them. This includes being able to stop all future contact from the charity.

Indemnity insurance

Subject to the provision of the Companies Act 2006, every trustee and officer is indemnified against any liability incurred by them in their capacity in defending any proceedings whether civil or criminal, in which judgement is given in favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of British Epilepsy Association.

Objectives and activities

The charity's objects are set out in detail in clause 3 of its Memorandum of Association. In summary, the Association exists for the benefit and service of people with epilepsy and others interested in epilepsy and associated conditions. The Association seeks to ensure that everything it undertakes is free of political and commercial bias.

The Association's strategic plan has two goals – to improve the quality and availability of healthcare services for people with epilepsy and to improve awareness and understanding of epilepsy. To achieve these two goals the charity focuses on eight objectives. In addition, the charity has set itself five organisation goals to help it to be stronger and more effective in the future.

Despite the extraordinary conditions prevailing through much of 2021, the staff, volunteers and supporters of the charity remained focused on delivering the strategy. The key achievements and successes of 2021 are set out here.

Goal 1: Improve the quality and availability of health care services for people with epilepsy

1. Provide advice, information and training about epilepsy

	2021
Helpline advice and information service users	10,536
First time Helpline users	3,271
Number of page views of the advice and information web pages	2,637,909
Visits to e-learning site	176,388
Registrations on e-learning courses	31,317
Completions of e-learning courses	21,583
Number of printed advice and information items ordered	81,059
Number of advice and information downloads	97,551

- We maintained all of our advice and information resources through the year, providing people with high quality information they know they can trust.
- In November Epilepsy Action was awarded the Patient Information Forum PIF Tick award to accredit the quality of its patient advice and information. The PIF Tick is the only UK quality mark for trustworthy health information.
- In 2020 we launched a Covid-19 and epilepsy advice and information web page. This continued through 2021 being reviewed and updated every day.
- The top five enquiries to the Helpline service in 2021 were - Driving; Listening Ear; Coronavirus; Seizure types and Getting the right treatment.
- A survey of Helpline service users during the year reported that 92% felt listened to and respected; 91% were satisfied with the advice and information they received and 90% said they found it easy to get an answer to their questions.
- There were 176,388 visits to our e-learning website with 31,317 course registrations and 21,583 course completions.

2. Give people the skills and opportunities to speak out for themselves and for others affected by epilepsy

- We put people with epilepsy and their families at the centre of our public awareness campaigns including encouraging and supporting them to talk with confidence about their experiences of epilepsy through the media.
- In advance of Purple Day in March, we polled 1,000 people with epilepsy to ask them, what is the one thing they would like people to know about epilepsy. The most frequently given answer was that the impact of epilepsy is more than just seizures.

3. Influence national health policy

- Representing the authentic voice of people affected by epilepsy, we were able to have an impact across a range of topics and issues including: the DHSC Covid-19 vaccination campaign, the availability of medicinal cannabis, the consistency of supply of epilepsy medicines and protecting epilepsy health services during the Covid-19 emergency.
- At the end of 2021 we submitted a detailed written response to the consultation informing the review of the NICE guidelines on the epilepsies.
- We continued to be an active member of the Neurological Alliance and of National Voices ensuring that the voice of people with epilepsy was heard and listened to.
- To mark the first anniversary of the publication of the Cumberlege Report, there was a two and a half hour debate in the House of Commons on 8 July requiring the Health Minister responsible to answer questions and account for the government's tardiness in implementing the Report's recommendations. Cat Smith, Labour MP for Lancaster and Fleetwood and Chair of the All Party Group on valproate and other anti-epileptic drugs in pregnancy, spoke at length during the debate. She concluded her remarks with the following:
"I also put on record my thanks to Daniel Jennings from Epilepsy Action for his support in keeping me abreast of this and other issues that people with epilepsy face."

4. Influence and support local health service design, commissioning and delivery

- We continued to champion epilepsy specialist nurses and advocate on their behalf as a critical component of any epilepsy service. We also provided virtually our popular nurse induction training courses.

- We continued to emphasise the importance of maintaining epilepsy services at local level at a time when NHS resources are overstretched.
- We campaigned in Northern Ireland to address the unacceptably long waiting times for neurology services.

5. Research

- We invested a total of £132,095 in our research activities in 2021.
- We were involved in five research partnerships covering clinically effective treatments, preconception counselling for women, subcutaneous EEG, a service design model for alternative care in emergency departments and Remote Assessment of Disease and Relapse in Central Nervous System Disorders (RADAR-CNS).
- We supported five other research organisations in their applications for funding.
- Eight papers from research projects we have supported were published during 2021 in peer reviewed journals.
- With our partners, Elsevier, we continued to publish *Seizure*, the European Journal of Epilepsy. This provides a forum for papers on all topics related to epilepsy and seizure disorders.

Goal 2: Improve awareness and understanding of epilepsy

1. Encourage and support people to be open about epilepsy

- We talked about epilepsy with confidence and we encouraged others to do the same. Thousands of stories were shared on social media.
- We worked with our media volunteers to get their stories into the public domain resulting in 54 articles.
- We continued to support our online forums for people with epilepsy providing people with a safe space to express themselves.

2. Publicly celebrate positive attitudes towards epilepsy and challenge negative attitudes

- Our Helping Hands Awards recognised people and organisations who had assisted people with epilepsy in some way. The Awards received a total of 150 nominations from which 10 recipients were recognised.
- In National Epilepsy Week in May we worked with the model Ariish Wol. Ariish has a remarkable backstory including her life living with epilepsy. During the Week we focused on different issues each day including the experience of Covid-19 and epilepsy, our employer's toolkit, the NHSE video on epilepsy and our Walk50k event.
- In March our Purple Day activities included a podcast with comedian Maisie Adam, an explainer video on YouTube - 'What is epilepsy?', the launch of our new employer toolkit and sharing peoples' stories about misconceptions around epilepsy.

3. Engage with national and local decision makers

- We supported the Westminster All Party Parliamentary Group on epilepsy by providing its secretariat - in conjunction with SUDEP Action.
- We remained in close contact with the NHS and the Department of Health and Social Care throughout 2021, keeping up to date with plans and information about managing the Covid-19 pandemic and ensuring people with epilepsy were not overlooked and were kept informed. This included promoting the UK-wide vaccination and booster campaigns.
- Our #MakeWelfareFair campaign reported on a survey of people with epilepsy that highlighted the problems they face with the assessment process for Personal Independence Payments (PIP).
- We provided written and oral evidence to the Department for Work and Pensions select committee inquiry into the disability employment gap.

Organisation goals

1. Building a community of interest around epilepsy

- At the end of 2021 we had 8,637 members. However, our reach and engagement goes much further than this with tens of thousands of supporters.
- Epilepsy Action is present in local communities throughout the UK through our groups and branches. Even though these were unable to meet in person, they still provided an invaluable virtual service connecting people together.

- Tens of thousands of people subscribed to our social media accounts across six different platforms, sharing our positive messages about epilepsy with many thousands more.
- Volunteers came forward throughout the year to support our work in research, campaigning, public awareness and fundraising.

2. Developing our income

- Total income in 2021 increased by £919,865 (38.4%) compared to 2020.
- A variety of virtual fundraising activities were tested during the year and this helped fundraising income to reach £763,229. This compares to £229,853 in 2020.
- Income from corporate donations, legacies, grants and from donated goods and services all increased in 2021 compared to 2020.

3. Raising the profile and visibility of Epilepsy Action

- Throughout the year Epilepsy Action was once again the 'go to' organisation for the press on any stories relating to epilepsy.
- We achieved 2,078 media mentions for the charity including 718 articles that featured a spokesperson from the charity.
- We saw an increase of 600% in the online coverage of the charity and a 58% increase in coverage by national media.
- We edited, produced and distributed four issues of *Epilepsy Today* and four issues of *EP: Epilepsy Professional*.

4. Becoming a digital charity

- Our main website received a total of 4,965,670 page views from 1,712,285 visitors. The advice and information section pages were viewed 2,637,909 times.
- We were active across six different social media platforms increasing our presence and influence in all of them.
- We began a major overhaul of the design and content of our website. This will conclude in 2022.
- We restarted our project to implement a new CRM database. This is scheduled to conclude in 2022.

