

EPILEPSY OUTLOOK

UNAUDITED

TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

EPILEPSY OUTLOOK

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EPILEPSY OUTLOOK

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:

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

**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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Epilepsy Outlook

201140

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To

31/03/2024

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