

BRITISH EPILEPSY ASSOCIATION

(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

REGISTERED NUMBER: 00797997

CHARITY NUMBER: 234343

CONTENTS

	Page
Chair's report	I
Honorary Treasurer's report	2
Trustees' annual report	3-7
Strategic report	8-20
Independent Auditor's report	21-24
Statement of financial activities	25
Balance sheet	26
Statement of cash flows	27
Notes to the financial statements	28-45
Glossary	46

Chair's report



It was my great privilege to be elected as Chair of the Council of Management in July 2022. I want to thank my fellow Council Members for their support and confidence in me and also for all their hard work and dedication throughout the year. I would especially like to acknowledge the contributions of Richard Chapman, who stepped down as Chair of Council in July after three years, and June Massey, who also stepped down from her role as Honorary Treasurer. I'm sure the new team of Officers – myself, Peter Clough as Vice Chair and Nicholas Hutton as Honorary Treasurer will still be able to benefit from the experience and expertise of our predecessors.

In June, Beryl Sharlot stepped down from the Council after 33 years of unbroken service. During that time, Beryl held every Officer position at least once. While Council will miss her sage advice, I'm delighted to say that Beryl has been appointed as a Vice President of the Association.

We welcomed two new members to the Council in June. Katie Stevens and Tom McLaughlan bring with them personal experience of epilepsy and a strong background in organisational governance. They are both already proving to be a valuable addition.

The charity continues to emerge from the shadow of the Covid-19 pandemic. As you will see from Nicholas Hutton's Honorary Treasurer's report, we had an exceptional year for income. With carefully controlled and planned spending, this gave rise to a significant financial surplus for the year. I shall leave Nicholas to cover the finances in more detail, but I would like to say a big thank you, not just to all our fundraising staff who have worked so hard, but to every single one of our members, supporters and donors who have given money, undertaken sponsored events or online challenges. It is only because of your generosity that the charity is able to help and support so many people.

2022 was another 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. I would highly recommend that you read the full details of our activities in the trustees' report, as I can only give a flavour of our successes and achievements here.

In pursuing our goals, we have worked collaboratively and successfully with others across epilepsy, health and social care. We have sustained our traditional services but also developed and introduced new ones. We have expanded our advice and information offer through the introduction of a webchat service and we have created new counselling services in Northern Ireland and Wales. A unique befriending scheme to help break down the isolation that epilepsy can bring has been set up and we have reviewed and improved our work with volunteers to give them a better experience.

In 2022 we developed and launched a new main website, placing site users at the heart. More than 19,000 people completed one of our e-learning courses and we launched a new social media strategy across multiple platforms to expand our reach within the epilepsy community and beyond.

We have also continued the development of the organisation and its infrastructure with a new people and culture team, a new intranet information system and an IT audit. A new CRM database was introduced in November that will enable us to improve the experience of everyone we have contact with.

In closing, I am pleased to be able to report that the Association is in a strong position. It has a solid financial base, high quality and relevant services, an efficient and effective organisational structure and a team of people to be proud of. I believe we can look forward to the future with confidence and optimism.

A handwritten signature in black ink, appearing to read 'Jane Riley', written in a cursive style.

Jane Riley
Chair, Council of Management
4 April 2023

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 of Management 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 adopted an appropriately cautious approach to the financial prospects for 2021 and beyond. In the event, 2022 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 2022 was £5,307,506. This compares to £3,314,918 in 2021. Total spending in 2022 was £3,512,163. This compares to £3,299,536 in 2021.

Across all funds there was a surplus of income over expenditure of £1,795,343 (2021: surplus of £15,382). After accounting for an unrealised loss of £198,820 on the value of investments (2021: unrealised gain of £212,184) the net movement in funds for the year was £1,596,523 (2021: £227,566). Total funds at year end are £5,268,676 (2021: £3,672,153).

Spending on charitable activities in 2022 was £2,165,986 compared to £2,005,297 in 2021. Of this total we spent £1,558,119 (72%) on improving the quality of healthcare services for people with epilepsy and £607,867 (28%) on improving awareness and understanding of the condition. We spent £1,346,177 on raising funds in 2022 compared with £1,167,079 in 2021.

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 £3,473,783 forecast in the 2023 revenue budget, the range of unrestricted reserves should be between £3,473,783 (12 months cover) and £1,157,928 (4 months cover). At the end of 2022, the unrestricted reserve funds amounted to £3,110,211 (2021: £2,543,498). At this level they represent 10.74 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 £5,268,676. This compares to total reserves of £3,672,153 at the end of 2021. In addition to the unrestricted reserves mentioned above, £582,128 of the total was held for designated spending in the future and £1,576,337 was held for restricted purposes.

I am delighted to report such a strong financial result for the charity in 2022. 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 all!

Despite this, there is no room for complacency. These remain volatile and unpredictable times. Mindful of their responsibilities, the Council will continue to monitor the financial impact of the pandemic on the charity, as well as the war in Ukraine and other geo-political events affecting the charity, and it will take whatever action is necessary to ensure the charity remains viable.

A handwritten signature in black ink, appearing to read 'Nicholas Hutton'.

Nicholas Hutton
Honorary Treasurer
4 April 2023

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 2022.

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 2022 there were 8,288 active members (2021: 8,637), including 366 life members (2021: 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 2022.

In accordance with the Articles of Association, the following members of Council are retiring at the Annual General Meeting on 13 June 2023: - Gavin Barlow, Richard Chapman, Mike Harnor, Sarah Lawson and Ian Walker.

The people who served on the Council of Management between 1 January and 31 December 2022 were:

Chair	Richard Chapman - to 12 July 2022 Jane Riley - from 12 July 2022 - re-elected to Council 14 June 2022
Vice Chair	Jane Riley - to 12 July 2022 Peter Clough - from 12 July 2022 - re-elected to Council 14 June 2022
Honorary Treasurer	June Massey - to 12 July 2022 Nicholas Hutton - from 12 July 2022
Gavin Barlow BSc Jayne Burton	Sarah Lawson Tom McLaughlan - elected to Council 14 June 2022
Avril Coelho	Beryl Sharlot - retired from Council 14 June 2022
Joanne Greer	Katie Stevens - elected to Council 14 June 2022
Diane Hockley - re-elected to Council 14 June 2022	Stephen Timewell - re-elected to Council 14 June 2022
Michael Harnor	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.

Council of Management committees and advisory panels

There were three Council committees during 2022: Corporate Governance, Finance and Strategic Policy, and the Standing Committee. Council also established a Council Working Practices Review Group in 2021 which concluded its work in 2022. 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 2022. Membership of the Council's Committees, the Working Group and the Council's Staff Appeals Panel in 2022 is listed below.