5. Delivering our strategy in local communities

- In 2021 we organised 126 nationwide virtual group meetings with 805 attendees. 71 of our local groups held 289 local virtual group meetings with 1,982 attendees. We briefly reintroduced face-to-face meetings in the Autumn and held 26 of these with 70 attendees before we had to suspend them again in December due to the emergence of the new Covid variant.
- A survey of users of virtual groups reported that:
 - 98% of people felt that attending our local virtual groups helped them stay connected with others living with epilepsy.
 - 96% would recommend our local virtual groups to others.
 - 93% felt that attending a group has helped them gain practical information and support about living with epilepsy.
 - 88% said groups helped them feel better about living with epilepsy.
 - 81% would like to attend both face to face and virtual meetings in the future.
- We ran 77 epilepsy awareness sessions delivered virtually to 1,085 people.
- In December, following consultation with volunteers and service users during the year, we chose to rebrand our 'Coffee and Chat' Groups under the new title of 'Talk and Support'.

Values and beliefs

Epilepsy Action is defined by its **values**. They guide what we do, how we work and the decisions we make.

We are **positive** about epilepsy and **passionate** about what we do. We are **creative and innovative** in our thinking and **confident** in our actions.

We **care** about people with epilepsy and their families. We listen to them and we respond to their needs. We never forget that epilepsy is about people.

We are a **diverse** and **inclusive** organisation that actively reaches out to people across all countries of the United Kingdom and British Isles. We welcome everyone affected by epilepsy.

We represent by being a community of interest around epilepsy - reflecting peoples' hopes and aspirations and providing identity, unity and a voice.

Further details about the Association's work and how it delivers public benefit appear elsewhere in this report under 'Achievements and performance'. Extracts from this report also appear on our website, www.epilepsy.org.uk.

People

The Council of Management would like to place on record its appreciation of the hard work and commitment to the charity's objectives of all staff in 2021. At no time during the pandemic has the Association furloughed any of its employees. Everyone has continued working, often in very difficult circumstances, to keep our services open and available. During the year the Association's operational structure was reviewed and revised to create five departments – Communications and Digital Engagement, Corporate Services, Fundraising, Health Improvement and Influencing and Services.

The senior staff employed by the Association were:

Chief Executive	Philip Lee
Deputy Chief Executive	Rebekah Smith – <i>from 19 April 2021</i>
Director of Services	Ann Richardson-Greaves - <i>from 18 October 2021</i>
Director of Health Improvement and Influencing	Alison Fuller – <i>from 14 February 2022</i>
Director of Fundraising	Philippa Cartwright
Director of Communications and Digital Engagement	Jon Eaton - <i>from 18 October 2021</i>
Director of Corporate Services	Tony Spinks - <i>from 18 October 2021</i>
Chief Financial Officer	Tony Spinks - <i>to 18 October 2021</i>
Director of Digital Services	Jon Eaton - <i>to 18 October 2021</i>
Director of Local Services	Ann Richardson-Greaves – <i>From 12 April 2021 to 18 October 2021</i>
Director of Local Services	Clare Watson - <i>to 19 February 2021</i>
Director of Epilepsy Services	Angie Pullen <i>to 31 July 2021</i>
Director of External Affairs	Louise Cousins - <i>to 30 September 2021</i>
Director of Support Services	Barry Wilson <i>to 18 October 2021</i>

Key management personnel

The key management personnel comprise the Trustees, the Chief Executive and the Deputy Chief Executive, see note 20.

Pay policy for senior staff

The pay of all staff including senior staff is reviewed annually. The benchmark for any increase is the August index of average earnings (UK whole economy). However, the trustees also take into account what the charity can afford, the local and voluntary sector labour markets and general economic conditions. There was no increase in staff salaries during 2021.

The Council also acknowledges with gratitude the work and commitment of the many volunteers who willingly give of their time to the considerable benefit of the charity and the people the charity serves. The opportunities for volunteering in 2021 were severely curtailed but even so, the total number of hours donated to the Association in 2021 by all of its volunteers is estimated to be 42,319 (2020: 20,734). This equates to 23.6 full time staff, based on an average staff working week of 34.5 hours. Using the Association's mean average staff cost in 2021 of £18.46 per hour, (which includes the cost of national insurance and pension contributions), the financial value of this volunteered time in 2021 is estimated to be £781,209 (2020: £402,675). These financial values are not recognised within the statement of financial activities as they do not meet the income recognition criteria under the SORP.

Equal Opportunities

The Association supports the principle of equal opportunities, in particular for those who are unable to compete equally in open employment. This especially includes people who have a history of epilepsy. All staff may become subscribing members of the Association and are kept informed of the charity's activities and progress through regular meetings and written communications.

The Council of Management would also like to acknowledge the help and support of the following people who served the Association during 2021.

Patron	The Duchess of Kent
Vice Patrons	His Eminence The Cardinal Archbishop of Westminster The Very Reverend The Chief Rabbi The Free Churches' Moderator
President	Baroness Ford of Cuninghame
Honorary Past President	Baroness Gould of Potternewton
Honorary Vice Presidents	
Ms Karen Armstrong	Mr Darren Millar AM – <i>retired 29 June 2021</i>
Professor Gus Baker	Ms Laura Sandys – <i>retired 29 June 2021</i>
Mr William Fiennes	Ms Paula Sherriff – <i>retired 29 June 2021</i>
Dr Evan Harris	Mr Stephen Twigg – <i>retired 29 June 2021</i>
Lord Smith of Leigh – <i>died 3 August 2021</i>	Professor Ray Tallis
Mr Paul Maynard MP	

Achievements and performance

Despite the difficulties of the year, we have made good progress in all of our strategic priority areas. We have sustained and developed our services, ensuring the charity remains available to those who need it. The positive influence that our work has on peoples' lives is more fully documented on our website www.epilepsy.org.uk.

Financial Review

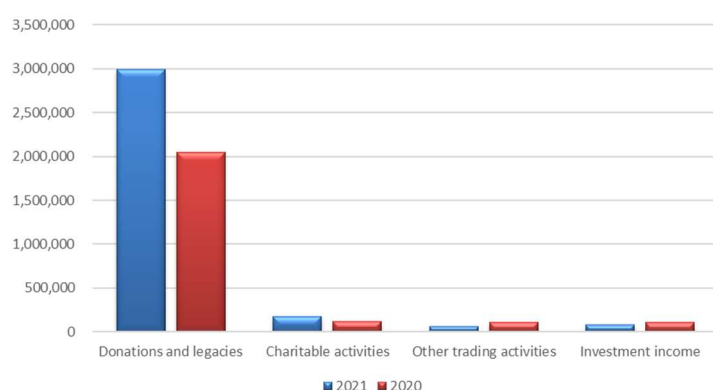
The results for the year are set out on pages 26 to 45. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), (effective 1 January 2015), with the aim of presenting the financial position of the Association in a clear, comprehensive and intelligible way. The results of the Association's commercial subsidiary, BEA Trading Limited, are shown in note 13 to the accounts.

General review of the charity's financial position

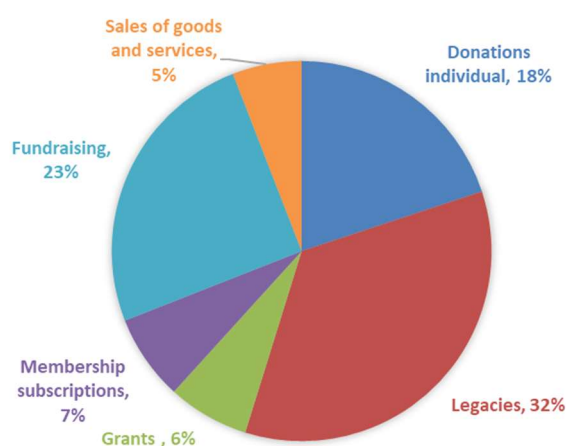
	2021	2020
	£	£
Total incoming resources	3,314,918	2,395,053
Total resources used	3,299,536	3,126,323
Surplus / (Deficit)	15,382	(731,270)
Unrealised Gain / (Loss)	212,184	(185,793)
Net Movement in Funds	227,566	(917,063)
Total Funds	3,672,153	3,444,587

Total income for 2021 was £3,314,918 (2020: £2,395,053). Total resources used amounted to £3,299,536 (2020: £3,126,323). Across all Funds there was a surplus of income over expenditure of £15,382 (2020: deficit of £731,270). After accounting for an unrealised gain of £212,184 on the value of investments (2020: unrealised loss of £185,793) the net movement in funds for the year was an increase of £227,566 (2020: decrease of £917,063). The total funds held by the charity at the end of the year is £3,672,153 (2020: £3,444,587).

