

EPILEPSY OUTLOOK

England & Wales - Charity number 701140

Details

Other names THE HARTLEPOOL EPILEPSY GROUP

Status Registered

Legal form Other

Registered 1989-02-03

Register [View on the Charity Commission register](#)

Contact

Address 199 York Road
Hartlepool
Cleveland
TS26 9EE

Phone 01429297007

Email info@epilepsyoutlook.org.uk

Website www.epilepsyoutlook.org.uk

Activities

Objects: FOR THE PURPOSE OF RELIEVING THE DISABILITY OF EPILEPSY SUFFERERS AND OF PROVIDING FACILITIES TO HELP CARERS IN THEIR CARE OF EPILEPSY SUFFERERS.

Activities: Provide advice & information to those with epilepsy, their families & carers. Epilepsy awareness training. Volunteer support service. Drop-in & art group.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Economic/community Development/employment
- **Who:** People With Disabilities, The General Public/mankind

Geography

- Durham
- Hartlepool
- Middlesbrough
- Redcar And Cleveland
- Stockton-on-tees

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£91,970	£104,919	-	-
2024-03-31	£94,459	£115,037	-	-
2023-03-31	£116,345	£149,395	-	-
2022-03-31	£137,515	£146,005	-	-
2021-03-31	£185,135	£117,129	-	-

Trustees

Name	Role	Appointed
STEPHEN GOODWIN	Chair	1998-03-12
Anthony Grufferty		2019-09-28
BARBARA HUNT		
Keith robson		2019-09-28
PETER GRENVILLE GOWLAND		1987-03-12
SARAH AINSLIE		
keneith wood		2017-09-28
lynn allison		2017-09-01

EPILEPSY OUTLOOK

England & Wales - Charity number 701140

Accounts

EPILEPSY OUTLOOK

UNAUDITED

TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

EPILEPSY OUTLOOK

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EPILEPSY OUTLOOK

REFERENCE AND ADMIN DETAILS FOR THE YEAR ENDED 31 MARCH 2025

Reference and administrative details of the charity, its trustees and advisors

Trustees

S Goodwin, Chairman
B Hunt, Secretary
P Gowland
S Ainslie
K Wood
L Allison
T Grufferty
K Robson

Charity registered number

701140

Principal office

199-201 York Road, Hartlepool, TS26 9EE

Bankers

Lloyds TSB PLC, 165 York Road, Hartlepool, TS26 9EJ

Operations manager

Jacqui Gettings

Independent Examiner

Heather O'Driscoll FCA
Waltons Business Advisers Limited, Maritime House, Harbour Walk, The Marina, Hartlepool, TS24 0UX

EPILEPSY OUTLOOK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report together with the accounts of Epilepsy Outlook (the charity) for the year ended 31 March 2025. The Trustees confirm that the annual report and accounts of the charity comply with the current statutory requirements.

Objectives and activities

● **Policies and objectives**

The objects of the charity are to relieve the disability of epilepsy sufferers and to provide facilities to help the carers of epilepsy sufferers. The Trustees' policy is to ensure that the best possible care and assistance is available for epilepsy sufferers and carers.

There have been no changes in the objectives since the last annual report.

The Trustees consider that they have complied with their duty in Section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

● **Activities for achieving objectives**

The Trustees ensure that they comply with the objectives and provide a public benefit by providing a wide range of service provision and activities which include:

Individual support

- Identifying the individual needs of those with epilepsy.
- Delivering support and practical advice, to the individual, their families and carers.
- Providing information on new developments in the treatment of epilepsy.
- Provide help with monitoring and recording seizures.
- Providing training on how to recognise and manage seizures.
- Provide advocacy at medical appointments.
- Information and support re; - employment, driving and undertaking leisure activities.

Promoting social and educational attainment.

- Providing a drop-in centre to support those with uncontrolled epilepsy to meet in a social and safe atmosphere.
- Running an Art Group for all abilities creating a therapeutic, relaxed environment.
- Pioneering a Volunteer Development Programme to provide support and training to all volunteers to gain personal confidence through achievement and recognition of their importance working within a team and their community.
- Running a Focus Group for volunteers to meet and discuss newsletter articles, social events, information stands, volunteer issues and epilepsy awareness issues.
- Opportunities for volunteers to undertake a range of work experience duties including office administration, sales, transport and furniture renovation.

Raising the profile.

- Delivering Epilepsy Awareness training to teachers, health and social care workers on the recognition, management of and monitoring seizures.
- Providing information leaflets to GP surgeries and Neurology Departments to raise awareness amongst patients and professionals.
- Publishing a quarterly newsletter to promote activity of the organisation and highlight fundraising opportunities.
- Advertising services and support available in local 'health supplements' and promotional campaigns.
- Running a delivery / collection service, promoting epilepsy to the local community.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

● Volunteers

The Trustees would like to express their gratitude to our volunteers for all their support to Epilepsy Outlook during the past year.

Without their continued support we would not have been so successful.

Mark Scanlon	Susan Brownless	Patricia Waistell
Daymond Weatherill	Alison Morrow	Lynne Wain
Marie Fleetham	Donald Davison	Christine Atkinson
Diane Arnold	Lyn David Allison	Maureen Wilkinson
Robert Rowe	Ken Coomer	Andrew Payne
Allan Dixon	June Lawton	Charlie Clayton
Charlie Stoddart	Maggie Glennon	Brendan Wass
Rachel Reynolds	Lesley Farnaby	Mandy Wood
Shelley Arnold	Philip Barnard	Gillian Young
Denise Wright	Paul Elliman	John Moore
Lesley Easson	Glenn McAndrew	Grace Clarke
Noah Hunter	Keith Robson	Gary Scott
Chris Marshall	Paul Davis	Alice Crinson
Lee Briggs	Julie Haslam	Linda O'Donnell
Alison Morrow	Elizabeth Neduvellil	Alan Dolega
Juliet Chinenyenwa	David Fleetham	Stephen Wain
Joanne Pritchard	Janet Gulden	Craig Olroyd
Jan Marshall	Stephen Stevenson	Trish Youdale
Colin Robinson	Joseph McAndrew	David Johnson
Trisha McCabe	Martin Rhodes	Azka Qadeer
Joshua Smart	Carl Robotham	Rachel Burley
Hanaah Alhamid	Debbie Wright	Robert Clarke
Robert Tivitan	Barbara Hunt	Tanya Eccles
Debbie Herring	Vicky Coulter	Tabatha Swinburne
Jonathan Lopez	John Hall	Carmelo Barberi
William Greig	Brandon Ibbotson	Pauline Moore
Peter Smart	Paul Lynch	Deborah David
Taskin Qesmatullah	Neda Montazeri	Veronica Woolnough
Eva Yawson	Jamie Horsley	Ali Shehdy
Ahmed Ragis Mussa		

Our volunteers gave 18,377 hours of their time, which equates to £224,977 at the UK minimum wage.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance

- **Review of activities**

We usually begin this review highlighting the amazing work of the shop volunteers who raised £80,765 across the charity shops.

Money raised in our charity shops enables us to provide information and support, raise awareness and deliver training and to provide a Drop-in for those with not well controlled epilepsy.

We had a total of 91 volunteers helping in our shops, on the van and in the office over the year. During the year, 6 volunteers moved into employment, and we supported 5 placements.

In April, our treasurer, Bill Kitching, Jill's husband and previously our treasurer, passed away suddenly.

Thanks go again to our PAT testers Dave Allison and David Fleetham for sorting out the steady trickle of electrics for us to sell.

We received a donation of 7 'State of the Art' fire extinguishers from Britannia Fire and Security, saving us an annual maintenance bill.

Using Facebook, Market Place and Gumtree continues to raise our profile on the high street and thanks go to Paul Davis who has also set up a Vinted account.

Volunteer Brandon Ibbotson is still helping update our advertising and to catalogue photos of our volunteers and also produced great posters highlighting the wonderful work of our volunteers.

Thanks again to Karen Jobson returned to look after our members of the drop in.