Corporate Governance Committee (maximum 6 members)	Finance & Strategic Policy Committee (6-8 members)
Jayne Burton <i>Committee Chair</i>	Jane Riley Committee Chair to 6 September 2022 <i>Council Vice Chair ex officio member of Committee to 12 July 2022</i> <i>Council Chair ex officio member of Committee from 12 July 2022</i>
June Massey <i>to 12 July 2022</i>	Richard Chapman Committee Chair from 6 September 2022 <i>Council Chair ex officio member of Committee to 12 July 2022</i> <i>Elected member of the committee from 12 July 2022</i>
Richard Chapman <i>Council Chair ex officio member of Committee to 12 July 2022</i>	Peter Clough <i>Elected member of the committee from 12 July 2022</i> <i>Council Vice Chair ex officio member of Committee from 12 July 2022</i>
Diane Hockley	June Massey <i>Honorary Treasurer ex officio member of Committee to 12 July 2022</i> <i>Elected member of the committee from 12 July 2022</i>
Sarah Lawson	Nicholas Hutton <i>Honorary Treasurer ex officio member of Committee from 12 July 2022</i>
Tom McLaughlan <i>From 12 July 2022</i>	Gavin Barlow <i>To 12 July 2022</i>
Katie Stevens <i>From 12 July 2022</i>	Michael Harnor
Ian Walker	Sarah Lawson
	Katie Stevens <i>From 12 July 2022</i>
	Stephen Timewell <i>To 12 July 2022</i>

Council Working Practices Review Group (Maximum 5 members)	Staff Appeals Panel (Maximum 6 members)
Ian Walker <i>Group Chair</i>	Jane Riley Panel Chair – Council Vice Chair ex officio to 12 July 2022
Jane Riley <i>Council Vice Chair ex officio to 12 July 2022</i>	Peter Clough Panel Chair – Council Vice Chair ex officio from 12 July 2022
Peter Clough <i>To 12 July 2022</i> <i>Council Vice Chair ex officio from 12 July 2022</i>	Gavin Barlow
Avril Coelho	Jayne Burton
Nicholas Hutton	Sarah Lawson
	Beryl Sharlot <i>To 14 June 2022</i>

Standing Committee (Maximum 5 members)	
Richard Chapman	Committee Chair to 13 September 2022 Council Chair ex officio to 12 July 2022 Immediate past Chair ex officio from 12 July 2022
Jane Riley	Committee Chair from 13 September 2022 Council Vice Chair ex officio to 12 July 2022 Council Chair ex officio from 12 July 2022
June Massey	Honorary Treasurer ex officio to 12 July 2022
Nicholas Hutton	Honorary Treasurer ex officio from 12 July 2022
Peter Clough	Council Vice Chair ex officio from 12 July 2022

Advisory Panels

Advisory panels have been set up by the Council of Management to advise and guide the Association in its work. The members of the panels are appointed by the Council of Management. Each panel has terms of reference approved by the Council. The panels are 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 is monitored and critically evaluated every other year. The last evaluation took place in December 2021. Membership of the Advisory Panels during 2022 is listed below.

Health and Clinical Advisory Panel		
Professor Markus Reuber MD PhD FRCP – Chair	Dr Colin Dunkley	Dr Owen Pickrell
Dr Aza Abdulla FRCP (UK) FRCPI MSc (Immun) MSc (Med Ed)	Ms Jo Geldard	Professor Mark Richardson
Dr Richard Appleton LRCP MRCS MBBS DCH MA (Oxon) FRCP FRCPCH	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	Simon Keller	Professor Phil Smith MD FRCP
Dr Hannah Cock BSc FRCP MD	Professor Steven Kemp	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 FRCPCH	Dr John Paul Leach MD FRCP	Ms Bernie Waldron RSCN MSc
Dr Anita Devlin	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 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
Dr Dougall McCorry	Melissa Maguire	Dr John Craig
Dr Ian Minshall MB ChB DRCOG FPCert JCPTGP	Linda Mayhew	Kim Morley
Deb Pal	Nigel Bennett	Dr Arjune Sen
Professor Howard Ring BSc MB BS MRPsych	Fiona McKinnon	Dr Rohit Shankar
Rohit Shankar	Rajiv Mohanraj	Dr Sophia Varadkar
Prof Sanjay Sisodiya	Leone Ridsdale	Dr Janine Winterbottom
	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 2022 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 Gillian Dourish – <i>appointed 12 April 2022</i>	Ms Louise Capeling
Ms Joanne Greer – <i>appointed 12 April 2022</i>	Mr Michael Dix-Williams
Dr Michael Kinney	Dr Frances Gibbon
Maura Mackie	Dr Dave Minton – <i>retired 3 April 2022</i>
Ms Sarah McCann	Ms Chloe Noot – <i>appointed 4 October 2022</i>
Megan McCarthy	Ms Malisa Pierri
Ms Deborah McCrudden	Dr Rob Powell
Dr Jim Morrow BA (Hons) MD PhD FRCP	Siôn Glyn Pritchard
Ms Edna O'Neill – <i>retired 7 March 2022</i>	Ms Shelia Shepley – <i>retired 3 April 2022</i>
Dr Louise Rusk	Jeanette Spiers
Ms Kerry Watkinson - <i>appointed 12 April 2022</i>	Dr Abigail Swift - <i>appointed 12 April 2022</i>
Mr Derick Woods BA BSc DipEd	Mr Ian Walker
Mrs Marion Woods	Mr Craig Williams

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 6 December 2022, eight risks were identified and assessed with a net risk score of 15 or higher making them the most significant risks to the charity. The 2022 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
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 2022 revenue budget.	24
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. 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.	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.	20
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.	16

Description of risk	Potential impact	Actions taken to mitigate risk	Net risk score after action taken
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.	Annual revenue budget. Annual business plan. Individual fundraising project plans. Monitoring by F&SP Committee.	16
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 2022 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

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, 2022'. 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 2022.
- 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 2022 (2021: 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 2022.
- 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.

The key achievements and successes of 2022 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

Number of page views of the advice and information web pages	2,260,846
Number of page views of e-learning content	592,647
Registrations on e-learning courses	27,744
Completions of e-learning courses	19,975
Helpline advice and information service users	9,490

- We maintained all of our advice and information resources through the year, providing people with high quality information they know they can trust. We retained our Patient Information Forum PIF Tick award to accredit the quality of our patient advice and information. The PIF Tick is the only UK quality mark for trustworthy health information.
- In October 2022 we launched our new webchat service. This gives people another route into our advice and information service and builds on our ambition to be more of a digital charity.
- We launched a new e-learning course to help train people in care homes how to administer emergency epilepsy medication. Our research showed that there are not enough trained epilepsy specialist nurses to give face to face training across all areas of the UK. Although the course proved very popular with more than 100 initial registrations, we decided to suspend it over concerns about proposed changes to guidance around how training in this area should be given. We remain in conversation with the Epilepsy Specialist Nurses Association about how we can utilise this resource and stay within the guidelines.