Principal sources of funding



Income from donations and legacies amounted to £2,988,108 (2020: £2,050,228). Income from other trading activities amounted to £63,566 (2020: £112,358). Income from investments was £83,815 (2020: £108,709). Income from charitable activities was £179,429 (2020: £123,758). The amount spent on raising funds in 2021 was £871,862 (2020: £839,285). This equates to an income of £3.80 for every £1.00 spent on raising funds (2020: £2.85 income for every £1.00 spent).



The top six performing income areas are responsible for 91% of the charity's income. Legacy bequests are the top income generator responsible for 32% of the Association's income. In 2021 this amounted to £1,061,959 (2020: £735,023). Donations from individuals contributed £606,472 (2020: £621,484). Membership subscriptions contributed £221,944 (2020: £224,713). Income from fundraising events sponsorship contributed £763,229 (2020: £229,853). Grant income contributed £211,389 (2020: £128,720). Income from sales of goods and services was £179,429 (2020: £123,758).

We would like to thank all the charitable trusts and foundations, companies and community groups who have generously provided grant and donation income or gifts in kind to support our work. We would also like to thank all the many individuals who supported us throughout 2021 through their membership, donations, sponsorship, or event participation.

Fundraising income is explained in more detail in notes 2 and 4 to the accounts.

Grant making policy

The Association makes grants available for research. Applications are considered in light of the Association's prevailing research priorities and with reference to the Association's research policy focus on non-laboratory research.

Investment policy

The Association's current investment policy was approved and adopted by the Council of Management on 11 July 2017. The policy requires a balanced investment portfolio that can deliver both capital growth and income. The precise balance within the portfolio between capital growth investments and investments for income may vary in line with the changing needs of the Association and fluctuations in market conditions.

The investment priority is first to achieve a level of income that is broadly comparable with what is generally available. This income is to be used to provide some contribution to the overall funding of the Association's charitable objectives.

The policy is also designed to enable the Association to build and maintain sufficient capital reserves to provide cover for the inevitable fluctuations in revenue income, thus ensuring continuity in the provision of the Association's services in the context of its current strategic plan and business and charitable objectives. An appropriate level of reserves for the Association is described by the reserves policy.

The Council of Management will not knowingly invest in specific companies whose activities are, in the opinion of the Council of Management, inconsistent with the aims and objectives of the Association. The Council reviews the policy every year and carries out a more thorough examination every three years. The policy was last reviewed by Council on 13 April 2021.

Performance of investments

At the end of 2021, the Association retained listed investments valued at £2,557,317 (2020: £2,345,133). These investments are detailed in note 12 to the financial statements. The listed investments produced an income of £83,815 (2020: £105,715). There was an unrealised gain on the investments of £212,184 (2020: unrealised loss of £185,793). No interest was received on cash deposits in 2021 (2020: £2,994). BEA Trading Limited contributed income to the charity of £34,812 (2020: £38,825). Total income for the year from the Association's investments was £83,815 (2020: £108,709). Investment management costs in 2021 were £13,166 (2020: £13,553).

The performance of the Association's investment manager is measured against set targets and objectives. The investment manager provides a regular written performance report on the investments and each trustee has online access to independently view the Association's investment portfolio at any time. The investment manager is also required to make a face-to-face presentation to the Council at least once every year.

Fixed assets

Details of movements in fixed assets during the year are set out in notes 10, 11 and 12 to the financial statements.

CRM

At the start of 2021 the Association reviewed the CRM project and the work to date which had a total cost of £127,160. The Association employed an external consultancy firm, Hart Square, to perform a review of the project and the likelihood of completion. The review concluded that the original project was unlikely to be delivered on time or provide the intended benefits. It recommended that the project should be reconstituted and restarted. Following this recommendation, the Association completely revised the project and appointed a new CRM database supplier, Bluelight CRM Ltd., in November 2021.

The work completed to the end of 2021 amounted to £127,160 which was capitalised. The decision was taken to write the total amount of £127,160 off in 2021. The Charity has designated a further £285,991 to bring the total budget for completion of the CRM project to £400,000.

Lessons have been learned from this experience and acted upon. The project governance has been reviewed and a new project team has been put in place with clear reporting guidelines and levels of authority. The original project goals have been reviewed and updated. A Minimum Viable Product (MVP) has been clearly defined with strong project governance to ensure the project remains within its specified boundaries. The importance of this project has been communicated to staff and workloads have been reviewed to ensure all staff are able to participate and give the project the time it needs to be successfully completed.

Reserves policy

The current reserves policy was approved and adopted by the Council of Management on 11 July 2017. It was amended by the Council on 4 August 2020 to enable access to more of the charity's unrestricted reserves. This temporary measure is in place until the end of 2023. It was adopted to help support the charity during turbulent financial times. The policy applies a risk based approach to the reserves based on an assessment of potential risk to future income. The policy is that the Association shall maintain a level of unrestricted financial reserves that falls within a range of between four months (previously eight months) and twelve months gross total unrestricted income based on the following year's revenue budget forecast. If the level of unrestricted financial reserves moves outside of these parameters then the Council of Management will take appropriate action.

Based on the 2022 total unrestricted income of £3,525,176 forecast in the 2022 revenue budget, the range of unrestricted reserves should be between £3,525,176 (12 months cover) and £1,175,059 (4 months cover). At the end of 2021, the unrestricted reserve funds amounted to £2,543,498 (2020: £2,423,069). At this level they represent 8.66 months worth of unrestricted income and are therefore within the boundaries set by the reserves policy.

Within the unrestricted reserves, the Association held designated funds totalling £468,206 (2020: £310,320). Of this total, £400,000 is designated for updating the Association's CRM database. £33,206 represents funds received from the Estate of the late Roger Victor Crawley which he wished to be used for research. £35,000 represents funds received from the Estate of the late George Cowell which he wished to be used for our work in the Liverpool area. Also, in addition, at the end of the year, the Association held restricted reserves amounting to £660,449 (2020: £711,198). All of the Association's reserve funds are explained in more detail in note 17 to the accounts.

Plans for future periods

The Council of Management approves and adopts an annual operational business plan and an annual revenue budget which includes a three year financial forecast.

On 4 October 2016 the Council approved and adopted a five year strategic plan for the Association to start on 1 January 2017. During 2020 the Council reviewed and adapted this plan in light of the conditions created by the Coronavirus pandemic and they extended it to run until the end of 2023.

We want all people affected by epilepsy to receive the healthcare and support they need and the public respect, fairness and understanding they deserve. To make this vision a reality it is the charity's mission to strive to improve the lives of everyone affected by epilepsy.

To make this happen we are focused on two goals.

1. To improve the quality and availability of health care services for people with epilepsy.
2. To improve awareness and understanding of epilepsy.

To achieve these two goals our work is focused on: -

- Providing advice, information and training
- Giving people the skills and opportunities to speak out for themselves and for others affected by epilepsy
- Influencing national health policy
- Influencing and supporting local health service design, commissioning and delivery
- Research
- Encouraging and supporting people to be open about epilepsy
- Publicly celebrating positive attitudes towards epilepsy and challenging negative attitudes
- Engaging with national and local decision makers

We also want to develop as an organisation. We have set ourselves five objectives to do this: -

- To build and activate a strong community of interest of people affected by epilepsy.
- To develop a sustainable annual income of at least £3.5 million a year by the end of 2023.
- To raise the public profile and visibility of Epilepsy Action and be recognised as the leading epilepsy organisation in the UK.
- To be a digital charity, ensuring that Information and Communication Technology (ICT) is integrated and co-ordinated throughout the organisation.
- To deliver our strategy in local communities and co-ordinate this work with our national activity and organisational goals.