In August we received £280 following a live performance from Don Davison and his band at the Fisherman's Arms. In September we received a £1,000 donation from the Nasir Mosque. We gratefully received £477 donated by Steph Ackroyd who continues to support our work with those with epilepsy in her son's memory.

Frenchie returned to our store, and we received 10% of the sales and has raised £1,160 in donations. A kind donation from a committee member enabled us to provide a christmas party for all our volunteers and was much appreciated by all.

We would also like to mention those who continue to support our work with donations by volunteers and members, staff and customers of Kraftwork Yarns. Without their support we couldn't do all we do.

On the first of January we lost our beloved founder, Jill Kitching. She will be a big miss, and we hope to carry on the work she started in 1987.

As this review began by praising volunteers, we must also give a mention to staff members and Andrew and volunteers, Don, Trish, Glen and Andrew, who have worked together to enable a smooth running of the day-to-day running of the charity.

We are so lucky to have a pro-active supportive Management team, all of whom give a lot of their spare time, make donations, sell raffle tickets and expertise to help in day-to-day activities

We will continue to apply for funding, but it seems that all voluntary organisations are facing similar dilemmas, but we remain optimistic for the future and hope to weather then storm for another year.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

● Investment policy and performance

The Trustees are permitted (under the deed of trust) to make investments but none other than bank deposits are held at present.

Financial review

● Reserves policy

Epilepsy Outlook has determined that it should seek to acquire and maintain an appropriate level of financial resources above its current running and project costs in order to ensure the long term viability of the organisation to comply with the Charities' Commission Statement of Recommended Practice. (SORP)

The reserves policy of Epilepsy Outlook is intended to:

1. State whether or not Epilepsy Outlook holds reserves.
2. Explain why Epilepsy Outlook holds reserves, in respect of what future needs, opportunities, contingencies or risk there may be.
3. Give the level of reserves at the last day of each financial year to which each Financial Statement relates.
4. Explain what steps Epilepsy Outlook is going to take to maintain reserves at the appropriate level.
5. Explain how Epilepsy Outlook will monitor its reserves policy.

To do so Epilepsy Outlook will base their intended level of reserves at any one time on the following:

- a) Three months running costs (salaries, utilities, rent, administration).
- b) Redundancy payments to staff.
- c) Where necessary, cover for retrospective funding payments, to cover gap between incurring costs of doing work and receiving the grant.

Establishment and maintenance of reserves

Epilepsy Outlook shall use any income that is not restricted by its source towards the reserve target.

Monitoring and review of reserves policy

This policy shall be reviewed by Epilepsy Outlook Trustees annually prior to the publication of the Annual Report and accounts.

Free reserves decreased by £11,313 to £12,040.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

- **Review of the financial position**

The charity raises the majority of funds and in the current year the income generated, before grants, increased from £86,959 to £91,970.

However, income last year was boosted by the receipt of grants. Overall income has decreased from £94,459 to £91,970.

No grants were received in the current year.

Expenditure decreased from £115,037 to £104,919. The largest areas of expenditure were salaries and shop expenses.

Structure, governance and management

- **Constitution**

The charity is constituted under a Trust deed and is a registered charity, number 701140.

- **Method of appointment or election of Trustees**

Trustees are appointed by the members of the management committee, who have regard to respectability and potential Trustees' interest in the objects of the charity when selecting suitable candidates.

- **Organisational structure and decision making**

The charity is managed by a management committee which consists of Chairman, Vice Chairman, Secretary, Treasurer and other committee members, the number of whom is decided at the Annual General Meeting and the day to day running of the charity is the responsibility of its Operations Manager.

Jacqui, our paid Operations Manager, is still with us and continues to provide help and support.

- **Risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Plans for future periods

Securing funding to cover the group's core costs is always difficult and we endeavour to raise what we can through our charity shops, fundraising and donations.

As mentioned in our review, it is our aim to continue to support local people and to raise the awareness of the issues of living with the condition.

The Trustees, having made due and careful enquiry, are of the opinion that the charity has adequate working capital to execute its operations over the next 12 months. The Trustees therefore, have made an informed judgement, at the time of approving the accounts, that there is reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on _____ and signed on their behalf by: _____ |



S Goodwin
Chairman



Receipts and payments accounts

CC16a

For the period
from

01/04/2024

To

31/03/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	4,978			4,978	6,258
Shops, ebay and paypal income	80,765			80,765	72,640
Ebay and Paypal income				-	184
Raffles etc.	2,493			2,493	2,916
Investments	151			151	414
National Lottery Community Fund				-	
Movement on VAT debtor	160			160	328
Screwfix Foundation income				-	-
Garfield & Weston Foundation				-	7,500
James Knott				-	-
Other income	1,110			1,110	944
World of books				-	-
Recycling	2,313			2,313	3,275
Kickstart income				-	
Sub total (Gross income for AR)	91,970	-	-	91,970	94,459
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	91,970	-	-	91,970	94,459
A3 Payments					
Fundraising expenses				-	-
Donations	256			256	791
Ebay expenditure	59			59	7
Volunteer expenses	2,857			2,857	3,632
Salaries	53,691	1,636		55,327	54,372
General expenditure	6,878			6,878	8,257
Shop expenditure	37,402			37,402	46,055
Accountancy fee	2,140			2,140	1,875
Tees Valley Community Foundation expenditure				-	-
Misc expenditure				-	48
Lottery expenditure				-	-
				-	-
Sub total	103,283	1,636	-	104,919	115,037
A4 Asset and investment purchases, (see table)					
Renault Traffic Van 08 plate				-	2,800
				-	-
				-	-
				-	-
Sub total	-	-	-	-	2,800
Total payments	103,283	1,636	-	104,919	117,837
Net of receipts/(payments)	- 11,313	- 1,636	-	- 12,949	- 23,378
A5 Transfers between funds				-	-
A6 Cash funds last year end	23,353	1,636		24,989	48,367
Cash funds this year end	12,040	-	-	12,040	24,989

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank and in hand	12,042		-
		-	-	-
		-	-	-
	Total cash funds	12,042	-	-

(agree balances with receipts and payments account(s))

Agreement Error OK OK

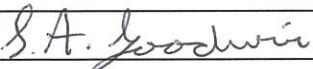
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	VAT	688	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Plant & Machinery	Unrestricted	19,699	2,443
	Plant & Machinery	Restricted	6,312	1,150
	Leasehold property	Restricted	13,461	-
	Leasehold property	Unrestricted	23,529	-
			-	-
			-	-
			-	-
			-	-

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

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

Signature	Print Name	Date of approval
	S.A. GOODWIN	1/8/25

EPILEPSY OUTLOOK

England & Wales - Charity number 701140

Accounts

EPILEPSY OUTLOOK

UNAUDITED

TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

EPILEPSY OUTLOOK

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REFERENCE AND ADMIN DETAILS FOR THE YEAR ENDED 31 MARCH 2024

Reference and administrative details of the charity, its trustees and advisors

Trustees

S Goodwin, Chairman
B Hunt, Secretary
P Gowland
S Ainslie
K Wood
L Allison
T Grufferty
K Robson

Charity registered number

701140

Principal office

199-201 York Road, Hartlepool, TS26 9EE

Bankers

Lloyds TSB PLC, 165 York Road, Hartlepool, TS26 9EJ

Operations manager

Jacqui Gettings

Independent Examiner

Heather O'Driscoll FCA
Waltons Business Advisers Limited, Maritime House, Harbour Walk, The Marina, Hartlepool, TS24 0UX

EPILEPSY OUTLOOK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report together with the accounts of Epilepsy Outlook (the charity) for the year ended 31 March 2024. The Trustees confirm that the annual report and accounts of the charity comply with the current statutory requirements.

Objectives and activities

● **Policies and objectives**

The objects of the charity are to relieve the disability of epilepsy sufferers and to provide facilities to help the carers of epilepsy sufferers. The Trustees' policy is to ensure that the best possible care and assistance is available for epilepsy sufferers and carers.

There have been no changes in the objectives since the last annual report.

