

Scottish Charity Number: SC030677
Company Number: SC212813

Epilepsy Connections

Financial Statements
Year ended 31 March 2004



Epilepsy Connections

Contents of the Financial Statements *for the Year Ended 31 December 2004*

	Pages
Charity Information	1
Report of the Directors	2 - 3
Report of the Accountants	4
Statement of Financial Activities	5
Income and Expenditure Account	6
Balance Sheet	7
Notes to the Financial Statements	8 - 12

Epilepsy Connections

Charity Information *for the Year Ended 31 March 2004*

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

Principal Address

100 Wellington Street
Glasgow
G2 6DH

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 2004

The directors are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2004.

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.

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 manager oversees two fieldworkers, a volunteer/education co-ordinator, 3 part-time project workers and an admin and finance co-ordinator.

Until August 2003, the charity operated from rent-free premises at Unit 18, Chapel Street Industrial Estate, Maryhill, Glasgow, G20 9BD, the lease of which was in the name of the Towpath Trust (Scottish Charity No. SC028716). In September 2003, the charity re-located to its present address at 100 Wellington Street, Glasgow and entered into a year lease which expires on 31 August 2004.

Review of Activities

2003 was another year of rapid growth and development for Epilepsy Connections as the staff team increased to 8 and we launched 3 new projects to deliver epilepsy education in primary schools, to provide information and support to people living with epilepsy in ethnic minority communities and to support health care professionals working in primary care settings.

A move to larger, more accessible premises in Glasgow city centre enabled us to deliver existing fieldwork, befriending and training services more efficiently and extend our range of sessional therapies to include memory workshops, creative writing workshops for adults and music workshops for children in addition to existing community based activities.

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.

The results for the accounting period and the financial position of the charity are shown in the attached financial statements.

Epilepsy Connections

Report of the Directors for the Year Ended 31 March 2004

Volunteers

We are deeply grateful to the significant number of volunteers who give of their time and talents in a variety of ways, without whom many of our activities simply could not take place.

Reserves Policy

The directors' policy is to hold a level of reserves equivalent to approximately three months' worth of operating costs. The charity's reserves at 31 March 2004, including fixed assets of £8,497, amounted to £113,639 thereby exceeding the aforementioned benchmark. This was largely due to staff appointments, originally budgeted for Spring 2003, being delayed until November 2003 as a result of the charity re-locating to new offices.

Statement on Risk

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

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: 5 May 2004

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 2004 set out on pages 5 to 12.

Respective Responsibilities of Directors and Reporting Accountants

As described on page 7, 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: ..?....May 2004

Epilepsy Connections

Statement of Financial Activities for the Year Ended 31 March 2004

	Notes	Unrestr'ed £	Restricted £	Total £	2003 £
Incoming resources					
Donations (Incl. Gifts in Kind)		3,647	-	3,647	695
Fundraising		978	-	978	72
Grants		227,000	1,500	228,500	158,000
Training Fees		2,059	-	2,059	556
Project income		-	-	-	117
<i>Investment Income</i>					
Bank interest		1,057	-	1,057	1,219
Other income		220	-	220	378
Total incoming resources		234,961	1,500	236,461	161,037
Resources expended					
<i>Charitable expenditure:</i>					
Costs of activities in furtherance of the charity's objectives	2	161,507	1,500	163,007	124,426
Management and administration	3	22,265	-	22,265	22,084
Total resources expended		183,772	1,500	185,272	146,510
Net incoming resources		51,189	-	51,189	14,527
Balance brought forward		62,450	-	62,450	47,923
Funds carried forward at 31 March 2004		113,639	-	113,639	62,450

The notes form part of these financial statements.