We know that our plans are ambitious and challenging. We know they will not happen easily or quickly and will not be entirely completed within the timeframe of this strategy. But we also believe that what we want is ultimately achievable and it's what people affected by epilepsy need. We'll know when our vision is becoming a reality when we see evidence of the following: -

- More people getting access to specialist healthcare and treatment for their condition.
- People with epilepsy informed about their condition and their views influencing their care and treatment.
- Fewer epilepsy related deaths.
- Rates of epilepsy misdiagnosis going down.
- More people achieving seizure control.
- Fewer people having harmful side effects from anti-epileptic drugs.
- People with epilepsy being open about their condition.

- People with epilepsy achieving their maximum potential in life.
- Positive changes in public attitudes towards epilepsy.
- Greater social inclusion of people with epilepsy.
- Changes in public policy and the law to treat people with epilepsy fairly.
- Positive changes in the employment of people with epilepsy.

Statement of Council Members' Responsibilities

The Council Members (who are also directors of British Epilepsy Association for the purposes of company law) are responsible for preparing the Trustees annual report (which includes the directors report) and the Strategic Report and the financial statements in accordance with applicable law and regulations.

Company law requires the council to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law the council must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the profit or loss of the charity for that period.

In preparing those financial statements, the directors are required to:

- a. select suitable accounting policies and then apply them consistently;
- b. make judgements and accounting estimates that are reasonable and prudent;
- c. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The council members are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

In accordance with the existing articles of association, a resolution proposing that RSM UK Audit LLP be reappointed as auditor of the company was put to a general meeting of members on 16 June 2021.

Statement of disclosure to auditor

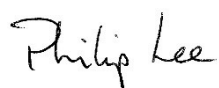
So far as each person who was a trustee at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, each trustee has taken all the necessary steps to make themselves aware of all relevant audit information and to establish that the company's auditor is aware of that information.

The trustees' report is prepared under the Charities Act 2011 which also contains all information required in a Directors Report by the Companies Act 2006 and the incorporated Strategic Report prepared under the Companies Act 2006, were approved by the board of trustees.

Registered office and professional advisers

Registered Office	New Anstey House Gate Way Drive Yeadon Leeds LS19 7XY	
Registered Auditors	RSM UK Audit LLP Central Square 5 th Floor 29 Wellington Street Leeds LS1 4DL	
Solicitors	Wrigleys Solicitors LLP 19 Cookridge Street Leeds LS2 3AG	
Bankers	Yorkshire Bank plc 94-96 Briggate Leeds LS1 6NP	National Westminster Bank City Office Leeds 8 Park Row LS1 5HD
Investment Managers	Brewin Dolphin Securities Limited 10 Wellington Place Leeds LS1 4AN	

The members of the Council of Management in their capacity as directors hereby approve the Trustees' Annual Report and the incorporated strategic report.



Philip Lee
Chief Executive and Company Secretary
12 April 2022

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BRITISH EPILEPSY ASSOCIATION

Opinion

We have audited the financial statements of British Epilepsy Association (the 'charitable company') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet, and the Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st December 2021 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Trustees' annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the Trustees' annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Strategic report and the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic report and the Trustees' Report, which includes the Directors' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic report and the Trustees' Report, which includes the Directors' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, 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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Council Members' responsibilities set out on page 20, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, to perform audit procedures to help identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements, and to respond appropriately to identified or suspected non-compliance with laws and regulations identified during the audit.

In relation to fraud, the objectives of our audit are to identify and assess the risk of material misstatement of the financial statements due to fraud, to obtain sufficient appropriate audit evidence regarding the assessed risks of material

misstatement due to fraud through designing and implementing appropriate responses and to respond appropriately to fraud or suspected fraud identified during the audit.

However, it is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud, the audit engagement team:

- obtained an understanding of the nature of the sector, including the legal and regulatory frameworks that the charitable company operates in and how the charitable company is complying with the legal and regulatory frameworks;
- inquired of management, and those charged with governance, about their own identification and assessment of the risks of irregularities, including any known actual, suspected or alleged instances of fraud;
- discussed matters about non-compliance with laws and regulations and how fraud might occur including assessment of how and where the financial statements may be susceptible to fraud.

As a result of these procedures we consider the most significant laws and regulations that have a direct impact on the financial statements are FRS 102, Charities SORP (FRS 102), Companies Act 2006, Charities Act 2011, the charitable company's governing document, tax legislation and Charities Commission. We performed audit procedures to detect non-compliances which may have a material impact on the financial statements which included reviewing the financial statements including the Trustees' Report and Strategic Report, remaining alert to new or unusual transactions which may not be in accordance with the governing documents, inspecting correspondence with tax authorities and evaluating advice received from external advisors.

We performed audit procedures to inquire of management and those charged with governance whether the charitable company is in compliance with these law and regulations and inspected correspondence with regulatory authorities.

The audit engagement team identified the risk of management override of controls and income recognition as the areas where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed included but were not limited to testing manual journal entries and other adjustments, evaluating the business rationale in relation to significant, unusual transactions and transactions entered into outside the normal course of business, challenging judgments and estimates and agreeing income to third party documentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RSM UK Audit LLP

LUCY ROBSON (Senior Statutory Auditor)

For and on behalf of RSM UK AUDIT LLP, Statutory Auditor

Chartered Accountants

Central Square

5th Floor

29 Wellington Street

Leeds

LS1 4DL

Date 19/04/22

British Epilepsy Association

Statement of Financial Activities

Incorporating an Income and Expenditure Account
for the year ended 31st December 2021

		General Funds 2021 £	Designated Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
	Note					
Incoming resources:	2					
Donations and legacies		2,801,391	10,000	176,717	2,988,108	2,050,228
Charitable activities		176,585	-	2,844	179,429	123,758
Other trading activities		63,566	-	-	63,566	112,358
Investment income		77,142	-	6,673	83,815	108,709
Total		3,118,684	10,000	186,234	3,314,918	2,395,053
Resources expended:	6					
Raising funds		871,862	-	-	871,862	839,285
Charitable activities		1,739,923	10,945	254,429	2,005,297	2,101,915
Other trading activities		282,051	-	-	282,051	171,570
Investment management costs		12,883	-	283	13,166	13,553
Extraordinary items - CRM impairment			127,160	-	127,160	-
Total		2,906,719	138,105	254,712	3,299,536	3,126,323
Net incoming/(outgoing) resources before investment gains/(losses)		211,965	(128,105)	(68,478)	15,382	(731,270)
Recognised gains						
Net unrealised gains/(losses) on investments		194,455	-	17,729	212,184	(185,793)
Net incoming/(outgoing) resources		406,420	(128,105)	(50,749)	227,566	(917,063)
Transfers between funds		(285,991)	285,991	-	-	-
Net movement in funds		120,429	157,886	(50,749)	227,566	(917,063)
Reconciliation of funds						
Total funds brought forward		2,423,069	310,320	711,198	3,444,587	4,361,650
Total funds carried forwards		2,543,498	468,206	660,449	3,672,153	3,444,587

The surplus for the year arises from the Charity's continuing operations.

British Epilepsy Association

(Company Number 00797997)

Balance Sheet

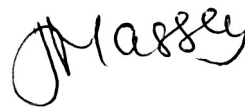
as at 31 December 2021

	Note	2021		2020	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	10		45,066		42,749
Intangible fixed assets	11		62,255		122,687
Investments	12		2,557,327		2,345,143
			<u>2,664,648</u>		<u>2,510,579</u>
Current Assets					
Debtors	14	246,295		318,321	
Cash at bank and in hand		952,406		821,537	
		<u>1,198,701</u>		<u>1,139,858</u>	
Creditors - amounts falling due within one year	15	(191,196)		(205,850)	
Net Current Assets			1,007,505		934,008
Net Assets	16		<u>3,672,153</u>		<u>3,444,587</u>
Funds					
Unrestricted					
General funds	17		2,543,498		2,423,069
Designated funds	17		468,206		310,320
Restricted funds	17		660,449		711,198
			<u>3,672,153</u>		<u>3,444,587</u>

The financial statements were approved and authorised for issue by the Council of Management on 12 April 2022 and signed on its behalf by:



Richard Chapman
Chair



June Massey
Honorary Treasurer

The notes on pages 26-45 form part of these financial statements.