The Trustees consider that they have complied with their duty in Section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

● **Activities for achieving objectives**

The Trustees ensure that they comply with the objectives and provide a public benefit by providing a wide range of service provision and activities which include:

Individual support

- Identifying the individual needs of those with epilepsy.
- Delivering support and practical advice, to the individual, their families and carers.
- Providing information on new developments in the treatment of epilepsy.
- Provide help with monitoring and recording seizures.
- Providing training on how to recognise and manage seizures.
- Provide advocacy at medical appointments.
- Information and support re; - employment, driving and undertaking leisure activities.

Promoting social and educational attainment.

- Providing a drop-in centre to support those with uncontrolled epilepsy to meet in a social and safe atmosphere.
- Running an Art Group for all abilities creating a therapeutic, relaxed environment.
- Pioneering a Volunteer Development Programme to provide support and training to all volunteers to gain personal confidence through achievement and recognition of their importance working within a team and their community.
- Running a Focus Group for volunteers to meet and discuss newsletter articles, social events, information stands, volunteer issues and epilepsy awareness issues.
- Opportunities for volunteers to undertake a range of work experience duties including office administration, sales, transport and furniture renovation.

Raising the profile.

- Delivering Epilepsy Awareness training to teachers, health and social care workers on the recognition, management of and monitoring seizures.
- Providing information leaflets to GP surgeries and Neurology Departments to raise awareness amongst patients and professionals.
- Publishing a quarterly newsletter to promote activity of the organisation and highlight fundraising opportunities.
- Advertising services and support available in local 'health supplements' and promotional campaigns.
- Running a delivery / collection service, promoting epilepsy to the local community.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2024

● Volunteers

The Trustees would like to express their gratitude to our volunteers for all their support to Epilepsy Outlook during the past year.

Without their continued support we would not have been so successful.

Ron Rowland	Philip Rumble	Trish Waistell
Daymond Weatherill	Colin Armstrong	Lynne Wain
Marie Fleetham	Don Davison	Christine Atkinson
Sue Gibson	Lyn David Allison	Maureen Wilkinson
Robert Rowe	Ken Coomer	Andrew Payne
Allan Dixon	June Lawton	Mavis Davison
Charlie Stoddart	Maggie Glennon	Brendan Wass
Rachel Reynolds	Lesley Farnaby	Mandy Wood
Shelley Arnold	Philip Barnard	Gillian Young
Denise Wright	Paul Elliman	John Moore
Lesley Easson	Glenn McAndrew	Grace Clarke
Sandra Hope	Keith Robson	Gary Scott
Chris Marshall	Paul Davis	Alice Crinson
Lee Briggs	Julie Haslam	Linda O'Donnell
Alison Morrow	Elizabeth Neduevil	John Hall
Geoff Croxton	Dave Fleetham	Stephen Wain
Jill Herring	Janet Gulden	Craig Olroyd
Jasmine Weatherill	Oghogho Okumogba	Trish Youdale
Colin Robinson	Joseph McAndrew	Victoria Scotter
Trisha McCabe	Martin Rhodes	Elizabeth Yeats
Claire Clarke	Carl Robotham	Samantha Price
Hanaah Alhamid	Ibrahim Ihmaid	Robert Clarke
Robert Tivitan	Funmi Oyamiyi	Tanya Eccles
Debbie Herring	Vicky Coulter	Tabatha Swinburne
Jonathan Lopez	John Hall	Carmelo Barberi
William Greig	Brandon Ibbotson	Joanna Stancrak
Peter Smart	Paul Lynch	Deborah David
Taskin Qesmatullah	Neda Montazeh	

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance

- **Review of activities**

We usually begin this review highlighting the amazing work of the shop volunteers who raised £72,640 across the charity shops and £19,349 taken by card payments introduced in June.

Money raised in our charity shops enables us to provide information and support, raise awareness and deliver training and to provide a Drop-in for those with not well controlled epilepsy.

We had a total of 65 volunteers helping in our shops, on the van and in the office over the year.

Thanks go again to our PAT testers Dave Allison and David Fleetham for sorting out the steady trickle of electrics.

Using Facebook, Market Place and Gumtree continues to raise our profile on the high street and thanks go to Paul Davis who has also set up a Vinted account.

New volunteer Brandon Ibbotson has helped update our advertising and to catalogue our volunteers and also produced great posters highlighting the wonderful work of our volunteers.

Karen Jobson returned to look after our members of the drop in.

Funding this year from Garfield Weston £7,500 gratefully received in December to help towards running costs.

In order to reduce transport cost, we used some of our reserves to purchase a second-hand van.

Frenchic returned to our store, and we received 10% of the sales and has raised £1,346 in donations.

We would also like to mention those who continue to support our work with donations being volunteer and members Colin Robinson, Steph Ackroyd, customers of Kraftwork Yarns. Without their support we couldn't do all we do.

As this review began by praising volunteers, we must also give a mention to staff member and Andrew and volunteers Don, Trish, Glen and Andrew, who have worked together to enable a smooth running of the day-to-day running of the charity.

We are so lucky to have a pro-active supportive Management team, all of whom give a lot of their spare time and expertise to help in day-to-day activities

We will continue to apply for funding, but it seems that all voluntary organisations are facing similar dilemmas, but we remain optimistic for the future and hope to weather then storm for another year.

- **Investment policy and performance**

The Trustees are permitted (under the deed of trust) to make investments but none other than bank deposits are held at present.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2024

Financial review

- **Reserves policy**

Epilepsy Outlook has determined that it should seek to acquire and maintain an appropriate level of financial resources above its current running and project costs in order to ensure the long term viability of the organisation to comply with the Charities' Commission Statement of Recommended Practice. (SORP)

The reserves policy of Epilepsy Outlook is intended to:

1. State whether or not Epilepsy Outlook holds reserves.
2. Explain why Epilepsy Outlook holds reserves, in respect of what future needs, opportunities, contingencies or risk there may be.
3. Give the level of reserves at the last day of each financial year to which each Financial Statement relates.
4. Explain what steps Epilepsy Outlook is going to take to maintain reserves at the appropriate level.
5. Explain how Epilepsy Outlook will monitor its reserves policy.

To do so Epilepsy Outlook will base their intended level of reserves at any one time on the following:

- a) Three months running costs (salaries, utilities, rent, administration).
- b) Redundancy payments to staff.
- c) Where necessary, cover for retrospective funding payments, to cover gap between incurring costs of doing work and receiving the grant.

Establishment and maintenance of reserves

Epilepsy Outlook shall use any income that is not restricted by its source towards the reserve target.

Monitoring and review of reserves policy

This policy shall be reviewed by Epilepsy Outlook Trustees annually prior to the publication of the Annual Report and accounts. The level of reserves and explanation of them shall be reported in the Annual Report.

Free reserves decreased by £25,014 to £23,353.

- **Review of the financial position**

The charity raises the majority of funds and in the current year the income generated, before grants, increased from £86,422 to £86,959.

However, income last year was boosted by the receipt of grants. Overall income has decreased from £116,253 to £94,459.

Current year income includes a grant of £7,500 received from the Garfield Weston Foundation.

Expenditure decreased from £149,393 to £115,037. The largest areas of expenditure were salaries and shop expenses.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2024

Structure, governance and management

- **Constitution**

The charity is constituted under a Trust deed and is a registered charity, number 701140.

- **Method of appointment or election of Trustees**

Trustees are appointed by the members of the management committee, who have regard to respectability and potential Trustees' interest in the objects of the charity when selecting suitable candidates.

- **Organisational structure and decision making**

The charity is managed by a management committee which consists of Chairman, Vice Chairman, Secretary, Treasurer and other committee members, the number of whom is decided at the Annual General Meeting and the day to day running of the charity is the responsibility of its Operations Manager.

Jacqui, our paid Operations Manager, is still with us and continues to provide help and support.

- **Risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Plans for future periods

Securing funding to cover the group's core costs is always difficult and we endeavour to raise what we can through our charity shops, fundraising and donations.

As mentioned in our review, it is our aim to continue to support local people and to raise the awareness of the issues of living with the condition.

