

Epilepsy Connections
(Limited by Guarantee)

Financial Statements
Period Ended 31 March 2002



Epilepsy Connections

Contents

	Pages
Company Information	1
Report of the Directors	2 - 3
Report of the Accountants	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 - 9

Epilepsy Connections

Company Information

Directors

Rev Vincent Byrne
Mrs Judy Cochrane
Ms Fiona Cruickshanks
Mr Ian C Dickson
Mrs Maggie Gorman
Dr Eleanor Guthrie

Secretary

Rev Vincent Byrne

Registered Office

109 Douglas Street
Glasgow
G2 4HB

Registered Number

SC212813

Bankers

Bank of Scotland
Park Circus Place
Glasgow
G3 6AN

Solicitors

Holmes MacKillop
109 Douglas Street
Glasgow
G2 4HB

Reporting Accountants

Cook & Co.
Chartered Accountants
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Epilepsy Connections

Report of the Directors

The directors are pleased to present their report together with the financial statements of the company for the ten months ended 31 March 2002.

Constitution

Epilepsy Connections is a company limited by guarantee (No. SC212813) and a recognised Scottish charity (No. SC030677), governed by its Memorandum and Articles of Association.

Epilepsy Connections was incorporated on 14 November 2000 and recognised as a Scottish charity on 6 December 2000. Prior to incorporation, the project activities of Epilepsy Connections were carried out under the auspices of Towpath Trust and financed from funds held on its behalf by the Towpath Trust. Following incorporation, assets and funds held by the Towpath Trust were transferred to Epilepsy Connections (Limited by Guarantee) in the year 2000 as outlined in Note 10 on page 9.

Principal Activity and Charitable Objectives

The principal activity of the company in the period under review was to promote the full social inclusion of people with epilepsy by:

- ❑ Developing and delivering a range of community-based information and support services to people with epilepsy, their families, carers and the professionals who work with them;
- ❑ Raising awareness of the diversity and complexity of epilepsy needs, and working with statutory, voluntary and independent agencies to address those needs;
- ❑ Involving epilepsy service users in the process of planning and delivering epilepsy services, and in the monitoring and evaluating of those services.

Review of Activities

During the period under review, Epilepsy Connections established services as follows:

- ❑ A Fieldwork Project providing information and support to individuals and families;
- ❑ A Befriending Project linking people isolated by epilepsy with trained volunteers;
- ❑ An Education Project delivering epilepsy awareness training programmes;
- ❑ An Art Project;
- ❑ Living with Epilepsy Workshops.

The staff team was extended to comprise a project co-ordinator, two fieldworkers, a volunteer/education co-ordinator and an admin assistant.

Directors

The directors who served during the period and to the date of this report were as follows:

Rev Vincent Byrne
Mrs Judy Cochrane
Ms Fiona Cruickshanks
Mr Ian C Dickson (Chair)
Mrs Maggie Gorman-Bell (Vice-Chair)
Dr Eleanor Guthrie
Dr Gillian Penrice (resigned 23 August 2001)

Administrative Structure

The directors are responsible for the overall direction of the charity. The project co-ordinator oversees two fieldworkers, a volunteer/education co-ordinator and an admin assistant.

The company operates from rent-free premises at Unit 18, Chapel Street Industrial Estate, Maryhill, Glasgow, G20 9BD, the lease of which is in the name of the Towpath Trust.

Epilepsy Connections

Report of the Directors

Reserves Policy

The directors' policy is to hold a level of reserves equivalent to approximately three months' worth of operating costs. Unrestricted funds were maintained at this level throughout the year.

Statement on Risk

The directors are in the process of considering the major risks, financial and non-financial, faced by the company and will shortly be formulating a risk register with a view to mitigating these risks as far as possible.

Small Company Provisions

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the Board


.....
Rev Vincent Byrne
Secretary

Dated: 14 November 2002

Epilepsy Connections

Report of the Accountants

To the Members on the Unaudited Financial Statements of Epilepsy Connections

We report on the financial statements for the period ended 31 March 2002 set out on pages 5 to 9.

Respective Responsibilities of Directors and Reporting Accountants

As described on page 6, the directors are responsible for the preparation of the financial statements, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

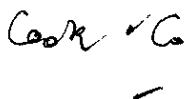
Basis of Opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

1. The financial statements are in agreement with those accounting records kept by the company under Section 221 of the Companies Act 1985;
2. Having regard only to, and on the basis of, the information contained in those accounting records:
 - a) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
 - b) the company satisfied the conditions for exemption from an audit of the financial statements for the period specified in Section 249A(4) of the Act and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).