British Epilepsy Association
Statement of Cash Flows
For the year ended 31st December 2021

		2021	2020
	Note	£	£
Net cash (used) in/provided by operating activities	A	142,433	(908,441)
Cash flow from investing activities			
Purchase tangible fixed assets	10	(28,651)	(28,017)
Purchase intangible fixed assets	11	(66,728)	(8,553)
Investment income	2	83,815	108,709
Sale current asset investments		-	500,000
Net cash provided by/(used in) investing activities		(11,564)	572,139
Increase in cash and cash equivalents in the year		130,869	(336,302)
Cash and cash equivalents at the beginning of the year		821,537	1,157,839
Cash and cash equivalents at the end of the year		952,406	821,537

Note A. Reconciliation of net movement in funds to cash generated from operations

		2021	2020
	Note	£	£
Net cash flow (used in)/provided by operating activities			
Net movement in funds as per the Statement of Financial Activities		227,566	(917,063)
Depreciation charge for the year	10	26,334	6,497
Impairment loss	11	127,160	-
Investment income	2	(83,815)	(108,709)
Unrealised (gains)/losses on investment	12	(212,184)	185,793
Operating cash flows before movements in working capital		85,061	(833,482)
Decrease(increase) in debtors		72,026	(63,248)
(Decrease) in creditors		(14,654)	(11,711)
		57,372	(74,959)
Net cash (used in)/provided by operating activities		142,433	(908,441)

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2021

I. Accounting policies

I.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

British Epilepsy Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note. The financial statements are presented in sterling which is the functional currency of the charity. Monetary amounts are rounded to the nearest £1 except where otherwise indicated.

By the nature of its principal activities, the association is a non profit making organisation and because of this a Profit and Loss Account is not included in these accounts, being replaced by a Statement of Financial Activities.

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

The financial statements show information about the charity as an individual entity and not about its group, as the charity has taken advantage of the exemption provided by section 405 of the Companies Act 2006 not to prepare consolidated financial statements as the trustees consider that all the charity's subsidiaries should be excluded from consolidation on the basis that they are immaterial for the purpose of giving a true and fair view.

I.2 Going concern

Due to the strong position of the balance sheet, the level of liquid resources and the operating surplus in the year, the trustees have identified no material uncertainties that may cast significant doubt over the ability of the company to continue as a going concern for the period of at least 12 months from the approval of these financial statements. The trustees outline on page 18 that they have reviewed the reserves position and surplus for the year.

I.3 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

I.4 Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

I.5 Expenditure

Resources used are dealt with on an accruals basis and are analysed between costs of generating funds and charitable expenditure as detailed on the Statement of Financial Activities on page 26. Where costs have not been directly attributed to a particular category, they have been allocated to activities on a basis consistent with the use of the resources.

Support costs have been allocated to each charitable expenditure category on the basis of staff utilisation or on an activity basis of total direct expenditure.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

I.6 Investments

Investments held as fixed assets are stated at fair value at the balance sheet date. Any difference between cost and market value is adjusted annually through the Statement of Financial Activities. The investment in the subsidiary undertaking is shown at cost.

1.7 Taxation

As a registered charity, British Epilepsy Association is not liable to taxation on its investment income and gains, income and gains arising from trading in furtherance of its charitable objectives and charitable donations. Recovery of income tax is made on tax credits arising from receipts under deeds of covenant and gift aid payments. VAT deemed to be irrecoverable is written off to the Statement of Financial Activities in the period to which it relates.

1.8 Tangible fixed assets and depreciation

Annual impairment reviews are carried out to ensure the carrying value is not lower than the recoverable amount.

The costs of minor additions or those costing below £5,000 are not capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis –

- | | |
|------------------------------------|--|
| • Leasehold improvements | Straight line over the life of the lease |
| • Fixtures, fittings and equipment | Straight line over 5 years |
| • Computers | Straight line over 2 years |

Identifiable development expenditure is capitalised once the technical and financial feasibility can be demonstrated. Intangible fixed assets are stated at cost less amortisation. Amortisation is provided at rates calculated to write off the cost of fixed assets, once complete, less their estimated residual value, over their expected useful lives on the following basis –

- | | |
|----------------|----------------------------|
| • CRM database | Straight line over 5 years |
| • Website | Straight line over 3 years |

1.9 Donations and Legacies

Legacies are recognised when received or when we are aware that the executors have or probably have determined before the year-end that payment can be or will be made. This would normally follow agreement of estate accounts.

Legacies that are received in the following year that meet the above conditions at year-end are accrued as income in the prior year accounts. In 2021 this amounted to £121,928 (2020: £112,629).

Legacies that do not meet the conditions are not accrued at the year end. These are disclosed only as contingent assets and not included on the balance sheet or statement of financial activities. In 2021 this amounted to £247,000 (2020: £230,000).

Donations are accounted for when received. Gift Aid receivable is included when there is a valid gift aid declaration and the donation has been received.

1.10 Grants

Grants received are credited to 'Incoming resources' in the Statement of Financial Activities. Grants received are recognised at the later date of either when the decision to award the grant is notified to the charity or on agreement to the terms and conditions of the grant if required and when the criteria of entitlement and probability are met and the value can be measured reliably.

Grants payable are payments made to the third parties in the furtherance of the charitable objects of the charity. Grants payable are recognised at the later date of either the decision to award the grant or on receipt of signed agreement to the terms and conditions of the grant if required.

1.11 Pensions

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company. The pension cost charge represents contributions payable by the charity and amounted to £189,368 (2020: £194,405). At year-end the pension creditor amounted to £nil (2020: £16,938).

1.12 Branches

Income and expenditure in respect of the Association's branch network has been included in the Statement of Financial Activities. Cash balances held by the branches at the year end are shown in Note 16 - Analysis of net assets between funds.

1.13 Accounting for separate funds

The financial statements of a charity must differentiate between restricted and unrestricted funds. Restricted funds are

funds subject to specific conditions, imposed by the donor or by the specific terms of the charity appeal.

Unrestricted funds are all the other funds of the Association and include designated funds which consist of amounts allocated for specific purposes by the charity itself.

1.14 Recognition of liabilities

Liabilities are recognised when an obligation arises to transfer economic benefits as a result of past event.

1.15 Cash equivalent policy

Cash or cash equivalent amounts are cash held in bank accounts by the main charity or branches and include all cash held on short term deposits. They exclude cash held within the investment portfolio as part of the on-going investment activities.

1.16 Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Apart from the accrual of legacy income, Note 1.9, there are no other areas of estimation uncertainty

1.17 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Financial Assets

Trade and other debtors (including accrued income) which is receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

A provision for impairment of trade debtors is established when there is objective evidence that the amounts due will not be collected according to the original terms of the contract. Impairment losses are recognised in profit or loss for the excess of carrying value of the trade debtor over the present value of the future cash flows discounted using the original effective interest rate. Subsequent reversals of an impairment loss that objectively relate to an event occurring after the impairment loss was recognised, are recognised immediately in the profit or loss.

Financial Liabilities

Trade and other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being transaction price less any amounts settled.

Where the arrangement with a creditor constitutes a financing transaction, the creditor is initially measured at the present value of future payments discounted at a market rate of interest for a similar instrument and subsequently measured at amortised cost.

