

EPILEPSY OUTLOOK

UNAUDITED

**TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

EPILEPSY OUTLOOK

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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

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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.

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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 Neduvellil	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

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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.

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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

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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

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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))			

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

	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	23,730	959
	Plant & Machinery	Restricted	6,312	2,519
	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>	S.A. GOODWIN	27/9/22