The Trustees, having made due and careful enquiry, are of the opinion that the charity has adequate working capital to execute its operations over the next 12 months. The Trustees therefore, have made an informed judgement, at the time of approving the accounts, that there is reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2024

This report was approved by the Trustees, on

and signed on their behalf by:



S Goodwin
Chairman

EPILEPSY OUTLOOK

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

Independent Examiner's Report to the Trustees of Epilepsy Outlook (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2024.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and Basis of Report

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

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

Independent Examiner's Statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records.

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



Signed:

Dated: 8 November 2024

Heather O'Driscoll FCA

Waltons Business Advisers Limited

Chartered Accountants



Receipts and payments accounts

CC16a

For the period from	01/04/2023	To	31/03/2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	6,258			6,258	4,132
Shops, ebay and paypal income	72,640			72,640	69,837
Ebay and Paypal income	184			184	3,210
Raffles etc.	2,916			2,916	3,711
Investments	414			414	76
National Lottery Community Fund				-	12,783
Movement on VAT debtor	328			328	- 46
Screwfix Foundation income				-	-
Garfield & Weston Foundation		7,500		7,500	-
James Knott				-	-
Other income	944			944	1,834
World of books				-	-
Recycling	3,275			3,275	3,668
Kickstart income				-	17,048
Sub total (Gross income for AR)	86,959	7,500	-	94,459	116,253
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	86,959	7,500	-	94,459	116,253
A3 Payments					
Fundraising expenses				-	-
Donations	791			791	5,607
Ebay expenditure	7			7	2,027
Volunteer expenses	3,632			3,632	1,567
Salaries	48,508	5,864		54,372	70,032
General expenditure	8,257			8,257	2,653
Shop expenditure	46,055			46,055	61,749
Accountancy fee	1,875			1,875	1,772
Tees Valley Community Foundation expenditure				-	-
Misc expenditure	48			48	81
Lottery expenditure				-	3,905
Sub total	109,173	5,864	-	115,037	149,393
A4 Asset and investment purchases, (see table)					
Renault Traffic Van 08 plate	2,800			2,800	-
				-	-
				-	-
				-	-
Sub total	2,800	-	-	2,800	-
Total payments	111,973	5,864	-	117,837	149,393
Net of receipts/(payments)	- 25,014	1,636	-	- 23,378	- 33,140
A5 Transfers between funds				-	-
A6 Cash funds last year end	48,367	-	-	48,367	81,509
Cash funds this year end	23,353	1,636	-	24,989	48,367

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank and in hand	23,353	1,636	-
		-	-	-
		-	-	-
	Total cash funds	23,353	1,636	-

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	VAT	843	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Plant & Machinery	Unrestricted	19,699	2,967
	Plant & Machinery	Restricted	6,312	1,544
	Leasehold property	Restricted	13,461	-
	Leasehold property	Unrestricted	23,529	-
			-	-
			-	-

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

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

Signature	Print Name	Date of approval
<i>S.A. Goodwin</i>	STEPHEN A GOODWIN	8/11/24

EPILEPSY OUTLOOK

England & Wales - Charity number 701140

Accounts

EPILEPSY OUTLOOK

UNAUDITED

TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

EPILEPSY OUTLOOK

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EPILEPSY OUTLOOK

REFERENCE AND ADMIN DETAILS FOR THE YEAR ENDED 31 MARCH 2023

Reference and administrative details of the charity, its trustees and advisors

Trustees

S Goodwin, Chairman
R Rowland
B Hunt, Secretary
J Kitching
P Gowland
S Ainslie
K Wood
L Allison
T Grufferty
K Robson

Charity registered number

701140

Principal office

199-201 York Road, Hartlepool, TS26 9EE

Bankers

Lloyds TSB PLC, 165 York Road, Hartlepool, TS26 9EJ

Operations manager

Jacqui Gettings

Independent Examiner

Heather O'Driscoll FCA
Waltons Business Advisers Limited, Maritime House, Harbour Walk, The Marina, Hartlepool, TS24 0UX

EPILEPSY OUTLOOK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report together with the accounts of Epilepsy Outlook (the charity) for the year ended 31 March 2023. The Trustees confirm that the annual report and accounts of the charity comply with the current statutory requirements.

Objectives and activities

● **Policies and objectives**

The objects of the charity are to relieve the disability of epilepsy sufferers and to provide facilities to help the carers of epilepsy sufferers. The Trustees' policy is to ensure that the best possible care and assistance is available for epilepsy sufferers and carers.

There have been no changes in the objectives since the last annual report.

The Trustees consider that they have complied with their duty in Section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

● **Activities for achieving objectives**

The Trustees ensure that they comply with the objectives and provide a public benefit by providing a wide range of service provision and activities which include:

Individual support

- Identifying the individual needs of those with epilepsy.
- Delivering support and practical advice, to the individual, their families and carers.
- Providing information on new developments in the treatment of epilepsy.
- Provide help with monitoring and recording seizures.
- Providing training on how to recognise and manage seizures.
- Provide advocacy at medical appointments.
- Information and support re; - employment, driving and undertaking leisure activities.

Promoting social and educational attainment.

- Providing a drop-in centre to support those with uncontrolled epilepsy to meet in a social and safe atmosphere.
- Running an Art Group for all abilities creating a therapeutic, relaxed environment.
- Pioneering a Volunteer Development Programme to provide support and training to all volunteers to gain personal confidence through achievement and recognition of their importance working within a team and their community.
- Running a Focus Group for volunteers to meet and discuss newsletter articles, social events, information stands, volunteer issues and epilepsy awareness issues.
- Opportunities for volunteers to undertake a range of work experience duties including office administration, sales, transport and furniture renovation.

Raising the profile.

- Delivering Epilepsy Awareness training to teachers, health and social care workers on the recognition, management of and monitoring seizures.
- Providing information leaflets to GP surgeries and Neurology Departments to raise awareness amongst patients and professionals.
- Publishing a quarterly newsletter to promote activity of the organisation and highlight fundraising opportunities.
- Advertising services and support available in local 'health supplements' and promotional campaigns.
- Running a delivery / collection service, promoting epilepsy to the local community.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

● Volunteers

The Trustees would like to express their gratitude to our volunteers for all their support to Epilepsy Outlook during the past year.

Without their continued support we would not have been so successful.

Ron Rowland	Phillip Rumble	Trish Waistell
Daymond Weatherill	Colin Armstrong	Lynn Wain
Marie Fleetham	Don Davison	Christine Atkinson
Sue Gibson	Lyn David Allison	Maurenn Wilkinson
Robert Rowe	Ken Coomer	Andrew Payne
Allan Dixon	June Lawton	Mavis Davison
Charlie Stoddart	Brendan Wass	Victoria Scotter
Rachel Reynolds	Lesley Farnby	Mandy Wood
Shelly Arnold	Philip Barnard	Gillian Young
Colleen Brookes	Denise Wright	Paul Elliman
Robert Tivinan	John Moore	Lesley Easson
Glen McAndrew	Grace Clarke	Sandra Hope
Keith Robson	Gary Scott	Chris Marshall
Paul Davis	Alice Crinson	Nicki Lane
Lee Briggs	Jasmine Weatherill	Elizabeth Neduvelil
John Hall	Geoff Croxton	Dave Fleetham
Carl Rowbotham	Marion Taylor	Stephen Wain
Amelia Bedding	Layla Baldwin	Maddison Lake
Katie Day	Jill Herring	Owen Marriott
Thomas McRae	Joseph McAndrew	Kim Capelli
Janet Gulden	Craig Olroyd	Oghogho Okumogba
Trish Youdale	Colin Robinson	Trisha McCabe
Martin Rhodes	Elizabeth Yeats	Claire Clarke
Hanaah Alhamid	Ibrahim Ihmaid	Robert Clarke
Maggie Glennon	Julia Haslam	Alison Morrow
Linda O'Donnell	Samantha Price	

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

- **Review of activities**

We usually begin this review highlighting the amazing work of our shop volunteers who raised £69,837.37 across the 3 Charity Shops. Although very much down on previous years the explanation is further in this review.