Derecognition of financial assets and liabilities

A financial asset is derecognised only when the contractual rights to cash flows expire or are settled, or substantially all the risks and rewards of ownership are transferred to another party, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

A financial liability (or part thereof) is derecognised when the obligation specified in the contract is discharged, cancelled or expires.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2021

2. Details of Income

	General Funds 2021 £	Designated Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Donations individual	589,335	-	17,137	606,472	621,484
Branch income	2,868	-	88	2,956	11,143
Legacies	982,131	10,000	69,828	1,061,959	735,023
Grants	124,730	-	86,659	211,389	128,720
Corporate donations	37,075	-	2,920	39,995	23,578
Membership subscriptions	221,944	-	-	221,944	224,713
Fundraising	763,144	-	85	763,229	229,853
Donated goods and services	80,164	-	-	80,164	75,714
	2,801,391	10,000	176,717	2,988,108	2,050,228

	General Funds 2021 £	Designated Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Sales of goods and services	176,585	-	2,844	179,429	123,758

	General Funds 2021 £	Designated Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Event registration fees	3,555	-	-	3,555	52,540
Lotteries	25,199	-	-	25,199	20,993
BEA Trading Ltd	34,812	-	-	34,812	38,825
	63,566	-	-	63,566	112,358

	General Funds 2021 £	Designated Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Income from quoted investments	77,142	-	6,673	83,815	105,715
Bank interest	-	-	-	-	2,994
	77,142	-	6,673	83,815	108,709

Prior year income

All of the donations and legacies in 2020 were unrestricted with the exception of the following: Donations individual £48,544 Branch income £2,341, Legacies £77,630, Grants £96,426, Corporate donations £1,300, Membership subscriptions £11, Fundraising £1,550, Donated goods and services £0.

All of the income from charitable activities in 2020 was unrestricted with the exception of £20.

All of the income from other trading activities in 2020 was unrestricted.

All of the income from investments in 2020 was unrestricted apart from £7,419.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2021

Legacies

Legacies with an estimated value to Epilepsy Action of £627,544 (2020: £601,495) have been notified to the charity but have not been included in the financial statements. The conditions for recognising this income within the accounts had not been met by 31 December 2021. Of these, legacies to the value of £247,000 have been disclosed only as contingent assets and therefore not accrued at year end (2020: £230,000).

We would like to thank the following Grant funders:

AM Fenton Trust	The Alison Hillman CT	The Lady Hind Trust
Black Santa Fund (Belfast Cathedral)	The Anne and John Walters Charitable Trust	The Linden Charitable Trust
Charles Brotherton Trust	The Arthur and Audrey Silkin Charitable Trust	The Marjory Boddy Charitable Trust
Daisie Rich Trust	The Britford Bridge Trust	The Patricia Routledge Foundation
Doris Field Charitable Trust	The Broyst Foundation	The Paul Bassham Charitable Trust
Eveson Charitable Trust	The Carrington Charitable Trust	The Roselands Trust
Ford Family Charitable Trust 1991	The Cutlers Company Charitable Trust	The Samuel Storey Family Charitable Trust
Fred Towler Charitable Trust	The Florence Turner Trust	The Simon and Philip Cohen Charitable Trust
Ganzoni Charitable Trust	The Francis Charitable Trust	The Sir Robert Gooch Trust
Margaret Giffen Charitable Trust	The Fred Towler Charity Trust	The Sylvia and Colin Shepherd Charitable Trust
Masonic Charitable Foundation	The Fred Towler Charity Trust	The Thoresby Charitable Trust
St Paul's Column, Hinton	The George A Moore Foundation	The Vassilou Trust
Michael Cornish Charitable Trust	The Gledswood Charitable Trust	The W M Mann Foundation
National Lottery	The Hamilton Wallace Trust	The Westcroft Trust
Pilkington Charities Fund	The Henry Lumley Charitable Trust	The Wixamtree Trust
Sir Donald and Lady Edna Wilson Charitable Trust	The Hugh Fraser Foundation	Thomas and Rosemary Greenhalgh CT
Sir James Knott Trust	The Hyde Foundation	Wilmcote Charitable Trust
Sir James Roll Charitable Trust	The J Reginald Corah Foundation Fund	
Sir John Sumner's Trust	The Jessie Spencer Trust	
Sovereign Health Care		
Tay Charitable Trust		

3. Branches

	2021 £	2020 £
Branch cash included in current assets at 1 January 2021	72,273	80,504
Branch income	2,956	11,143
Branch expenditure	(857)	(11,550)
Net income	2,099	(407)
Amount remitted by branches in the year	(600)	(7,824)
Branch cash included in current assets at 31 December 2021	73,772	72,273

At the end of 2021 we had a total of 18 branches, 4 forums and 126 virtual groups (2020: 138 branches, forums and groups in total).

In accordance with Charity law, monies raised by the Association's branches fall to be accounted for by the Association centrally under the direction of its Council of Management acting as charitable trustees. Monies raised by branches are held in trust for the Association. Each branch acts as custodian in a trustee capacity.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2021

4. Income from BEA Trading Ltd.

	General Funds 2021 £	Designated Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Management charge	12,000	-	-	12,000	12,000
Gift Aid Donation	22,812	-	-	22,812	26,825
	34,812	-	-	34,812	38,825

The management charge is in respect of administrative costs recharged to BEA Trading Limited.

5. Analysis of Governance and Support Costs

The charity initially identified the costs of its support functions. It then identified those costs that relate to governance. Having identified its governance costs, the remaining support costs and the governance costs are apportioned between the key charitable activities undertaken (see Note 6) in the year.

Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	General support	Governance	Total	Basis of apportionment
Audit	-	22,000	22,000	Governance 100%
Accountancy	-	4,170	4,170	Governance 100%
Trustee meeting costs and expenses	-	714	714	Governance 100%
Annual report and AGM costs	-	4,128	4,128	Governance 100%
Investment management costs	13,166	-	13,166	Investment management 100%
Operations	279,501	53,454	332,955	Allocated according to input between governance and general support (pro rata on full time equivalent staff numbers)
Building support	260,478	-	260,478	Pro rata on full time equivalent staff numbers
Information technology	347,603	-	347,603	Pro rata on full time equivalent staff numbers
Finance including non recoverable VAT	172,189	8,083	180,272	Allocated according to input between governance and general support (pro rata on full time equivalent staff numbers)
Total	1,072,937	92,549	1,165,486	

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2021

6. Expenditure

	Grants payable	Total Activity Costs	Total Support Costs	Total expenditure 2021
	£	£	£	£
Raising Funds				
Donations & Legacies	-	567,949	303,913	871,862
Other Trading Activities	-	244,921	37,130	282,051
Investment Management Costs	-	-	13,166	13,166
Raising Funds Total	-	812,870	354,209	1,167,079
Charitable Activities				
To improve the quality and healthcare services for people with epilepsy	44,453	950,799	528,296	1,523,548
To improve awareness and understanding of epilepsy	-	325,928	155,821	481,749
Charitable Activities Total	44,453	1,276,727	684,117	2,005,297
Exceptional item				
CRM impairment	-	-	127,160	127,160
Total Expenditure 2021	44,453	2,089,597	1,165,486	3,299,536

In 2021 a full review was carried out of the CRM project after which it was decided to reset the project and write off the existing work done. See page 18 of the Trustees' Annual Report for further information.

Prior Year Expenditure

	Grants payable	Total Activity Costs	Total Support Costs	Total expenditure 2020
	£	£	£	£
Raising Funds				
Donations & Legacies	-	574,210	265,075	839,285
Other Trading Activities	-	128,525	43,045	171,570
Investment Management Costs	-	-	13,553	13,553
Raising Funds Total	-	702,735	321,673	1,024,408
Charitable Activities				
To improve the quality and healthcare services for people with epilepsy	-	1,009,389	466,332	1,475,721
To improve awareness and understanding of epilepsy	185	442,190	184,004	626,194
Charitable Activities Total	185	1,451,579	650,336	2,101,915
Total Expenditure 2020	185	2,154,314	972,009	3,126,323

British Epilepsy Association
Notes to the financial statements
for the year ended 31 December 2021

7. Grants Payable

	General Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Institutional grants				
Causes and Cures research:				
Epilepsy Research UK		23,000	23,000	-
Medicines & Healthcare products Regulatory Agency		6,468	6,468	-
Accession Healthcare Consulting Ltd	-	14,985	14,985	-
	-	44,453	44,453	-

8. Staff costs and numbers

Staff costs were as follows:

	2021 £	2020 £
Wages and salaries	1,747,329	1,873,073
Social security costs	166,929	177,719
Other pension costs	189,368	194,405
	2,103,626	2,245,197

During the year termination payments were paid during the year to 2 employees (2020: 2 employees) totalling to £15,366 (2020: £3,135).

