

EPILEPSY OUTLOOK

UNAUDITED

TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

EPILEPSY OUTLOOK

CONTENTS

	Page
Reference and admin details	1
Trustees' report	2 - 7
Independent examiner's report	8
Receipts and payments accounts	9

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



CHARITY COMMISSION
FOR ENGLAND AND WALES

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	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))				

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

	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	451
	Plant & Machinery	Restricted	6,312	1,844
	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	18/9/23