Money raised in our charity shops enables us to provide information and support, raise awareness and deliver training... it also enables us to provide a Drop-In for adults living with epilepsy.

We had a total of 77 volunteers helping in the shops, van, and the office. Also, very much down on previous years. Since Covid, we have had as have many organisations had difficulty in recruiting new volunteers.

Thanks go to our 2 volunteer PAT testers Dave Allison and David Fleatham for sorting out the steady trickle of electrics.

Facebook continues to raise our profile on the high street and thanks go to Paul Davis.

'Shaz is back' Karen has moved on and the "Drop-In" members are thrilled to have Shaz Cannell back with us.

Epilepsy Week in May raised £1,109.25. Thanks to June, Barbara, Andrew, Victoria, Alice and Jill.

Oxford Road shop had a make-over, just a paint job but it has made a huge difference and received lots of compliments from customers.

Sadly, we had to scrap our big van in November.

11 Volunteers and staff members completed the "Emergency First Aid at Work" certificates.

The volunteer Christmas party attended by 57 volunteers was a huge success, held at Brewer's Fayre, and is a way of thanking you to volunteers for all their hard work.

Prizes donated by Hartlepool Rotary Club; the Christmas draw raised £407.

"Brave the Shave" Eileen Simpson raised an amazing £1,633 in memory of two family members.

We received the last payment from the National Lottery for the "Living well with Epilepsy" Project.

As mentioned earlier, we have struggled to have all 3 shops open at any one time since Covid and in April 2023, we closed Park Road shop and moved the office and Advice Centre back to York Road.

As the review began by praising our volunteers, we must also give a mention to the staff and volunteers in the office who ensure the smooth running of the day-to-day business of the charity.

We will continue applying for funding, but it seems that all voluntary organisations are facing similar dilemmas, but we remain optimistic for the future and hope to weather the storm.

- **Investment policy and performance**

The Trustees are permitted (under the deed of trust) to make investments but none other than bank deposits are held at present.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

Financial review

● Reserves policy

Epilepsy Outlook has determined that it should seek to acquire and maintain an appropriate level of financial resources above its current running and project costs in order to ensure the long term viability of the organisation to comply with the Charities' Commission Statement of Recommended Practice. (SORP)

The reserves policy of Epilepsy Outlook is intended to:

1. State whether or not Epilepsy Outlook holds reserves.
2. Explain why Epilepsy Outlook holds reserves, in respect of what future needs, opportunities, contingencies or risk there may be.
3. Give the level of reserves at the last day of each financial year to which each Financial Statement relates.
4. Explain what steps Epilepsy Outlook is going to take to maintain reserves at the appropriate level.
5. Explain how Epilepsy Outlook will monitor its reserves policy.

To do so Epilepsy Outlook will base their intended level of reserves at any one time on the following:

- a) Three months running costs (salaries, utilities, rent, administration).
- b) Redundancy payments to staff.
- c) Where necessary, cover for retrospective funding payments, to cover gap between incurring costs of doing work and receiving the grant.

Establishment and maintenance of reserves

Epilepsy Outlook shall use any income that is not restricted by its source towards the reserve target.

Monitoring and review of reserves policy

This policy shall be reviewed by Epilepsy Outlook Trustees annually prior to the publication of the Annual Report and accounts. The level of reserves and explanation of them shall be reported in the Annual Report.

Free reserves decreased by £27,142 to £48,367.

● Review of the financial position

The charity raises the majority of funds and in the current year the income generated, before grants and Covid support, decreased from £93,370 to £86,422.

However, income last year was boosted by the receipt of grants and covid support money. Overall income has dropped from £137,515 to £116,253.

Current year income includes £17,048 received from the Kickstart scheme and £12,783 received from the National Lottery Community Fund.

Expenditure increased from £146,005 to £149,395. The largest areas of expenditure were salaries and shop expenses.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

- **Constitution**

The charity is constituted under a Trust deed and is a registered charity, number 701140.

- **Method of appointment or election of Trustees**

Trustees are appointed by the members of the management committee, who have regard to respectability and potential Trustees' interest in the objects of the charity when selecting suitable candidates.

- **Organisational structure and decision making**

The charity is managed by a management committee which consists of Chairman, Vice Chairman, Secretary, Treasurer and other committee members, the number of whom is decided at the Annual General Meeting and the day to day running of the charity is the responsibility of its Operations Manager.

Jacqui, our paid Operations Manager, is still with us and continues to provide help and support.

- **Risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Plans for future periods

Securing funding to cover the group's core costs is always difficult and we endeavour to raise what we can through our charity shops, fundraising and donations.

As mentioned in our review, it is our aim to continue to support local people and to raise the awareness of the issues of living with the condition.

The Trustees, having made due and careful enquiry, are of the opinion that the charity has adequate working capital to execute its operations over the next 12 months. The Trustees therefore, have made an informed judgement, at the time of approving the accounts, that there is reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

EPILEPSY OUTLOOK

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023**

This report was approved by the Trustees, on _____ and signed on their behalf by:

**S Goodwin
Chairman**

S.A. Goodwin 18/9/23

EPILEPSY OUTLOOK

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

Independent Examiner's Report to the Trustees of Epilepsy Outlook (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2023.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and Basis of Report

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

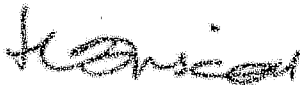
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records.

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



Signed:

Dated: 19 September 2023

Heather O'Driscoll FCA

Waltons Business Advisers Limited

Chartered Accountants



Receipts and payments accounts

CC16a

For the period
from

To

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	4,132			4,132	3,555
Shops, ebay and paypal income	73,047			73,047	82,443
Raffles etc.	3,711			3,711	1,779
Investments	76			76	4
Coronavirus Job Retention Scheme income				-	5,618
Coronavirus grants				-	10,668
National Lottery Community Fund		12,783		12,783	-
Movement on VAT debtor	- 46			- 46	- 102
Screwfix Foundation income				-	-
Garfield & Weston Foundation				-	-
James Knott				-	-
Other income	1,834			1,834	252
World of books				-	-
Recycling	3,668			3,668	5,439
Kickstart income		17,048		17,048	27,859
Sub total (Gross income for AR)	86,422	29,831	-	116,253	137,515
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	86,422	29,831	-	116,253	137,515
A3 Payments					
Fundraising expenses				-	-
Donations	5,607			5,607	6,056
Ebay expenditure	2,029			2,029	770
Volunteer expenses	1,567			1,567	1,725
Salaries	36,637	33,395		70,032	72,477
General expenditure	2,653			2,653	3,890
Shop expenditure	61,749			61,749	52,494
Accountancy fee	1,772			1,772	2,090
Tees Valley Community Foundation expenditure	-			-	-
Misc expenditure	81			81	47
Lottery expenditure	1,469	2,436		3,905	6,456
Sub total	113,564	35,831	-	149,395	146,005
A4 Asset and investment purchases. (see table)					
New computers				-	-
Stair lift				-	-
				-	-
				-	-
Sub total	-	-	-	-	-
Total payments	113,564	35,831	-	149,395	146,005
Net of receipts/(payments)	- 27,142	- 6,000	-	- 33,142	- 8,490
A5 Transfers between funds				-	-
A6 Cash funds last year end	75,509	6,000		81,509	24,261
Cash funds this year end	48,367	-	-	48,367	81,509

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank and in hand	48,367	-	-
		-	-	-
		-	-	-
	Total cash funds	48,367	-	-

(agree balances with receipts and payments account(s))


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	VAT	9,727	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Plant & Machinery	Unrestricted	23,730	451
	Plant & Machinery	Restricted	6,312	1,844
	Leasehold property	Restricted	13,461	-
	Leasehold property	Unrestricted	23,529	-
			-	-
			-	-
			-	-
			-	-

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

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

Signature	Print Name	Date of approval
	S.A. GOODWIN	18/9/23

EPILEPSY OUTLOOK

England & Wales - Charity number 701140

Accounts

EPILEPSY OUTLOOK

UNAUDITED

TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

EPILEPSY OUTLOOK

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EPILEPSY OUTLOOK

REFERENCE AND ADMIN DETAILS FOR THE YEAR ENDED 31 MARCH 2022

Reference and administrative details of the charity, its trustees and advisors

Trustees

S Goodwin, Chairman
W Kitching, Treasurer (resigned 1 January 2022)
R Rowland
B Hunt, Secretary
J Kitching
P Gowland
S Ainslie
K Wood
L Allison
T Grufferty
K Robson

Charity registered number

701140

Principal office

"The Arches", 79 Park Road, Hartlepool, TS24 7PW

Bankers

Lloyds TSB PLC, 165 York Road, Hartlepool, TS26 9EJ

Operations manager

Jacqui Gettings

Independent Examiner

Heather O'Driscoll FCA
Waltons Business Advisers Limited, Maritime House, Harbour Walk, The Marina, Hartlepool, TS24 0UX

EPILEPSY OUTLOOK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report together with the accounts of Epilepsy Outlook (the charity) for the year ended 31 March 2022. The Trustees confirm that the annual report and accounts of the charity comply with the current statutory requirements.