The average number of staff employed in the year was 63 equal to 55 full time equivalent (2020: 70 with 63 F.T.E)

The average number of employees calculated on a full time equivalent basis, analysed by function was:

	2021 No	2020 No
Charitable activities	30	35
Management and administration of the charity	11	12
Fundraising and publicity	14	16
	55	63

The number of higher paid employees was:

	2021 No	2020 No
In the band £70,001 - £80,000		1
In the band £80,001 - £90,000		
In the band £90,001 - £100,000	1	1

Pension costs attributed to the higher paid employees amounted to £8,465 (2020: £8,629).

No payment for annual leave or other benefits has been accrued.

No members of the Council of Management received any remuneration in respect of their duties as trustee during the year (2020: £nil). Pension creditor at year end was £nil (2020: £16,938).

British Epilepsy Association
Notes to the financial statements
for the year ended 31 December 2021

9. Analysis of resources used

The following have been charged to the Statement of Financial Activities:

	2021	2020
	£	£
Depreciation of tangible assets	26,334	6,497
Impairment	127,160	-
Hire of land and buildings	63,000	63,000
Hire of office equipment	505	508
Auditor's remuneration	22,000	21,000
Remuneration of auditors for non audit work	4,170	3,365

10. Tangible Fixed Assets

	Leasehold improvements	Fixtures, fittings and equipment	Computers	Total
	£	£	£	£
Cost				
At 1 January 2021	151,210	64,528	58,057	273,795
Additions during the year	-	-	28,651	28,651
At 31 December 2021	151,210	64,528	86,708	302,446
Depreciation				
At 1 January 2021	123,961	54,956	52,129	231,046
Charge for the year	7,472	2,801	16,061	26,334
At 31 December 2021	131,433	57,757	68,190	257,380
Net book value				
At 31 December 2021	19,777	6,771	18,518	45,066
At 31 December 2020	27,249	9,572	5,928	42,749

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for the year ended 31 December 2021

11. Intangible Fixed Assets

	CRM	Website	Total
	£	£	£
Cost			
At 1 January 2021	122,687	-	122,687
Additions during the year	4,473	62,255	66,728
At 31 December 2021	127,160	62,255	189,415
Amortisation			
At 1 January 2021	-	-	-
Charge for the year	-	-	-
Impairment	127,160	-	127,160
At 31 December 2021	127,160	-	127,160
Net book value			
At 31 December 2021	-	62,255	62,255
At 31 December 2020	122,687	-	122,687

No amortisation was charged in the year as the Website is in the development phase.

The work completed to the end of 2021 amounted to £127,160 which was capitalised. The decision was taken to write the total amount of £127,160 off in 2021. Further detail can be found on page 18 within the Trustees' Annual Report.

12. Fixed Asset Investments

	Listed securities	Unlisted securities	Total
	£	£	£
Market value			
At 1 January 2020	2,345,133	10	2,345,143
Additions		-	-
Disposals		-	-
Revaluations	212,184	-	212,184
At 31 December 2020	2,557,317	10	2,557,327

Investments at market value comprise:

	2021	2020
	£	£
Listed investments	2,557,317	2,345,133
Investment in subsidiary undertaking	10	10
Total market value	2,557,327	2,345,143

All the fixed asset investments are held in the UK.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2021

Valuation

At valuation on acquisition the quoted investments would be shown at £2,167,559 (2020: £1,977,042). All quoted investments are managed by Brewin Dolphin Securities Limited on a discretionary basis.

Material investments

There are no investments that individually account for more than 7% of the value of the total portfolio.

13. Subsidiary Undertakings

The Association owns 100% of the issued ordinary share capital of BEA Trading Limited, a company incorporated in England and Wales. The subsidiary is engaged in fundraising activities, the distribution of Christmas cards, associated gifts and the promotion of BEA insurances and publishing. Its financial year ends 30 June rather than 31 December. This ensures that full account is taken of the Christmas trade which forms the majority of the subsidiary's business within there being any need to delay the finalisation of the Association's own accounts.

The accounts of the subsidiary do not justify consolidation as the turnover is not deemed to be material to the Association as a whole. The materiality of the trading company will be reviewed on an annual basis, thus ensuring that the financial statements continue to be prepared using best accounting practice.

The trading results of BEA Trading Limited for the year to 30 June were as follows:

	2021	2020
	£	£
Turnover	74,594	112,153
Trading profit	22,812	26,825

A gift aid donation of £22,812 (2020: £26,825) has been received by the Association from BEA Trading Limited and is shown on the Statement of Financial Activities. The net assets of the subsidiary are £30,010.

The Association is also the sole member of Epilepsy UK and Epilepsy Action. Both companies are incorporated in England and Wales, have been dormant since incorporation and are Limited by Guarantee. British Epilepsy Association uses the working name 'Epilepsy Action' across its range of activities.

14. Debtors

	2021	2020
	£	£
Due within one year:		
Trade debtors	2,074	3,446
Social security and other taxes	12,128	8,985
Amounts owed by group undertaking	21,101	25,426
Other debtors	25,538	109,759
Prepayments and accrued income	185,454	170,705
	246,295	318,321

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15. Creditors

	2021	2020
	£	£
Amounts falling due within one year:		
Trade creditors	58,398	65,672
Social security and other taxes	44,026	45,818
Other creditors and accruals	88,772	94,360
	191,196	205,850

16. Analysis of net assets between funds

	General Funds 2021 £	Designated Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
Fixed assets	107,321	-	-	107,321
Fixed asset investments	2,343,348	-	213,979	2,557,327
Cash at bank and in hand	(63,284)	468,206	474,111	879,033
Branch balances	62,493	-	10,880	73,373
Other current assets	246,295	-	-	246,295
Creditors due within one year	(152,675)	-	(38,521)	(191,196)
Total net assets at 31 December 2021	2,543,498	468,206	660,449	3,672,153

Analysis of net assets between funds – previous year

	General Funds 2020 £	Designated Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
Fixed assets	165,436	-	-	165,436
Fixed asset investments	2,131,031	-	214,112	2,345,143
Cash at bank and in hand	(85,871)	310,320	524,815	749,264
Branch balances	61,481	-	10,792	72,273
Other current assets	318,321	-	-	318,321
Creditors due within one year	(167,329)	-	(38,521)	(205,850)
Total net assets at 31 December 2020	2,423,069	310,320	711,198	3,444,587

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2021

17. Statement of Funds

	Balance 01/01/2021	Income	Transfers	Expenditure	Gains (Losses)	Balance 31/12/2021
	£	£	£	£	£	£
General funds						
General funds	2,423,069	3,118,684	(285,991)	(2,906,719)	194,455	2,543,498

Transfers

£285,991 was transferred from the general fund to the designated fund for the CRM database project.

Designated funds	Balance 01/01/2021	Income	Transfers	Expenditure	Gains (Losses)	Balance 31/12/2021
	£	£	£	£	£	£
CRM Database Project	241,169	-	285,991	(127,160)	-	400,000
Barabara Jean Quinn - South Wales Fund	10,945	-	-	(10,945)	-	-
Roger Victor Crawley - Research	33,206	-	-	-	-	33,206
George Cowell Legacy - Liverpool	25,000	10,000	-	-	-	35,000
	310,320	10,000	285,991	(138,105)	-	468,206

CRM database project

Monies designated for the implementation of a CRM system. In 2021 a full review was carried out after which it was decided to reset the project and write off the existing work done. After completing a tender process for a new CRM product supplier, the Council of Management designated a further £285,911 to the project.

Barbara Jean Quinn - South Wales Fund

Funds received from the estate of Barbara Jean Quinn which she wished to be used to support Epilepsy Action's work in South Wales.

Roger Victor Crawley - Research

Funds received from the estate of Roger Victor Crawley which he wished to be used for research.

George Cowell Legacy - Liverpool

Funds received from the estate of George Cowell which he wished to be used in Liverpool.

