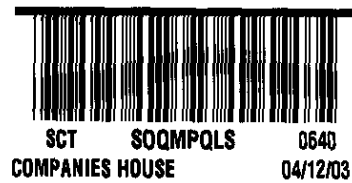


Epilepsy Connections
(Limited by Guarantee)

Report of the Directors and Financial Statements
Year Ended 31 March 2003



Epilepsy Connections

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Epilepsy Connections

Charity Information

Directors

Rev Vincent Byrne
Mrs Judy Cochrane
Ms Fiona Cruickshanks
Mr Ian 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

for the Year Ended 31 March 2003

The directors are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2003.

Constitution

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

Principal Activity and Charitable Objectives

The principal activity of the charity in the year 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

In an exciting year of growth and development Epilepsy Connections has built on the success of initial pilot projects to deliver a range of information and support services to people living with epilepsy in the Greater Glasgow area.

Our services aim to address the social and psychological impact of epilepsy on wellbeing and have been developed in response to the needs and wishes of local epilepsy service users. Fieldwork and befriending services provide ongoing support to individuals and families living with epilepsy and the adults' art project is now a well-established and popular activity. Innovations over the last year, including workshops for young women with epilepsy, an epilepsy and memory workshop, a pilot art project for children, computer classes and a pilot project delivering epilepsy education in schools, have been enthusiastically received.

In the coming year we will continue to develop existing projects to meet demand and introduce new services to address the needs of special-interest groups.

Directors

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

Rev Vincent Byrne
Mrs Judy Cochrane
Ms Fiona Cruickshanks
Mr Ian Dickson (Chair)
Mrs Maggie Gorman (Vice-Chair)
Dr Eleanor Guthrie

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 charity 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 (Scottish charity no. SC028716).

Epilepsy Connections

Report of the Directors

for the Year Ended 31 March 2003

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

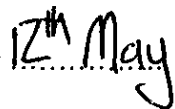
The directors are in the process of considering the major risks, financial and non-financial, faced by the company and will shortly be formulating a risk register with a view to mitigating these risks as far as possible.

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:  2003

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 year ended 31 March 2003 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 charity 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 charity, and making such limited enquiries of the officers of the charity 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 charity 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 charity satisfied the conditions for exemption from an audit of the financial statements for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).

Cook & Co

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

Dated: *15 May*..... 2003

Epilepsy Connections

Statement of Financial Activities

for the Year Ended 31 March 2003

	Notes	Year Ended 31.03.03 Unrestricted General Fund £	Period 01.06.01 to 31.03.02 Total £
Incoming resources			
Donations		695	1,557
Incoming resources from operating activities:			
- Grants: Greater Glasgow NHS Board		158,000	79,165
Bank interest		1,219	998
Other incoming resources		1,123	715
Total incoming resources		161,037	82,435
Resources expended			
<i>Charitable expenditure</i>			
Project and support costs:			
Staff costs	2	85,731	32,663
Sessional therapies - Art Project		5,865	1,851
Other project costs		2,080	-
Training costs		3,755	1,814
Computer expenses		2,767	1,710
Travel expenses		5,086	1,097
Subscriptions and publications		1,441	1,022
Development of information leaflets		1,424	-
Stationery and postage		3,784	2,312
Telephone		2,645	2,071
Project venue and catering costs		1,334	-
Conference costs		1,233	-
Sundry expenses		1,078	762
Electricity		736	849
Website costs		500	-
Insurance		135	838
Repairs and maintenance		704	-
Advertising		318	-
Staff entertainment		373	-
Project volunteer costs		700	-
Grant-in-aid payment		-	165
		121,689	47,154
Management and administration:			
Staff costs	2	15,766	3,359
Depreciation		3,718	3,274
Accountancy fees		2,916	2,996
Consultancy fees		2,241	-
Management fees		180	615
		24,821	10,244
Total resources expended		146,510	57,398
Surplus on ordinary activities for the period		14,527	25,037
Balance brought forward		47,923	22,886
Funds carried forward at 31 March 2003		62,450	47,923

The notes form part of these financial statements.