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

- During 2022 we developed a case for support to pilot a befriending service. The service aims to reduce isolation, loneliness and increase confidence. Funding for the first two years was secured, enabling us to launch the service at the end of 2022. We recruited volunteers who will provide the service to people affected by epilepsy on a 1:1 basis via the telephone or virtually.
- 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.

3. Influence national health policy

- We continued to represent the authentic voice of people affected by epilepsy seeking and recommending improvements to epilepsy health services and access for all to those services.
- We remained an active member of the Neurological Alliance and of National Voices ensuring that people with epilepsy were heard and listened to in wider policy initiatives about health and social care.

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 continued to provide our now well established and highly regarded nurse induction training courses.

- We worked in partnership with the NHSE and key stakeholders to assess service provision for learning disabilities and autism across 12 Midland ICSs. The 'Step Together' toolkit has been used as the basis for the quality improvement work and we are the lead for the data collection and statistical analysis. The plan is to continue work in the Midlands with the ultimate aim to roll this out nationally.
- We continued to emphasise the importance of maintaining epilepsy services at local level at a time when NHS resources are overstretched.

5. Research

- We introduced a new process for the recruitment of research and quality improvement volunteers, registering 44 people. To accompany this initiative a programme of support, updates and on-going training has been implemented.
- Our volunteers have continued to be involved in several research initiatives, including the development of a toolkit to help paramedics decide when someone needs to go to hospital after a seizure and a project to identify the effects of Covid 19 on people with epilepsy, specifically in Wales. This included the sharing of the findings through video footage.
- Our website continues to promote available research studies seeking participants.
- We are an established member of the ESPSET consensus project which has focussed on the development of specific outcome measures required for clinical trials.
- By the end of 2022 we had concluded the study into the UK wide incidence and prevalence of epilepsy with specific reference to deprivation and links to health inequalities. This will be published in early 2023.
- 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 continued to support people with epilepsy to express themselves and to tell others about their experience including through our virtual and face-to-face local branches and talk and support groups.
- We placed 170 stories in the media about people with epilepsy, giving the public the chance to learn first hand about living with epilepsy.

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

- We used focal points during the year - Purple Day in March and National Epilepsy Week in May - to raise the positive public profile of epilepsy.
- We achieved 71 pieces of positive media coverage about our messaging on the impact of the cost of living crisis on people with epilepsy. We also stimulated 366 pieces of coverage on laser surgery for epilepsy.

3. Engage with national and local decision makers

- We supported the Westminster All Party Parliamentary Group on epilepsy by providing its secretariat service. The Group received two presentations during the year. One was an update on the first service in Europe for MRI-guided laser interstitial thermal therapy (LiTT) for children and young people with drug-resistant focal epilepsy. The other was about epilepsy medications in pregnancy and work to develop a preconception care pathway for women with epilepsy in the UK.
- During 2022 we campaigned on issues affecting people with epilepsy including employment, cost of living, welfare benefits and access to safe care.

Organisation goals

1. Building a community of interest around epilepsy

- At the end of 2022 we had 8,288 members. However, our reach and engagement goes much further than this with tens of thousands of other supporters.

- Epilepsy Action is present in local communities throughout the UK through our groups and branches. They provide an invaluable 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.

2. Developing our income

- Total income in 2022 reached £5.3 million, (2021: £3.3 million).
- Fundraising income was £1.1m (2021: £0.77m).
- Our Walk 50 Miles in February challenge saw 4,297 people collectively raise £0.4m.
- We received £0.74m of grant income including funding for our new counselling services in Northern Ireland and Wales.
- Donations from individuals during the year amounted to £0.63m (2021: £0.61m).

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 edited, produced and distributed four issues of *Epilepsy Today* and four issues of *EP: Epilepsy Professional*.
- Our new website reflects changes in the charity's branding introduced during the year.

4. Becoming a digital charity

- Our main website received a total of 4,399,105 page views of which 3,537,549 were unique page views. The advice and information section pages were viewed 2,260,846 times of which 1,927,354 were unique page views.
- We introduced a new more pro-active strategy for social media with clear branding and content definition. We were active across six different social media platforms increasing our presence and influence in all of them.
- Directly involving site users, we completed a major overhaul of the design and content of our main website.
- We developed and launched a new bespoke CRM database in November 2022. This will greatly improve our relationship building with service users and supporters in the future.

5. Delivering our strategy in local communities

- Through external funding we were able to expand our pilot counselling service in Northern Ireland to people affected by epilepsy. The service is provided via the telephone or virtually by trained counsellors and offers a mixture of 1:1 counselling sessions and therapeutic groups. Initial results have been very positive with service users reporting a large reduction in anxiety and depression levels.
- Building on the success of the Northern Ireland project, and using the same delivery model, we secured funding for three years to offer counselling to people affected by epilepsy across Wales.
- Our family support service provides a listening ear, information, events to increase confidence and reduce social isolation and opportunities to connect with others for families and/ or carers of people affected by epilepsy.
- During 2022 we reviewed our volunteer policies and procedures and we re-focused on volunteer management best practice including reward and recognition. We introduced a volunteer portal which has helped us to improve our communication with volunteers and recruitment, induction and training processes, including undertaking DBS checks. These improvements mean we are in a position to work towards an application for Investors in Volunteers in 2023 which will demonstrate our commitment to supporting volunteers across the organization. This in turn will enable us to support more people affected by epilepsy.

Organisational development

During 2022 we invested time and money to improve the charity's organisational infra-structure to better support the delivery of its strategic ambitions.

We established a new people and culture team within our Corporate Services department. This has reviewed and updated our human resources policies and procedures and introduced new HR management software. We carried out a comprehensive management training programme for all managers. Our annual staff survey was completed by 100% of the staff and was extremely positive about working at Epilepsy Action.

Alison Fuller joined us in February 2022 as our new Director of Health Improvement and Influencing and spent the year fashioning this department with its largely new team.

We migrated from our old web-based intranet to the SharePoint platform. This has made document storage and sharing across the charity much more effective and has enhanced our organisational ability to work collaboratively.

At the end of 2022 we moved our finance system from Sage to AccountsIQ. This will allow us to provide faster and

more meaningful financial information without losing any of the necessary financial controls that are essential to safeguard the charity's assets. The new system went live on the 1 January 2023.

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 2022. The senior staff employed by the Association in 2022 were:

Chief Executive	Philip Lee
Deputy Chief Executive	Rebekah Smith
Director of Services	Ann Richardson-Greaves
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
Director of Corporate Services	Tony Spinks

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. All staff salaries were increased by 2.5% from 1 January 2022.