British Epilepsy Association
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Restricted funds	Balance 01/01/2021	Income	Transfers	Expenditure	Gains (Losses)	Balance 31/12/2021
	£	£	£	£	£	£
Octavia Morris Memorial Fund	11,754	-	-	-	-	11,754
Research Fund - general	195,796	14,236	-	(32,580)	-	177,452
Research Fund - Causes and Cures	220,227	6,674	-	(30,148)	17,729	214,482
TeamMax research	5,216	-	-	-	-	5,216
Local Services						
DHSS Northern Ireland	-	12,134	-	(12,134)	-	-
Education Fund (Basildon & Thurrock)	3,685	-	-	0	-	3,685
Gloucestershire	1,179	-	-	0	-	1,179
My Family & Me Events	7,800	(4,200)	-	0	-	3,600
Regional Funds	-	5,890	-	(5,890)	-	-
Salisbury & District	823	-	-	-	-	823
South Warwickshire	1,500	-	-	-	-	1,500
Branches						
Essex	5,103	88	-	-	-	5,191
Stoke	5,400	-	-	-	-	5,400
West Midlands Forum - Shrewsbury	161	-	-	-	-	161
Other branches	128	-	-	-	-	128
Projects						
Colin Woods Memorial Fund	147,632	7,500	-	(30,000)	-	125,132
Commissioning Advocates	1,577	-	-	-	-	1,577
Employment Project	28,727	-	-	(28,727)	-	-
Epilepsy Alliance	453	-	-	-	-	453
Epilepsy & You Regional Bursaries	3,496	-	-	(3,496)	-	-
Epilepsy Commissioning Toolkit	1,025	-	-	-	-	1,025
Extended Helpline project	26,997	-	-	(26,997)	-	-
HealthCoach	12,778	-	-	-	-	12,778
Helpline Services	-	25,085	-	(24,085)	-	1,000
Leeds - Hardcastle Legacy	-	31,670	-	(31,670)	-	-
Online Learning	-	14,000	-	(14,000)	-	-
People with Epilepsy And Learning Difficulties	12,500	5,000	-	-	-	17,500
Sanofi - Web Mobilisation	5,000	-	-	-	-	5,000
Sapphire Nurse Scheme	10,067	-	-	-	-	10,067
Step Together Benchmarking Tool	-	30,000	-	(14,985)	-	15,015
The Estate of Nellie Terrett	-	38,157	-	-	-	38,157
Tricia's Fund - Learning Disability Project	2,174	-	-	-	-	2,174
Restricted Funds	711,198	186,234	-	(254,712)	17,729	660,449
Total funds	3,444,587	3,314,918	-	(3,299,536)	212,184	3,672,153

Restricted income and expenditure, which is reviewed and monitored on a regular basis, represents monies received and expended on specific projects.

A comparative for the prior year can be found in the 2020 annual accounts.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2021

Octavia Morris Memorial Fund

Funds being held to fund a campaign during 2015 - 2022 on the subject of epilepsy related death.

Research Funds

The balance retained on the general research fund is for social and medical research of a non-laboratory nature. £214,482 is retained specifically for Causes and Cures research. The Team Max fund is to support research into childhood epilepsies.

DHSS Northern Ireland

Statutory funding towards salary costs of the NI manager.

Education Fund - Basildon & Thurrock

To deliver awareness sessions in Basildon and Thurrock.

Gloucestershire

Donation for use in Gloucestershire only.

My Family & Me Events

Money raised to support UK wide family events.

Regional Funds

Comprises funds raised in England, Wales and Northern Ireland that are to be spent specifically in those areas.

Essex Branch

Money raised by the Essex forum for local projects across Essex.

Stoke Branch

Money raised by the branch for local projects.

West Midlands Branch

Money raised by the branch for local projects.

Colin Woods Memorial Fund

Money in this fund is invested by Epilepsy Action and income derived from the fund is used to support Epilepsy Action's work, with a preference given to work in Northern Ireland and for educational work but the income is not restricted solely for these purposes.

Employment Project

To develop resources for employers to assist people with epilepsy in the workplace.

Epilepsy Alliance

Epilepsy Alliance is a collaboration between Epilepsy Action and the Epilepsy Nurse Association to provide a dedicated package of educational support for Epilepsy Specialist Nurses (ESNs) covering the UK.

Epilepsy and You Regional Bursaries

Funded places for our Epilepsy and You self-management course.

Epilepsy Commissioning Toolkit

To create a single access point of resources to support effective commissioning for children and adults with epilepsy.

Extended helpline project

To extend the opening hours of the helpline and increase access to the service.

Healthcoach

Telephone support for participants of Epilepsy and You.

Helpline services

Monies raised to enable the continuing running of the helpline.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2021

People with Epilepsy and Learning Difficulties

To create resources for people with epilepsy and learning difficulties.

Sanofi - Web Mobilisation

To develop our website and make it mobile friendly.

Sapphire Nurse Scheme

To part fund epilepsy nurse posts in NHS services for adults or children with epilepsy.

Step Together Benchmarking Tool

To create an interactive tool to allow commissioners to gather information about services in their area.

The Estate of Nellie Terrett

Monies left to be spent in conjunction with Epilepsy Action Cardiff Branch.

Tricia's Fund - Learning Disability Project

To develop resources for people with epilepsy and learning disabilities.

18. Indemnity Insurance

During the year the Association incurred costs for insurance cover against the possible loss arising to the Association from the neglect of defaults of its trustees or agents and to indemnify the trustees and other officers against the consequences of any neglect or default.

19. Financial Commitments

At 31 December 2021 the Association had total minimum lease payments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2021	2020	2021	2020
	£	£	£	£
Expiry date				
Within 1 year	63,000	63,000	4,021	2,146
Between 2 and 5 years	105,115	168,115	-	994

20. Analysis of Trustee remuneration and expenses, and the cost of key management personnel.

The key management personnel of the charity, comprise the trustees, the Chief Executive and the Deputy Chief Executive.

Total employee benefits, including employers NIC, of the key management personnel of the charity were £163,807 (2020: £197,436).

No charity trustee received payment for professional or other services supplied to the charity (2020: £nil). Travel and subsistence expenses during the year of £714 (2020: £1,113), were reimbursed to or paid on behalf of the 16 trustees who served during the year (see also page 7 of the Trustees' annual report).

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2021

21. Related Party Transactions

There were no related party transactions during the year (2020: £nil)

22. Financial Instruments

The carrying amount of the company's financial instruments at 31st December 2021 were:

	2021	2020
	£	£
Financial Assets		
Debt instruments measured at amortised cost	124,001	122,357
Financial Liabilities		
Measured at amortised cost	102,315	99,589

23. Capital commitments

The Association has capital commitments of £246,960 (2020: £100,000) relating to the replacement of the CRM database.

Glossary

The annual report and accounts have to provide detailed information to meet company and charity law. We know that many people will be unfamiliar with some of the words that we need to use. Here is a list of some of them with a brief explanation of what they mean.

Accruals basis	Income and expenditure is counted when the money is earned and when costs happen, rather than when the money actually enters or leaves the account.
Accrued	An expense that has happened but hasn't been paid yet. For example, staff wages accrue until the day they are paid.
Capital growth	An increase in the market price of an asset.
Designated funds	If part of an unrestricted fund is set aside for a particular project, it may be designated as a separate fund.
Donations in kind	A donation that is made in goods or services, rather than money.
Ex officio	When someone is a member of a committee without being elected to it but because of another post that they hold.
Fixed assets	An asset with a useful life of more than one year.
Listed investments	Investments like shares or bonds that are officially listed on a stock exchange for trading.
Materiality	An amount of money is assessed on its importance. For example, a debt of £10 might not be a concern. However, a debt of £10,000 could make a big difference to the financial health of the organisation. It makes a material difference to the accounts.
Realised gains	A gain from selling an asset for more than the original purchase price.
Reconciliation	An accounting process that compares two sets of records to make sure the numbers match and are accurate.
Residual value	The value of an asset that it could be sold for at the end of its useful life.
Restricted funds	If someone gives money to the charity for a particular purpose, the charity has to use it for that purpose. The use of the money is restricted.
Straight line basis	This is a way of spreading the cost of an asset equally over the number of years it is expected to be used.
Tangible fixed assets	Physical assets, like a computer system or improvements to a building.
Unrealised gain/loss	A gain/loss from revaluing an asset at a higher value than the original purchase price.
Unrestricted funds	If someone gives money to the charity without saying it is for a particular purpose, it can be spent on any area of work for the charity's objects. The use of the money is unrestricted.