Epilepsy Connections

Balance Sheet

As at 31 March 2003

	Notes	31 March 2003		31 March 2002	
		£	£	£	£
Fixed Assets	6		5,421		7,728
Current Assets					
Prepayments		100		-	
Cash at bank and in hand		60,163		42,212	
		<u>60,263</u>		<u>42,212</u>	
Creditors: amounts falling due within one year	7	<u>(3,234)</u>		<u>(2,017)</u>	
Net Current Assets			57,029		40,195
Net Total Assets			<u><u>62,450</u></u>		<u><u>47,923</u></u>
Represented by:					
Unrestricted Funds					
General Fund			<u><u>62,450</u></u>		<u><u>47,923</u></u>

The charity is entitled to exemption from audit under Section 249A(2) of the Companies Act 1985 for the year ending 31 March 2003.

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

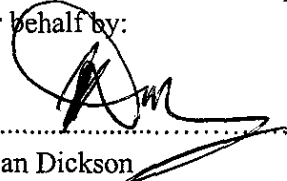
The directors acknowledge their responsibilities for:

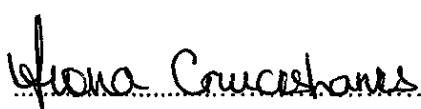
(a) ensuring that the charity keeps accounting records which comply with Section 221 of the Companies Act 1985 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charity 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 charity.

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 June 2002).

The financial statements on pages 5 to 9 were approved by the Board on ¹²..... May 2003 and signed on their behalf by:


.....
Mr Ian Dickson
Director


.....
Ms Fiona Cruickshanks
Director

The notes form part of these financial statements.

Epilepsy Connections

Notes to the Financial Statements

for the Year Ended 31 March 2003

1. Accounting Policies

Accounting Convention

The financial statements have been prepared under the Financial Reporting Standard for Smaller Entities (effective June 2002), 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.

All funding received during the year was unrestricted.

Epilepsy Connections

Notes to the Financial Statements (Continued)

As at 31 March 2003

2. Staff Costs

	2003	2002
	£	£
Salaries	93,225	30,822
Social security costs	8,272	2,768
	<u>101,497</u>	<u>33,590</u>
	No.	No.
Average number of employees	<u>5</u>	<u>5</u>

3. Directors Remuneration and Expenses

Directors receive no remuneration for their services. During the year one director was reimbursed expenses to the value of £108 (2002 - £nil).

4. Operating Surplus

The operating surplus is stated after charging:

	2003	2002
	£	£
Depreciation	<u>3,718</u>	<u>3274</u>

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 April 2002	3,545	5,538	2,800	11,883
Additions in period	268	1,143	-	1,411
At 31 March 2003	<u>3,813</u>	<u>6,681</u>	<u>2,800</u>	<u>13,294</u>
Depreciation				
At 1 April 2002	1,207	1,828	1,120	4,155
Charge for period	953	2,205	560	3,718
At 31 March 2003	<u>2,160</u>	<u>4,033</u>	<u>1,680</u>	<u>7,873</u>
Net Book Value				
At 31 March 2003	<u>1,653</u>	<u>2,648</u>	<u>1,120</u>	<u>5,421</u>
At 31 March 2002	<u>2,338</u>	<u>3,710</u>	<u>1,680</u>	<u>7,728</u>

Epilepsy Connections

Notes to the Financial Statements (Continued)

As at 31 March 2003

7. Creditors: amounts falling due within one year

	2003	2002
	£	£
Creditors	491	108
Accruals	2,628	1,909
Credit card	115	-
	<u>3,234</u>	<u>2,017</u>

8. Liability of Members

The company is limited by guarantee with the liability of each member limited to £10. The company has 6 members.

9. Analysis of Net Assets by Funds

Net assets at 31 March 2003 relate entirely to the General Fund.