Objectives and activities

● **Policies and objectives**

The objects of the charity are to relieve the disability of epilepsy sufferers and to provide facilities to help the carers of epilepsy sufferers. The Trustees' policy is to ensure that the best possible care and assistance is available for epilepsy sufferers and carers.

There have been no changes in the objectives since the last annual report.

The Trustees consider that they have complied with their duty in Section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

● **Activities for achieving objectives**

The Trustees ensure that they comply with the objectives and provide a public benefit by providing a wide range of service provision and activities which include:

Individual support

- Identifying the individual needs of those with epilepsy.
- Delivering support and practical advice, to the individual, their families and carers.
- Providing information on new developments in the treatment of epilepsy.
- Provide help with monitoring and recording seizures.
- Providing training on how to recognise and manage seizures.
- Provide advocacy at medical appointments.
- Information and support re; - employment, driving and undertaking leisure activities.

Promoting social and educational attainment.

- Providing a drop-in centre to support those with uncontrolled epilepsy to meet in a social and safe atmosphere.
- Running an Art Group for all abilities creating a therapeutic, relaxed environment.
- Pioneering a Volunteer Development Programme to provide support and training to all volunteers to gain personal confidence through achievement and recognition of their importance working within a team and their community.
- Running a Focus Group for volunteers to meet and discuss newsletter articles, social events, information stands, volunteer issues and epilepsy awareness issues.
- Opportunities for volunteers to undertake a range of work experience duties including office administration, sales, transport and furniture renovation.

Raising the profile.

- Delivering Epilepsy Awareness training to teachers, health and social care workers on the recognition, management of and monitoring seizures.
- Providing information leaflets to GP surgeries and Neurology Departments to raise awareness amongst patients and professionals.
- Publishing a quarterly newsletter to promote activity of the organisation and highlight fundraising opportunities.
- Advertising services and support available in local 'health supplements' and promotional campaigns.
- Running a delivery / collection service, promoting epilepsy to the local community.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

• Volunteers

The Trustees would like to express their gratitude to our volunteers for all their support to Epilepsy Outlook during the past year.

Without their continued support we would not have been so successful.

Frank Railton	Ron Rowland	Phillip Rumble
Trish Waistell	Daymond Weatherill	Colin Armstrong
Lynne Wain	Christine Atkinson	Marie Fleetham
Don Davison	Lyn David Allison	Sue Gibson
Stephen Wain	Clive Bennett	Maureen Wilkinson
Robert Rowe	Stephen Phillips	Ken Coomer
Andrew Payne	Allan Dixon	Maria Dougherty
June Lawton	Mavis Davison	Charlie Stoddart
Brendan Wass	Craig Olroyd	Michael Woodhead
Victoria Scotter	Rachel Reynolds	Lesley Farnby
Mandy Wood	Shelley Arnold	Philip Barnard
Dennis Easton	Gillian Young	Colleen Brookes
Denise Wright	Ann Gallighan	Paul Elliman
Robert Tivinan	John Moore	Lesley Easson
Glenn McAndrew	Kim Capelli	Grace Clarke
Tony Grufferty	Janet Manning	Sandra Hope
Keith Robson	Gary Scott	Chris Marshall
Karl Swallow	Paul Davis	Alice Crinson
Tanya Eccles	George Breed	Jay Collins
Nathan Conville	Nicki Lane	Vanessa Vaughan
Thomas Atkinson	Lee Briggs	Jasmine Weatherill
Elizabeth Neduveilil	Denise Pike	John Hall
Geoff Croxton	Dave Fleetham	Tamzin Evans
Carl Rowbotham	Marion Taylor	Micaela Durkin
Amelia Bedding	Layla Baldwin	Maddison Lake
Katie Day	Jill Herring	Gail Boagey
Janet Gulden	Maggie Glennon	Linda O'Donnell
Julia Haslam	Sue Coates	Alison Morrow

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance

- **Review of activities**

We usually begin this review highlighting the amazing work of our shop volunteers who raised £79,327 across the 3 charity shops. Well done to everyone mentioned in this review and thank you for your continued support.

Money raised in our charity shops enables us to provide information and support, raise awareness and deliver training... it also enables us to provide a Drop-In for adults living with epilepsy. This year we donated equipment worth over £6,000 in the form of bed alarms, smart watches, pillows etc...

We had a total of 97 volunteers helping in the shops, van, and the office. We also employed 6 young people to complete work placements on the Kickstart Programme.

Sadly, we said goodbye to our longest serving volunteer Frank Railton who worked in the Oxford Road shop since it first opened and is a big miss to us all and the customers.

Thanks go to our 2 new volunteer PAT testers Dave Allison and David Fleatham for sorting out the backlog of electricals collected through lockdown

Facebook continues to raise our profile on the high street and thanks go to Paul Davis.

As Shaz Johnson moved on, she luckily for us found the lovely Karen Jobson to take over the running of the "Drop-In."

The Volunteer Christmas Party was a huge success and is a way of a thank you to volunteers for all their hard work.

Funding from The Sir James Knott Trust helped us develop and update a new Volunteer Handbook, which we rolled out to all our current volunteers. Thanks go to Committee member Tony Grufferty for his help with it.

10 van volunteers completed Manual Handling Certificates.

As this review began by praising our volunteers, we must also give a mention to the staff and volunteers in the office who ensure the smooth running of the day-to-day business of the charity.

- **Investment policy and performance**

The Trustees are permitted (under the deed of trust) to make investments but none other than bank deposits are held at present.

Financial review

- **Reserves policy**

Epilepsy Outlook has determined that it should seek to acquire and maintain an appropriate level of financial resources above its current running and project costs in order to ensure the long term viability of the organisation to comply with the Charities' Commission Statement of Recommended Practice. (SORP)

The reserves policy of Epilepsy Outlook is intended to:

1. State whether or not Epilepsy Outlook holds reserves.
2. Explain why Epilepsy Outlook holds reserves, in respect of what future needs, opportunities, contingencies or risk there may be.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

3. Give the level of reserves at the last day of each financial year to which each Financial Statement relates.
4. Explain what steps Epilepsy Outlook is going to take to maintain reserves at the appropriate level.
5. Explain how Epilepsy Outlook will monitor its reserves policy.

To do so Epilepsy Outlook will base their intended level of reserves at any one time on the following:

- a) Three months running costs (salaries, utilities, rent, administration).
- b) Redundancy payments to staff.
- c) Where necessary, cover for retrospective funding payments, to cover gap between incurring costs of doing work and receiving the grant.

Establishment and maintenance of reserves

Epilepsy Outlook shall use any income that is not restricted by its source towards the reserve target.

Monitoring and review of reserves policy

This policy shall be reviewed by Epilepsy Outlook Trustees annually prior to the publication of the Annual Report and accounts. The level of reserves and explanation of them shall be reported in the Annual Report.

Free reserves increased by £19,401 to £80,787.

● **Review of the financial position**

The charity raises the majority of funds and in the current year the income generated, before grants and Covid support, increased from £36,286 to £93,370.