The Council also acknowledges with gratitude the work and commitment of the many volunteers who willingly give up their time to the considerable benefit of the charity and the people the charity serves. The opportunities for volunteering in 2022 were still recovering after the Covid pandemic but even so, the total number of hours donated to the Association in 2022 by all of its volunteers is estimated to be 80,504 (2021: 42,319). This equates to 44.9 full time staff, based on an average staff working week of 34.5 hours. Using the Association's mean average staff cost in 2022 of £21.34 per hour, (which includes the cost of national insurance and pension contributions), the financial value of this volunteered time in 2022 is estimated to be £1,717,955 (2021: £781,209). 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 2022.

Patron	HRH 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 Cunningsham
Honorary Past President	Baroness Gould of Potternewton
Honorary Vice Presidents	
Ms Karen Armstrong	Mr Paul Maynard MP
Professor Gus Baker – <i>re-appointed 14 June 2022</i>	Dr Adam Noble - <i>appointed 14 June 2022</i>
Mr William Fiennes - <i>re-appointed 14 June 2022</i>	Mrs Beryl Sharlot - <i>appointed 14 June 2022</i>
Dr Evan Harris	Professor Ray Tallis

Achievements and performance

We continue to make 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 25 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

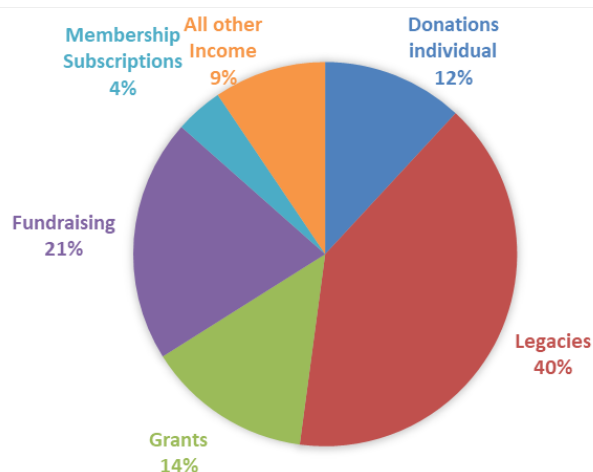
	2022	2021
Total incoming resources	£5,307,506	£3,314,918
Total resources expended	£3,512,163	£3,299,536
Surplus / (Deficit)	£1,795,343	£15,382
Unrealised Gain / (Loss)	(£198,820)	£212,184
Net Movement in Funds	£1,596,523	£227,566
Total funds	£5,268,676	£3,672,153

Total income for 2022 saw an increase of close to £2 million. A substantial reason for this was legacy income which totalled £2.1m, and which included a single bequest of £0.7m. Grant income increased by £0.53m with the successful award of two years of funding for a counselling service in Northern Ireland and a second award for three years of funding for a counselling service in Wales.

Resources expended have increased by £0.21m, however once you remove the CRM impairment from the costs in 2021 the increase rises to £0.34m. This is primarily down to an increase to all staff salaries of 2.5% from 1 January 2022 and the launch of the new services.

The total funds held by the charity at year end are £5.3m. The balance sheet is strong with investments of £2.3m, cash at bank of £0.8m and accrued income of £1.9m, which includes £1.1m of legacy income notified to the charity but not yet received. This position alongside no material uncertainties, indicate the charity is in a strong financial position to continue as a going concern over the next 12 months and beyond.

Principal sources of funding

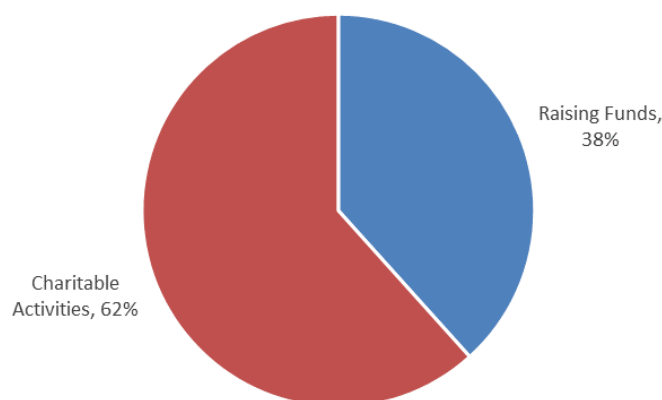


The top five performing income areas in 2022 were responsible for 91% of the charity's income. Legacy bequests are the top income generator responsible for 40% of the Association's income, which amounted to £2.135m (2021: £1.06m). Income from fundraising events sponsorship contributed 21% worth £1.09m (2021: £0.76m). Grant income contributed 14% which was worth £0.74m (2021: £0.21m) with £0.53m coming from two new services. Donations from individuals contributed 12% £0.63m (2021: £0.61m) and Membership subscriptions contributed 4% £0.21m (2021: £0.22m). All other income sources contributed 9% £0.5m (2021: £0.45m).

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 2022 through their membership, donations, sponsorship, or event participation.

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

Resources Expended



For every £1 the charity raises, 62% of that money goes to providing services to our beneficiaries. In 2022 this amounted to £2.17m (2021: £2.01m). The remaining money is spent on raising more income so that we can help even more people. The amount spent in 2022 was £1.35m (2021: £1.17m). This equates to an income of £3.94 for every £1.00 spent on raising funds (2021: £2.84 income for every £1.00 spent).

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 7 February 2023.

Performance of investments

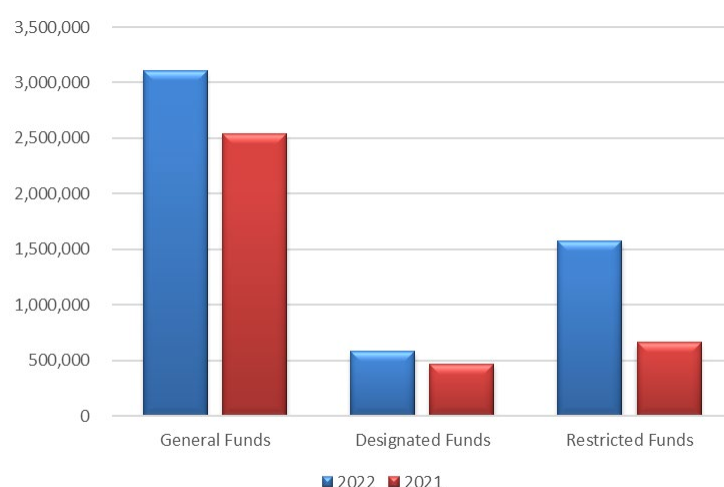
At the end of 2022, the Association retained listed investments valued at £2.36m (2021: £2.56m). These investments are detailed in note 12 to the financial statements. The listed investments produced an income of £0.09m (2021: £0.08m). There was an unrealised loss on the investments of £0.2m (2021: unrealised gain of £0.2m). Interest was received on cash deposits of £0.009m in 2022 (2021: £nil). BEA Trading Limited contributed income to the charity of £0.04m (2021: £0.03m). Total income for the year from the Association's investments was £0.1m (2021: £0.08m). Investment management costs in 2022 were £0.013m (2021: £0.013m).