Cook & Co
Chartered Accountants
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Dated: 29 November 2002

Epilepsy Connections

Statement of Financial Activities

for the Period Ended 31 March 2002

			Period 01.06.01 to 31.03.02 Total £	Period 14.11.00 to 31.05.01 Total £
	Notes	Unrestricted General Fund £	Restricted Funds £	
Incoming resources				
Grants		79,000	165	79,165
Donations		1,557	-	1,557
Bank interest		998	-	998
Fees		715	-	715
Total incoming resources		82,270	165	82,435
Resources expended				
<i>Direct charitable:</i>				
Staff costs (90%)	3	30,231	-	30,231
Recruitment costs		2,432	-	2,432
Stationery and postage		2,312	-	2,312
Telephone		2,071	-	2,071
Sessional therapies - Art Project		1,851	-	1,851
Training costs		1,814	-	1,814
Computer expenses		1,710	-	1,710
Travel expenses		1,097	-	1,097
Subscriptions and publications		1,022	-	1,022
Electricity		849	-	849
Insurance		838	-	838
Sundry expenses		762	-	762
Repairs and maintenance		-	-	-
Grant-in-aid payment		-	165	165
		46,989	165	47,154
<i>Management and administration:</i>				
Staff costs (10%)	3	3,359	-	3,359
Depreciation		3,274	-	3,274
Accountancy fees		2,996	-	2,996
Management fees		615	-	615
Administration costs		-	-	-
		10,244	-	10,244
Total resources expended		57,233	165	57,398
Surplus on ordinary activities for the period		25,037	-	25,037
Balance brought forward		22,886	-	22,886
Funds transferred from the Towpath Trust	9	-	-	-
Funds carried forward at 31 March 2002		47,923	-	47,923

The notes form part of these financial statements.

Epilepsy Connections

Balance Sheet

As at 31 March 2002

	Notes	31 March 2002		31 May 2001	
		£	£	£	£
Fixed Assets	6		7,728		3,205
Current Assets					
Cash at bank and in hand		42,212		21,740	
Creditors: amounts falling due within one year	7	(2,017)		(2,059)	
Net Current Assets			40,195		19,681
Net Total Assets			<u>47,923</u>		<u>22,886</u>
Represented by:					
Unrestricted Funds					
General Fund			<u>47,923</u>		<u>22,886</u>

The company is entitled to exemption from audit under Section 249A(2) of the Companies Act 1985 for the period ending 31 March 2002.

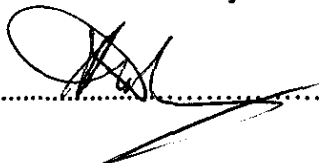
No notice has been deposited under Section 249B(2) of the Companies Act 1985 in relation to its financial statements for the financial period.

The directors acknowledge their responsibilities for:

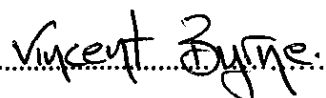
- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective March 2000).

The financial statements on pages 5 to 9 were approved by the Board on¹⁴ November 2002 and signed on their behalf by:



Director



Director

The notes form part of these financial statements.

Epilepsy Connections

Notes to the Financial Statements for the Period Ended 31 March 2002

1. Accounting Policies

Accounting Convention

The financial statements have been prepared under the Financial Reporting Standard for Smaller Entities (effective March 2000), the historical cost convention and under the guidelines laid down in the Statement of Recommended Practice - Accounting and Reporting by Charities (2000).

Income

Donations and bank interest are accounted for when received.

Grants

Revenue grants are recognised in the Income and Expenditure Account so as to match them with the expenditure towards which they are intended to contribute.

Tangible Fixed Assets

Depreciation is provided on assets on a straight-line basis in order to write off each asset over its estimated useful life as follows: -

Office equipment	25%
Computer equipment	33%
Tenant's improvements	20%

Statement of Financial Activities

For the purpose of the Statement of Financial Activities as shown on page 5, funds are defined as follows: -

Unrestricted funds comprise grants and other income received for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are funds that have been given for a particular purpose as specified by the donor.

Epilepsy Connections

Notes to the Financial Statements (Continued)

As at 31 March 2002

2. Deferred Income

	2002 £	2001 £
Deferred grants transferred from the Towpath Trust (see Note 9)	-	13,615
Released in the period to the Income and Expenditure Account	-	(13,615)
Balance carried forward	-	-

3. Staff Costs

	2002 £	2001 £
Salaries	30,822	9,002
Social security costs	2,768	643
	33,590	9,645
Average number of employees	5	1

4. Operating Surplus

The operating surplus is stated after charging:

	2002 £	2001 £
Depreciation	3,274	881

5. Taxation

No liability arises to U.K. corporation tax in the light of the company's charitable status.

6. Fixed Assets

	Office Equipment £	Computer Equipment £	Tenant's Improvements £	Total £
Cost				
At 1 June 2001	1,286	-	2,800	4,086
Additions in period	2,259	5,538	-	7,797
At 31 March 2002	3,545	5,538	2,800	11,883
Depreciation				
At 1 June 2001	321	-	560	881
Charge for period	886	1,828	560	3,274
At 31 March 2002	1,207	1,828	1,120	4,155
Net Book Value				
At 31 March 2002	2,338	3,710	1,680	7,728
At 31 May 2001	965	-	2,240	3,205

Epilepsy Connections

Notes to the Financial Statements (Continued)

As at 31 March 2002

7. Creditors: amounts falling due within one year

	2002	2001
	£	£
Creditors	108	108
Accruals	1,909	1,951
	<u>2,017</u>	<u>2,059</u>

8. Liability of Members

The company is limited by guarantee with the liability of each member limited to £10. The company has 7 members.

9. Assets Transferred on Incorporation

	2002	2001
	£	£
Tenant's improvements to property	-	2,800
Cash at bank and in hand	-	33,397
Sundry creditors	-	(108)
Deferred income - grants in advance (see Note 2)	-	(13,615)
Funds transferred from the Towpath Trust	<u>-</u>	<u>22,474</u>

Prior to incorporation of the company, the project of Epilepsy Connections operated under the auspices of the Towpath Trust.