

# **EPILEPSY OUTLOOK**

**UNAUDITED**

**TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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## EPILEPSY OUTLOOK

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## EPILEPSY OUTLOOK

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### REFERENCE AND ADMIN DETAILS FOR THE YEAR ENDED 31 MARCH 2021

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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

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## EPILEPSY OUTLOOK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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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.

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## EPILEPSY OUTLOOK

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

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#### • 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

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## EPILEPSY OUTLOOK

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

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#### 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.

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## EPILEPSY OUTLOOK

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

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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.

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## EPILEPSY OUTLOOK

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

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#### 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





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## EPILEPSY OUTLOOK

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

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#### 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



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## 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 £
<b>A1 Receipts</b>					
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
<b>Sub total (Gross income for AR)</b>	<b>144,209</b>	<b>40,927</b>	<b>-</b>	<b>185,135</b>	<b>112,372</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>144,209</b>	<b>40,927</b>	<b>-</b>	<b>185,135</b>	<b>112,372</b>
<b>A3 Payments</b>					
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
<b>Sub total</b>	<b>98,964</b>	<b>18,165</b>	<b>-</b>	<b>117,129</b>	<b>127,303</b>
<b>A4 Asset and investment purchases. (see table)</b>					
New computers		168		168	1,500
Stair lift		2,100		2,100	-
				-	-
				-	-
<b>Sub total</b>	<b>-</b>	<b>2,268</b>	<b>-</b>	<b>2,268</b>	<b>1,500</b>
<b>Total payments</b>	<b>98,964</b>	<b>20,433</b>	<b>-</b>	<b>119,397</b>	<b>128,803</b>
<b>Net of receipts/(payments)</b>	<b>45,244</b>	<b>20,494</b>	<b>-</b>	<b>65,738</b>	<b>- 16,431</b>
<b>A5 Transfers between funds</b>				-	-
<b>A6 Cash funds last year end</b>	<b>16,142</b>	<b>8,119</b>		<b>24,261</b>	<b>40,692</b>
<b>Cash funds this year end</b>	<b>61,386</b>	<b>28,613</b>	<b>-</b>	<b>89,999</b>	<b>24,261</b>

## 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	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>61,386</b>	<b>28,613</b>	<b>-</b>
(agree balances with receipts and payments account(s))				

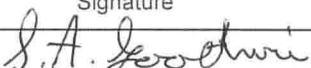
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	VAT	4,829	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	30,042	4,504
	Leasehold property	Unrestricted	36,990	68
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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