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.

Reserves Position



The reserves position for the charity at 31 December 2022 showed General Fund reserves of £3.1m (2021: £2.5m). Designated fund reserves of £0.58m (2021: £0.47m) include money spent on the CRM database and Website upgrade projects which both completed in 2022. The money will be amortised over five and three years respectively. Restricted fund reserves at year end amounted to £1.6m (2021: £0.67m). Included within this fund is £0.46m for our counselling projects in Northern Ireland and Wales, £0.46m from a restricted legacy and £0.39m for our research projects.

Free reserves, as defined by the Charity Commission, are those general funds that are not represented by tangible fixed assets and not designated. Using this definition, the free reserves of the Charity at 31 March 2022 were £3,086,776 (2021: £3,436,177).

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 2023 total unrestricted income of £3,473,783 forecast in the 2023 revenue budget, the range of unrestricted reserves should be between £3,473,783 (12 months cover) and £1,157,928 (4 months cover). At the end of 2022, the unrestricted reserve funds amounted to £3,115,211 (2021: £2,543,498). At this level they represent 10.74 months worth of unrestricted income and are therefore within the boundaries set by the reserves policy. 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. A new five year plan will be developed in 2023 to start in 2024.

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 13 June 2023.

Statement of disclosure to auditor

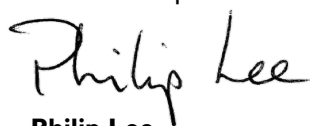
So far as each person who was a trustee at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, each trustee has taken all the necessary steps to make themselves aware of all relevant audit information and to establish 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 Auditor	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	VirginMoney (formerly Yorkshire Bank) 94-96 Briggate Leeds LS1 6NP	National Westminster Bank City Office Leeds 8 Park Row LS1 5HD
Investment Manager	RBC Brewin Dolphin 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
4 April 2023

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 2022 which comprise the Statement of Financial Activities, the Balance Sheet, and the Statement of Cash Flows 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 31 December 2022 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 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 Directors' Report included within the Trustees' 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 Trustees' Report or the Strategic 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 Statement of Trustees' 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, 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 remaining alert to new or unusual transactions which may not be in accordance with the governing documents. 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 legacy income in respect of the valuation and completeness assertions as the areas where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed in relation to management override of controls included but were not limited to testing 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. Audit procedures performed in relation to the valuation of legacy income included but were not limited to verification to third party supporting documentation and receipt to bank statements, where applicable. Audit procedures performed in relation to the completeness of legacy income included but were not limited to the review of the legacy pipeline, and correspondence within the legacy files.

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.

Sarah Mallinson

Sarah Mallinson (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

04/04/23

British Epilepsy Association

Statement of Financial Activities

Incorporating an Income and Expenditure Account
for the year ended 31 December 2022

		General Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
		2022	2022	2022	2022	2021
	Note	£	£	£	£	£
Incoming resources:	2					
Donations and legacies		3,778,926	742	1,162,865	4,942,533	2,988,108
Charitable activities		155,524	-	-	155,524	179,429
Other trading activities		109,250	-	-	109,250	63,566
Investment income		92,780	-	7,419	100,199	83,815
Total		4,136,480	742	1,170,284	5,307,506	3,314,918
Resources expended:	6					
Raising funds		1,235,824	10,354	-	1,246,178	871,862
Charitable activities		1,885,010	43,783	237,193	2,165,986	2,005,297
Other trading activities		84,217	2,683	-	86,900	282,051
Investment management costs		12,896	-	203	13,099	13,166
Extraordinary items - CRM impairment		-	-	-	-	127,160
Total		3,217,947	56,820	237,396	3,512,163	3,299,536
Net incoming/(outgoing) resources before investment (losses)/gains		918,533	(56,078)	932,888	1,795,343	15,382
Recognised (losses)/gains						
Net unrealised (losses)/gains on investments		(181,820)	-	(17,000)	(198,820)	212,184
Net incoming/(outgoing) resources		736,713	(56,078)	915,888	1,596,523	227,566
Transfers between funds		(170,000)	170,000	-	-	-
Net movement in funds		566,713	113,922	915,888	1,596,523	227,566
Reconciliation of funds						
Total funds brought forward		2,543,498	468,206	660,449	3,672,153	3,444,587
Total funds carried forwards		3,110,211	582,128	1,576,337	5,268,676	3,672,153

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

British Epilepsy Association

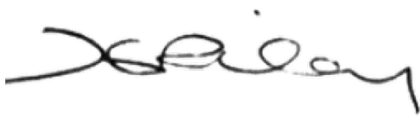
(Company Number 00797997)

Balance Sheet

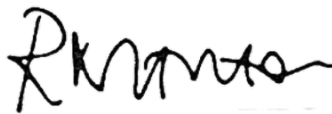
as at 31 December 2022

	Note	2022		2021	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	10		23,435		45,066
Intangible fixed assets	11		509,718		62,255
Investments	12		2,358,507		2,557,327
			<u>2,891,660</u>		<u>2,664,648</u>
Current Assets					
Debtors	14	1,886,419		246,295	
Cash at bank and in hand		768,594		952,406	
		<u>2,655,013</u>		<u>1,198,701</u>	
Creditors - amounts falling due within one year	15	(277,997)		(191,196)	
Net Current Assets			2,377,016		1,007,505
Net Assets	16		<u>5,268,676</u>		<u>3,672,153</u>
Funds					
Unrestricted					
General funds	17		3,110,211		2,543,498
Designated funds	17		582,128		468,206
Restricted funds	17		1,576,337		660,449
			<u>5,268,676</u>		<u>3,672,153</u>

The financial statements were approved and authorised for issue by the Council of Management on 4 April 2023 and signed on its behalf by:



Jane Riley
Chair



Nicholas Hutton
Honorary Treasurer

The notes on pages 28-45 form part of these financial statements.