However, income last year was boosted by the receipt of grants and covid support money. Overall income has dropped from £185,135 to £137,515.

Current year income includes £27,859 received from the Kickstart scheme.

Expenditure increased from £117,129 to £146,727. The largest areas of expenditure were salaries and shop expenses.

Structure, governance and management

● **Constitution**

The charity is constituted under a Trust deed and is a registered charity, number 701140.

● **Method of appointment or election of Trustees**

Trustees are appointed by the members of the management committee, who have regard to respectability and potential Trustees' interest in the objects of the charity when selecting suitable candidates.

● **Organisational structure and decision making**

The charity is managed by a management committee which consists of Chairman, Vice Chairman, Secretary, Treasurer and other committee members, the number of whom is decided at the Annual General Meeting and

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

the day to day running of the charity is the responsibility of its Operations Manager.

Jacqui, our paid Operations Manager, is still with us and continues to provide help and support.

- **Risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Plans for future periods

Securing funding to cover the group's core costs is always difficult and we endeavour to raise what we can through our charity shops, fundraising and donations.

As mentioned in our review, it is our aim to continue to support local people and to raise the awareness of the issues of living with the condition.

The Trustees, having made due and careful enquiry, are of the opinion that the charity has adequate working capital to execute its operations over the next 12 months. The Trustees therefore, have made an informed judgement, at the time of approving the accounts, that there is reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.


Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on _____ and signed on their behalf by:
27 September 2022

S Goodwin
Chairman



EPILEPSY OUTLOOK

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

Independent Examiner's Report to the Trustees of Epilepsy Outlook (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2022.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and Basis of Report

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

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

Independent Examiner's Statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records.

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



Signed:

Dated: 30 September 2022

Heather O'Driscoll FCA

Waltons Business Advisers Limited

Chartered Accountants



Receipts and payments accounts

CC16a

For the period from	01/04/2021	To	31/03/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	3,555			3,555	9,878
Shops, ebay and paypal income	82,443			82,443	25,672
Raffles etc.	1,779			1,779	615
Investments	4			4	5
Coronavirus Job Retention Scheme Income	5,618			5,618	26,766
Coronavirus grants	10,668			10,668	78,677
National Lottery Community Fund	-			-	23,422
Movement on VAT debtor	- 102			- 102	116
Screwfix Foundation income	-			-	2,100
Garfield & Weston Foundation	-			-	10,000
James Knott	-			-	5,405
Other income	252			252	88
World of books				-	183
Recycling	5,439			5,439	2,209
Kickstart income		27,859		27,859	-
Sub total (Gross income for AR)	109,656	27,859	-	137,515	185,135
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	109,656	27,859	-	137,515	185,135
A3 Payments					
Fundraising expenses				-	43
Donations	6,056			6,056	1,427
Ebay expenditure	770			770	316
Volunteer expenses	-	1,725		1,725	2,839
Salaries	38,298	34,179		72,477	57,692
General expenditure	-	3,890		3,890	2,278
Shop expenditure	42,704	9,790		52,494	49,720
Accountancy fee	2,090			2,090	2,364
Tees Valley Community Foundation expenditure	-			-	45
Misc expenditure	47			47	405
Lottery expenditure	5,568	888		6,456	
Sub total	95,533	50,472	-	146,005	117,129
A4 Asset and investment purchases. (see table)					
New computers				-	168
Stair lift				-	2,100
				-	-
Sub total	-	-	-	-	2,268
Total payments	95,533	50,472	-	146,005	119,397
Net of receipts/(payments)	14,123	- 22,613	-	- 8,490	65,738
A5 Transfers between funds				-	-
A6 Cash funds last year end	61,386	28,613		89,999	24,261
Cash funds this year end	75,509	6,000		81,509	89,999

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank and in hand	75,509	6,000	-
		-	-	-
		-	-	-
	Total cash funds	75,509	6,000	-

(agree balances with receipts and payments account(s))

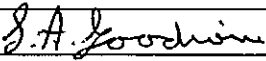
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	VAT	5,193	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Plant & Machinery	Unrestricted	23,730	959
	Plant & Machinery	Restricted	6,312	2,519
	Leasehold property	Restricted	13,461	-
	Leasehold property	Unrestricted	23,529	-
			-	-
			-	-

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

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

Signature	Print Name	Date of approval
	S.A. GOODWIN	27/9/22

EPILEPSY OUTLOOK

England & Wales - Charity number 701140

Accounts

EPILEPSY OUTLOOK

UNAUDITED

TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

EPILEPSY OUTLOOK

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Independent examiner's report	7
Receipts and payments accounts	8

EPILEPSY OUTLOOK

REFERENCE AND ADMIN DETAILS FOR THE YEAR ENDED 31 MARCH 2021

Reference and administrative details of the charity, its trustees and advisors

Trustees

S Goodwin, Chairman
W Kitching, Treasurer
R Rowland
B Hunt, Secretary
J Kitching
P Gowland
S Ainslie
K Wood
L Allison
T Grufferty
K Robson

Charity registered number

701140

Principal office

"The Arches", 79 Park Road, Hartlepool, TS24 7PW

Bankers

Lloyds TSB PLC, 165 York Road, Hartlepool, TS26 9EJ

Operations manager

Jacqui Gettings

Independent Examiner

Heather O'Driscoll FCA
Waltons Clark Whitehill Limited, Maritime House, Harbour Walk, The Marina, Hartlepool, TS24 0UX

EPILEPSY OUTLOOK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the accounts of Epilepsy Outlook (the charity) for the year ended 31 March 2021. The Trustees confirm that the annual report and accounts of the charity comply with the current statutory requirements.

Objectives and activities

● Policies and objectives

The objects of the charity are to relieve the disability of epilepsy sufferers and to provide facilities to help the carers of epilepsy sufferers. The Trustees' policy is to ensure that the best possible care and assistance is available for epilepsy sufferers and carers.

There have been no changes in the objectives since the last annual report.

The Trustees consider that they have complied with their duty in Section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

● Activities for achieving objectives

The Trustees ensure that they comply with the objectives and provide a public benefit by providing a wide range of service provision and activities which include:

Individual support

- Identifying the individual needs of those with epilepsy.
- Delivering support and practical advice, to the individual, their families and carers.
- Providing information on new developments in the treatment of epilepsy.
- Provide help with monitoring and recording seizures.
- Providing training on how to recognise and manage seizures.
- Provide advocacy at medical appointments.
- Information and support re; - employment, driving and undertaking leisure activities.

Promoting social and educational attainment.

- Providing a drop-in centre to support those with uncontrolled epilepsy to meet in a social and safe atmosphere.
- Running an Art Group for all abilities creating a therapeutic, relaxed environment.
- Pioneering a Volunteer Development Programme to provide support and training to all volunteers to gain personal confidence through achievement and recognition of their importance working within a team and their community.
- Running a Focus Group for volunteers to meet and discuss newsletter articles, social events, information stands, volunteer issues and epilepsy awareness issues.
- Opportunities for volunteers to undertake a range of work experience duties including office administration, sales, transport and furniture renovation.

Raising the profile.

- Delivering Epilepsy Awareness training to teachers, health and social care workers on the recognition, management of and monitoring seizures.
- Providing information leaflets to GP surgeries and Neurology Departments to raise awareness amongst patients and professionals.
- Publishing a quarterly newsletter to promote activity of the organisation and highlight fundraising opportunities.
- Advertising services and support available in local 'health supplements' and promotional campaigns.
- Running a delivery / collection service, promoting epilepsy to the local community.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

• Volunteers

The Trustees would like to express their gratitude to our volunteers for all their support to Epilepsy Outlook during the past year.

Without their continued support we would not have been so successful.