British Epilepsy Association
Statement of Cash Flows
For the year ended 31 December 2022

		2022	2021
	Note	£	£
Net cash provided by operating activities	A	184,487	142,433
Cash flow from investing activities			
Purchase tangible fixed assets	10	(5,325)	(28,651)
Purchase intangible fixed assets	11	(463,173)	(66,728)
Investment income	2	90,958	83,815
Interest	2	9,241	-
Net cash used in investing activities		(368,299)	(11,564)
(Increase)/Decrease in cash and cash equivalents in the year		(183,812)	130,869
Cash and cash equivalents at the beginning of the year		952,406	821,537
Cash and cash equivalents at the end of the year		768,594	952,406

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

		2022	2021
	Note	£	£
Net cash flow provided by operating activities			
Net movement in funds as per the Statement of Financial Activities		1,596,523	227,566
Depreciation charge for the year	10	26,956	26,334
Amortisation charge for the year	11	15,710	-
Impairment loss	11	-	127,160
Investment income	2	(100,199)	(83,815)
Unrealised losses/(gains) on investment	12	198,820	(212,184)
Operating cash flows before movements in working capital		1,737,810	85,061
Decrease(increase) in debtors	14	(1,640,124)	72,026
Increase(decrease) in creditors	15	86,801	(14,654)
		(1,553,323)	57,372
Net cash provided by operating activities		184,487	142,433

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

1. Accounting policies

1.1 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.

1.2 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.

1.3 Leasing

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

1.4 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.

1.5 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 end financial statements. In 2022 this amounted to £1,093,659 (2021: £121,298).

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 2022 this amounted to £36,750 (2021: £247,000).

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.

1.6 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.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

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.

1.7 Expenditure

Resources are recognised 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 25. 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.

1.8 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.

1.9 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.

1.10 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 |

1.11 Intangible fixed assets and amortisation

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 |

1.12 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 £200,202 (2021: £189,368). At year-end the pension creditor amounted to £19,796 (2021: £nil) included within other creditors and accruals.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

1.13 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.

1.14 Accounting for separate funds

The financial statements of a charity must differentiate between restricted, designated, and unrestricted funds.

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

Designated funds are funds allocated for specific purposes by the charity itself.

Unrestricted funds are all the other funds of the Association.

1.15 Recognition of liabilities

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

1.16 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.

1.17 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 1.5, there are no other areas of estimation uncertainty

1.18 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.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

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 2022

2. Details of Income

	General Funds 2022 £	Designated Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Donations individual	615,822	-	15,308	631,130	606,472
Branch income	4,333	-	195	4,528	2,956
Legacies	1,668,654	742	465,550	2,134,946	1,061,959
Grants	63,807	-	676,352	740,159	211,389
Corporate donations	32,406	-	-	32,406	39,995
Membership subscriptions	213,784	-	-	213,784	221,944
Fundraising	1,080,284	-	5,460	1,085,744	763,229
Donated goods and services	99,836	-	-	99,836	80,164
	3,778,926	742	1,162,865	4,942,533	2,988,108

	General Funds 2022 £	Designated Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Sales of goods and services	155,524	-	-	155,524	179,429

	General Funds 2022 £	Designated Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Event Registration Fees	37,403	-	-	37,403	3,555
Lotteries	27,424	-	-	27,424	25,199
BEA Trading Ltd	44,423	-	-	44,423	34,812
	109,250	-	-	109,250	63,566

	General Funds 2022 £	Designated Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Income from quoted investments	83,539	-	7,419	90,958	83,815
Bank interest	9,241	-	-	9,241	-
	92,780	-	7,419	100,199	83,815

Prior year income

All of the donations and legacies in 2021 were unrestricted with the exception of the following restricted streams: Donations individual £17,137 Branch income £88, Legacies £69,828, Grants £86,659, Corporate donations £2,920, Fundraising £85 and £10,000 of Legacies within designated income.

All of the income from charitable activities in 2021 was unrestricted with the exception of £2,844.

All of the income from other trading activities in 2021 was unrestricted.

All of the income from investments in 2021 was unrestricted apart from £6,673.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

Legacies

Legacies with an estimated value to Epilepsy Action of £727,018 (2021: £627,544) 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 2022. Of these, legacies to the value of £36,750 have been disclosed only as contingent assets and therefore not accrued at year end (2021: £247,000).

We would like to thank the following Grant funders:

The A M Fenton Trust	Ganzoni Charitable Trust	The National Lottery Community Fund
The Alison Hillman Charitable Trust	The George A Moore Foundation	The Patricia Routledge Foundation
The Ammco Trust	The Gerald Micklem Charitable Trust	Pilkington Charities Fund
The Anne and John Walters Charitable Trust	The Grace Trust	The Rainford Trust
The Annie Tranmer Charitable Trust	The Grocers' Charity	The Roselands Trust
The Arthur and Audrey Silkin Charitable Trust	The Hamilton Wallace Trust	The Simon and Philip Cohen Charitable Trust
The Charles Brotherton Trust	The Hospital Saturday Fund	Sir Donald and Lady Edna Wilson Charitable Trust
The Cumber Family Charitable Trust	The Hugh Fraser Foundation	The Sir James Knott Charitable Trust
Daisie Rich Trust	The Hyde Foundation	The Sir James Roll Charitable Trust
The David Family Foundation	The lone Vassiliou Charitable Trust	Sovereign Health Care
Drapers' Charitable Fund	The J Reginald Corah Foundation Fund	Tay Charitable Trust
The Edward Cadbury Charitable Trust	The Jeannine Vassiliou Charitable Trust	The Kier Foundation
The Eveson Trust	Margaret Giffen Charitable Trust	The Sylvia and Colin Shepherd Charitable Trust
The Florence Turner Trust	The Marjory Boddy Charitable Trust	The Thomas Farr Charity
Ford Family Charitable Trust 1991	The Mary Robertson Trust	The W E Dunn Trust
Fowler Smith and Jones Trust	The Masonic Charitable Foundation	The Walter Guinness Charitable Trust
The Francis Charitable Trust	St Paul's Column, Hinton	The Wixamtree Trust
The Fred Towler Charity Trust	Michael Cornish Charitable Trust	

3. Branches

	2022 £	2021 £
Branch cash included in current assets at 1 January 2022	73,772	72,273
Branch income	4,528	2,956
Branch expenditure	(4,003)	(857)
Net income	525	2,099
Amount remitted by branches in the year	(4,997)	(600)
Branch cash included in current assets at 31 December 2022	69,300	73,772

At the end of 2022 we had a total of 11 branches (2021: 18), 1 forum (2021: 4), 30 face to face Talk & Support groups (2021: nil) and 24 virtual Talk & Support groups (2021: 126). As we have come out of the pandemic we have moved back to a mix of virtual and face to face support groups to ensure our beneficiaries receive the support needed.

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 2022

4. Income from BEA Trading Ltd.

	General Funds 2022 £	Designated Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Management charge	12,000	-	-	12,000	12,000
Gift Aid Donation	32,423	-	-	32,423	22,812
	44,423	-	-	44,423	34,812

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	-	25,500	25,500	Governance 100%
Accountancy	-	1,193	1,193	Governance 100%
Trustee meeting costs and expenses	-	4,870	4,870	Governance 100%
Annual report and AGM costs	-	4,107	4,107	Governance 100%
Investment management costs	13,099	-	13,099	Investment management 100%
Operations	411,966	58,833	470,799	Allocated according to input between governance and general support (pro rata on full time equivalent staff numbers)
Building support	153,518	-	153,518	Pro rata on full time equivalent staff numbers
Information technology	269,972	-	269,972	Pro rata on full time equivalent staff numbers
Finance including non recoverable VAT	237,226	13,191	250,417	Allocated according to input between governance and general support (pro rata on full time equivalent staff numbers)
Total	1,085,781	107,694	1,193,475	

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

6. Expenditure

	Grants payable	Total Activity Costs	Total Support Costs	Total expenditure 2022
	£	£	£	£
Raising Funds				
Donations & Legacies	-	923,650	322,528	1,246,178
Other Trading Activities	-	60,113	26,787	86,900
Investment Management Costs	-	-	13,099	13,099
Raising Funds Total	-	983,763	362,414	1,346,177
Charitable Activities				
To improve the quality and healthcare services for people with epilepsy	-	957,702	600,417	1,558,119
To improve awareness and understanding of epilepsy	-	377,223	230,644	607,867
Charitable Activities Total	-	1,334,925	831,061	2,165,986
Total Expenditure 2022	-	2,318,688	1,193,475	3,512,163

Prior Year 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.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

7. Grants Payable

	General Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Institutional grants				
Causes and Cures research:				
Epilepsy Research UK	-	-	-	23,000
Medicines & Healthcare products				
Regulatory Agency	-	-	-	6,468
Accession Healthcare Consulting Ltd	-	-	-	14,985
	-	-	-	44,453

8. Staff costs and numbers

Staff costs were as follows:

	2022 £	2021 £
Wages and salaries	1,805,994	1,747,329
Social security costs	181,180	166,929
Other pension costs	200,202	189,368
	2,187,376	2,103,626

There were no termination payments during the year (2021: 2 employees totalling to £15,366).

The average number of staff employed in the year was 64 equal to 57 full time equivalent (2021: 63 with 55 F.T.E)

The average number of employees calculated on a headcount basis, analysed by function was:

	2022 No	2021 No
Charitable activities	36	35
Management and administration of the charity	12	12
Fundraising and publicity	16	16
	64	63

The number of higher paid employees was:

	2022 No	2021 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 £10,720 (2021: £8,465).

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 (2021: £nil). Pension creditor at year end was £19,796 (2021: £nil).

British Epilepsy Association
Notes to the financial statements
for the year ended 31 December 2022

9. Analysis of resources used

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

	2022	2021
	£	£
Depreciation of tangible assets	26,956	26,334
Amortisation of intangible assets	15,710	-
Impairment	-	127,160
Hire of Land & Buildings	63,000	63,000
Hire of office equipment	534	505
Auditor's remuneration	25,500	22,000
Remuneration of auditors for non audit work	1,025	4,170

10. Tangible Fixed Assets

	Leasehold improvements	Fixtures, fittings and equipment	Computers	Total
	£	£	£	£
Cost				
At 1 January 2022	151,210	64,528	86,708	302,446
Additions during the year	-	5,325	-	5,325
Disposals during the year	-	-	-	-
At 31 December 2022	151,210	69,853	86,708	307,771
Depreciation				
At 1 January 2022	131,433	57,757	68,190	257,380
Charge for the year	7,472	3,424	16,060	26,956
Disposals	-	-	-	-
At 31 December 2022	138,905	61,181	84,250	284,336
Net book value				
At 31 December 2022	12,305	8,672	2,458	23,435
At 31 December 2021	19,777	6,771	18,518	45,066

British Epilepsy Association
Notes to the financial statements
for the year ended 31 December 2022

11. Intangible Fixed Assets

	CRM	Website	Total
	£	£	£
Cost			
At 1 January 2022	-	62,255	62,255
Additions during the year	346,626	116,547	463,173
Disposals during the year	-	-	-
At 31 December 2022	346,626	178,802	525,428
Amortisation			
At 1 January 2022	-	-	-
Charge for the year	5,777	9,933	15,710
Disposals	-	-	-
At 31 December 2022	5,777	9,933	15,710
Net book value			
At 31 December 2022	340,849	168,869	509,718
At 31 December 2021	-	62,255	62,255

12. Fixed Asset Investments

	Listed	Unlisted	Total
	securities	securities	
	£	£	£
Market value			
At 1 January 2021	2,557,317	10	2,557,327
Additions	-	-	-
Disposals	-	-	-
Revaluations	(198,820)	-	(198,820)
At 31 December 2021	2,358,497	10	2,358,507

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

Investment Asset Class	Holdings 2022	Holdings 2022	Holdings 2021	Holdings 2021
Market value	£	%	£	%
UK Bonds	180,637	7.7%	165,418	6.5%
Overseas Bonds	150,455	6.4%	186,543	7.3%
UK Equities	600,519	25.5%	611,134	23.9%
Overseas Equities	969,218	41.1%	994,174	38.9%
Property	35,256	1.5%	43,622	1.7%
Cash	51,702	2.2%	12,695	0.5%
Other	370,710	15.7%	543,730	21.3%
	2,358,497	100%	2,557,317	100%

All the fixed asset investments are held in the UK.

Valuation

At valuation on acquisition the quoted investments would be shown at £2,203,759 (2021: £2,167,559). All quoted investments are managed by RBC Brewin Dolphin 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:

	2022	2021
	£	£
Turnover	75,247	74,594
Trading profit	32,423	22,812

A gift aid donation of £32,423 (2021: £22,812) 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.

British Epilepsy Association
Notes to the financial statements
for the year ended 31 December 2022

14. Debtors

	2022	2021
	£	£
Due within one year:		
Trade debtors	1,126	2,074
Social security and other taxes	47,817	12,128
Amounts owed by group undertaking	24,728	21,101
Other debtors	124,635	25,538
Prepayments and accrued income	1,688,113	185,454
	1,886,419	246,295

Included within the Prepayments and accrued income amount are a grant for the counselling service in Northern Ireland that will be fully receivable by March 2024 and a grant for the counselling service in Wales that will be fully receivable in 2025.

15. Creditors

	2022	2021
	£	£
Amounts falling due within one year:		
Trade creditors	108,634	58,398
Social security and other taxes	49,982	44,026
Other creditors and accruals	119,381	88,772
	277,997	191,196

16. Analysis of net assets between funds

	General Funds 2022 £	Designated Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Fixed assets	23,435	509,718	-	533,153
Fixed asset investments	2,160,393	-	198,114	2,358,507
Cash at bank and in hand	175,875	72,410	451,009	699,294
Branch balances	58,276	-	11,024	69,300
Other current assets	931,708	-	954,711	1,886,419
Creditors due within one year	(239,476)	-	(38,521)	(277,997)
Total net assets at 31 December 2022	3,110,211	582,128	1,576,337	5,268,676

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

Analysis of net assets between funds – previous year

	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

17. Statement of Funds

General funds	Balance 01/01/2022 £	Income £	Transfers £	Expenditure £	Gains (Losses) £	Balance 31/12/2022 £
	2,543,498	4,136,480	(170,000)	(3,217,947)	(181,820)	3,110,211

Transfers

£170,000 was transferred from the general fund to the designated fund for the Website project.