Frank Railton	Ron Rowland	Phillip Rumble
Trish Waistell	Tommy Steel	Janet Hunter
Peter Hunter	Daymond Weatherill	Colin Armstrong
Lynne Wain	Margaret Maddison	Marie Fleetham
Don Davison	Christine Atkinson	Sue Gibson
Stephen Wain	Lyn David Allison	Clive Bennett
Maureen Wilkinson	Kevin Stubbs	Robert Rowe
Stephen Phillips	Ken Coomer	Andrew Payne
Allan Dixon	Maria Dougherty	June Lawton
Mavis Davison	Charlie Stoddart	Craig Olroyd
Samantha Day	Brendan Wass	Michael Woodhead
Victoria Scotter	Rachel Reynolds	Lesley Farnby
Mandy Wood	Shelly Arnold	Philip Barnard
Dennis Easton	Gillian Young	Colleen Brooks
Denise Wright	Ann Gallighan	Paul Elliman
Robert Tivinan	John Moore	Lesley Easson
Glenn McAndrew	Kim Capelli	Grace Clarke
Tony Grufferty	Janet Manning	Sandra Hope
Terry Grimes	Paul Young	Keith Robson
Gary Scott	Chris Marshall	Karl Swallow
Paul Davis	Alice Crinson	Tanya Eccles
Lewis Fleetham	George Breed	Diane Clarke
Jay Collins	Nathan Convill	Vanessa Vaughan

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

- **Review of activities**

We usually begin this review highlighting the amazing work of the shop volunteers. However, with a year of lockdowns and isolating we feel lucky that £25,672 was raised. Well done to everyone mentioned in this review and thank you for your continued support during very difficult circumstances.

Money raised in our charity shops enables us to provide information and support, raise awareness and deliver training and also enables us to provide a Drop-in for those with not well controlled epilepsy. Obviously hardly anything has run or with limited numbers as it would normally, but we did donate equipment worth £1,427 in the form of bed alarms, smart watches etc.

We received various government lockdown grants and a business rates holiday that enabled us to pay the rent and bills during the year and were able to furlough staff during lockdowns.

We also received various donations from our members and our usual Xmas hamper to raffle so many thanks to them.

We also had some success with grants during the year. Sir James Knott £5,405 to develop a volunteer pack and training. Garfield Weston £10,000 for general running costs and a Screwfix grant of £2,100 to install a stairlift.

This success is tinged with sadness as Elaine Bartholomew sadly passed away in February. She and Jacqui worked together, completing applications. She will be greatly missed by everyone.

As this review began by praising volunteers, we must also give a mention to the staff members who have worked together to enable a smooth return of services as restrictions lift.

- **Investment policy and performance**

The Trustees are permitted (under the deed of trust) to make investments but none other than bank deposits are held at present.

Financial review

- **Reserves policy**

Epilepsy Outlook has determined that it should seek to acquire and maintain an appropriate level of financial resources above its current running and project costs in order to ensure the long term viability of the organisation to comply with the Charities' Commission Statement of Recommended Practice. (SORP)

The reserves policy of Epilepsy Outlook is intended to:

1. State whether or not Epilepsy Outlook holds reserves.
2. Explain why Epilepsy Outlook holds reserves, in respect of what future needs, opportunities, contingencies or risk there may be.
3. Give the level of reserves at the last day of each financial year to which each Financial Statement relates.
4. Explain what steps Epilepsy Outlook is going to take to maintain reserves at the appropriate level.
5. Explain how Epilepsy Outlook will monitor its reserves policy.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

To do so Epilepsy Outlook will base their intended level of reserves at any one time on the following:

- a) Three months running costs (salaries, utilities, rent, administration).
- b) Redundancy payments to staff.
- c) Where necessary, cover for retrospective funding payments, to cover gap between incurring costs of doing work and receiving the grant.

Establishment and maintenance of reserves

Epilepsy Outlook shall use any income that is not restricted by its source towards the reserve target.

Monitoring and review of reserves policy

This policy shall be reviewed by Epilepsy Outlook Trustees annually prior to the publication of the Annual Report and accounts. The level of reserves and explanation of them shall be reported in the Annual Report.

Free reserves increased by £45,244 to £61,386.

● **Review of the financial position**

The charity raises the majority of funds and in the current year the income generated, before grants and Covid support, decreased from £99,733 to £36,286.

However, as mentioned above, success with grants and the government Covid support meant overall income increased from £112,372 to £185,135.

Expenditure decreased from £127,303 to £117,129. The largest areas of expenditure were salaries and shop expenses.

Structure, governance and management

● **Constitution**

The charity is constituted under a Trust deed and is a registered charity, number 701140.

● **Method of appointment or election of Trustees**

Trustees are appointed by the members of the management committee, who have regard to respectability and potential Trustees' interest in the objects of the charity when selecting suitable candidates.

● **Organisational structure and decision making**

The charity is managed by a management committee which consists of Chairman, Vice Chairman, Secretary, Treasurer and other committee members, the number of whom is decided at the Annual General Meeting and the day to day running of the charity is the responsibility of its Operations Manager.

Jacqui, our paid Operations Manager, is still with us and continues to provide help and support.

● **Risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

EPILEPSY OUTLOOK

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Plans for future periods

Securing funding to cover the group's core costs is always difficult and we endeavour to raise what we can through our charity shops, fundraising and donations.

As mentioned in our review, it is our aim to continue to support local people and to raise the awareness of the issues of living with the condition.

The Trustees, having made due and careful enquiry, are of the opinion that the charity has adequate working capital to execute its operations over the next 12 months. The Trustees therefore, have made an informed judgement, at the time of approving the accounts, that there is reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on _____ and signed on their behalf by:

S Goodwin
Chairman



EPILEPSY OUTLOOK

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

Independent Examiner's Report to the Trustees of Epilepsy Outlook (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2021.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and Basis of Report

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

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

Independent Examiner's Statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records.

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

Signed:

Dated:

Heather O'Driscoll FCA

Waltons Clark Whitehill Limited

Chartered Accountants



Receipts and payments accounts

CC16a

For the period
from

To

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	9,878			9,878	5,730
Shops, ebay and paypal income	25,672			25,672	90,758
Raffles etc.	615			615	3,630
Investments	5			5	12
Coronavirus Job Retention Scheme income	26,766			26,766	-
Coronavirus grants	78,677			78,677	-
National Lottery Community Fund		23,422		23,422	10,639
Movement on VAT debtor	116			116	397
Screwfix Foundation income		2,100		2,100	-
Garfield & Weston Foundation		10,000		10,000	-
James Knott		5,405		5,405	-
Other income	88			88	-
World of books	183			183	-
Recycling	2,209			2,209	-
Tees Valley Community Foundation Grants				-	2,000
Sub total (Gross income for AR)	144,209	40,927	-	185,135	112,372
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	144,209	40,927	-	185,135	112,372
A3 Payments					
Fundraising expenses	43			43	138
Donations	1,427			1,427	2,045
Ebay expenditure	316			316	952
Volunteer expenses	2,839			2,839	7,841
Salaries	39,572	18,120		57,692	53,273
General expenditure	2,278			2,278	2,785
Shop expenditure	49,720			49,720	58,245
Accountancy fee	2,364			2,364	1,549
Tees Valley Community Foundation expenditure		45		45	-
Misc expenditure	405			405	475
Sub total	98,964	18,165	-	117,129	127,303
A4 Asset and investment purchases. (see table)					
New computers		168		168	1,500
Stair lift		2,100		2,100	-
				-	-
				-	-
Sub total	-	2,268	-	2,268	1,500
Total payments	98,964	20,433	-	119,397	128,803
Net of receipts/(payments)	45,244	20,494	-	65,738	16,431
A5 Transfers between funds					
A6 Cash funds last year end	16,142	8,119		24,261	40,692
Cash funds this year end	61,386	28,613		89,999	24,261

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank and in hand	61,386	28,613	-
		-	-	-
		-	-	-
	Total cash funds	61,386	28,613	-

(agree balances with receipts and payments account(s))

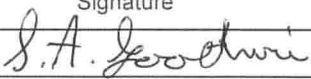
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	VAT	4,829	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Plant & Machinery	Unrestricted	30,042	4,504
	Leasehold property	Unrestricted	36,990	68
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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

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

Signature	Print Name	Date of approval
	S.A. GOODWIN	26/9/21