Designated funds	Balance 01/01/2022 £	Income £	Transfers £	Expenditure £	Balance 31/12/2022 £
CRM Database Project	400,000	-	(8,802)	(28,645)	362,553
Roger Victor Crawley - Research	33,206	-	-	-	33,206
George Cowell Legacy - Liverpool	35,000	742	-	(18,242)	17,500
Website Project	-	-	178,802	(9,933)	168,869
	468,206	742	170,000	(56,820)	582,128

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. The system went live on 22 November 2022. £8,802 was transferred to the Website project to complete this project. £340,849 is to be amortised over 5 years. The remaining £21,705 is to be used on CRM development.

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.

Website Project

Monies designated for the implementation of a new website. The website went live on 10 October 2022. £8,802 was transferred out of the CRM designated fund to complete this project. £168,869 is to be amortised over 3 years.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

Restricted funds	Balance 01/01/2022	Income	Transfers	Expenditure	Gains (Losses)	Balance 31/12/2022
Research Projects	£	£	£	£	£	£
Octavia Morris Memorial Fund	11,754	-	-	-	-	11,754
Research Fund - General	177,452	7,971	6,288	(24,676)	-	167,035
Research Fund - Causes and Cures	214,482	7,419	-	(688)	(17,000)	204,213
TeamMax research	5,216	-	-	-	-	5,216
National Projects						
Befriending Project	-	8,000	10,820	(1,704)	-	17,116
Colin Woods Memorial Fund	125,132	7,500	-	(30,000)	-	102,632
Commissioning Advocates	1,577	-	-	(1,577)	-	-
Epilepsy Action NI Counselling Project	-	204,627	-	(55,959)	-	148,668
Epilepsy Action Cymru Wellbeing Service	-	328,875	-	(680)	-	328,195
Epilepsy Alliance	453	-	-	(453)	-	-
Epilepsy Commissioning Toolkit	1,025	-	-	(1,025)	-	-
Family Support Project - Northern Ireland	-	59,979	-	(6,068)	-	53,911
HealthCoach	12,778	-	(7,283)	(5,495)	-	-
Helpline Services	1,000	30,920	-	(31,920)	-	-
Janice Gilbert Legacy	-	464,550	-	-	-	464,550
Online Learning	-	29,650	-	(29,650)	-	-
People with Epilepsy And Learning	17,500	-	(9,825)	(7,675)	-	-
Sanofi - Web Mobilisation	5,000	-	-	(5,000)	-	-
Sapphire Nurse Scheme	10,067	-	-	-	-	10,067
Step Together Benchmarking Tool	15,015	-	-	(15,015)	-	-
The Estate of Nellie Terrett	38,157	-	-	-	-	38,157
Tricia's Fund - Learning Disability Project	2,174	-	-	-	-	2,174
Regional Projects						
DHSS Northern Ireland	-	6,067	-	(6,067)	-	-
Education Fund (Basildon & Thurrock)	3,685	-	-	-	-	3,685
My Family & Me Events	3,600	5,200	-	(4,266)	-	4,534
Regional Funds	3,502	9,331	-	(9,427)	-	3,406
Branches						
Essex	5,191	195	-	(51)	-	5,335
Stoke	5,400	-	-	-	-	5,400
West Midlands Forum - Shrewsbury	161	-	-	-	-	161
Saffron Walden	128	-	-	-	-	128
Restricted Funds	660,449	1,170,284	-	(237,396)	(17,000)	1,576,337
Total funds	3,672,153	5,307,506	-	(3,512,163)	(198,820)	5,268,676

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

Transfers

HealthCoach

A decision was made to end the project in February 2022. The funder agreed to fund the Befriending project with the remaining money left £7,283.

People with Epilepsy and Learning Difficulties

A decision was made to end this project in August 2022. The funders agreed we could use the remaining monies to fund the Befriending project and go towards our Research projects.

A comparative for the prior year can be found in the 2021 annual accounts.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

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. £204,213 is retained specifically for Causes and Cures research. The Team Max fund is to support research into childhood epilepsies.

Befriending Project

The Epilepsy Action Befriending Scheme is a three-year pilot project that will enable people affected by epilepsy to access regular, one-to-one support by a trained staff member or volunteer. It will provide an informal 'listening ear', and aims to improve health and wellbeing, combat social isolation and loneliness and help people live well with epilepsy.

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.

Commissioning Advocates

Funds held to commission advocacy projects.

Epilepsy Action NI Counselling Project

The counselling service provides timely access to talking therapies for people living with epilepsy, their parents and carers in Northern Ireland. This includes: a 1-1 counselling service (via Zoom and / or telephone); therapeutic themed groups (online), resilience sessions and the development of training resources for counsellors.

Epilepsy Action Cymru Wellbeing Service

The counselling service provides timely access to talking therapies for people living with epilepsy, their parents and carers in Wales. This includes: a 1-1 counselling service (via Zoom and / or telephone); therapeutic themed groups (online), resilience sessions and the development of training resources for counsellors.

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 Commissioning Toolkit

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

Family Support Project – Northern Ireland

Delivering a range of support for families across Northern Ireland.

Healthcoach

Telephone support for participants of Epilepsy and You.

Helpline services

Monies raised to enable the continuing running of the helpline.

Online Learning

Monies raised to enable to continuing running of the online training programmes.

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.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

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.

DHSS Northern Ireland

Statutory funding towards salary costs of the NI manager.

Education Fund - Basildon & Thurrock

To deliver awareness sessions in Basildon and Thurrock.

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.

Saffron Walden Branch

Money raised by the branch for local projects.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2022

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 2022 the Association had total minimum lease payments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2022	2021	2022	2021
	£	£	£	£
Expiry date				
Within 1 year	63,000	63,000	3,978	4,021
Between 2 and 5 years	42,115	105,115	547	-

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 £193,894 (2021: £163,807).

No charity trustee received payment for professional or other services supplied to the charity (2021: £nil). Travel and subsistence expenses during the year of £4,817 (2021: £714), 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).

21. Related Party Transactions

There were no related party transactions during the year (2021: £nil)

22. Financial Instruments

The carrying amount of the company's financial instruments at 31st December 2022 were:

	2022	2021
	£	£
Financial Assets		
Debt instruments measured at amortised cost	1,584,946	124,001
Financial Liabilities		
Measured at amortised cost	160,051	102,315

23. Capital Commitments

The Association has no capital commitments (2021: £246,960).

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.