Epilepsy Connections

Income & Expenditure Account for the Year Ended 31 March 2004

	Notes	£	2004 £	£	2003 £
Income					
Donations (Incl. Gifts in Kind)			1,147		695
Fundraising			978		72
Grants:					
Greater Glasgow NHS Board			227,000		158,000
Glasgow Healthy City Partnership			500		-
UVAF			1,000		-
Training fees			2,059		556
Bank interest			1,057		1,219
Other income			220		495
Total income			233,961		161,037
Expenditure					
Staff costs	4	124,548		101,497	
Recruitment costs		2,142		-	
Sessional therapies - Art Project		10,357		5,865	
Project venue and catering costs		1,004		1,334	
Project volunteer costs		1,412		700	
Other project costs		1,577		2,080	
Training costs		976		3,755	
Travel expenses		4,001		5,086	
Development of information leaflets		523		1,424	
Conference costs		1,681		1,233	
Rent and service charges		13,300		-	
Insurance		992		135	
Electricity		221		736	
Repairs and maintenance		324		704	
Telephone		2,599		2,645	
Stationery and postage		5,990		3,784	
Computer expenses		1,763		2,767	
Website costs		-		500	
Sundry expenses		2,127		1,078	
Bank charges		12		-	
Advertising		-		318	
Subscriptions and publications		1,520		1,441	
Staff welfare		597		373	
Loss on disposal of fixed assets		1,120		-	
Depreciation		4,365		3,718	
Accountancy fees		1,806		2,916	
Consultancy fees		-		2,241	
Management fees		94		180	
Legal fees		221		-	
Total Expenditure			185,272		146,510
Operating surplus on ordinary activities	5		48,689		14,527

The notes form part of these financial statements.

Epilepsy Connections

Balance Sheet at 31 March 2004

	Notes	2004	2003
		£	£
Fixed Assets			
Tangible Assets	7	8,497	5,421
Current Assets			
Debtors	8	2,434	100
Cash at bank and in hand		105,707	60,163
		<u>108,141</u>	<u>60,263</u>
Creditors: Amounts falling due within one year	9	(2,999)	(3,234)
		<u></u>	<u></u>
Net Current Assets		105,142	57,029
Total Assets less Current Liabilities		<u><u>113,639</u></u>	<u><u>62,450</u></u>
Represented by Funds:			
Unrestricted (General)		<u><u>113,639</u></u>	<u><u>62,450</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 2004.

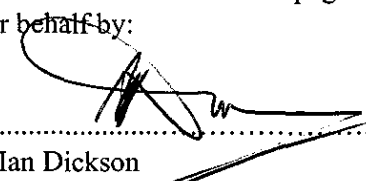
No notice has been deposited under Section 249B(2) of the Companies Act 1985 in relation to its financial statements for the financial year.

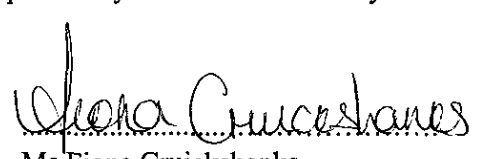
The directors acknowledge their responsibilities for:

- (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 12 were approved by the Board on 5 May 2004 and signed on their behalf by:


Mr Ian Dickson
Director


Ms Fiona Cruickshanks
Director

The notes form part of these financial statements.

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, fundraising income and bank interest are accounted for when received. Income from training fees is accounted for on an accruals basis.

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 for the Year Ended 31 March 2004

	Notes	Unrestr'ed £	Restricted £	Total £	2003 £
2. Costs of activities in furtherance of the charity's objectives					
Staff costs	4	105,482	-	105,482	85,731
Recruitment costs		2,142	-	2,142	-
Sessional therapies - Art Project		10,357	-	10,357	5,865
Project venue and catering costs		1,004	-	1,004	1,334
Project volunteer costs		1,412	-	1,412	700
Other project costs		77	1,500	1,577	2,080
Training costs		976	-	976	3,755
Travel expenses		3,816	-	3,816	4,827
Development of information leaflets		523	-	523	1,424
Conference costs		1,681	-	1,681	1,233
Rent and service charges		13,300	-	13,300	-
Insurance		992	-	992	135
Electricity		221	-	221	736
Repairs and maintenance		324	-	324	704
Telephone		2,599	-	2,599	2,645
Stationery and postage		5,990	-	5,990	3,784
Computer expenses		1,763	-	1,763	2,767
Website costs		-	-	-	500
Sundry expenses		1,670	-	1,670	728
Bank charges		12	-	12	-
Advertising		-	-	-	318
Subscriptions and publications		1,520	-	1,520	1,441
Staff welfare		597	-	597	373
Depreciation		3,929	-	3,929	3,346
Loss on disposal of assets		1,120	-	1,120	-
		161,507	1,500	163,007	124,426
3. Management and Administration					
Staff costs	4	19,066	-	19,066	15,766
Depreciation		437	-	437	372
Reporting Accountants' fees		1,806	-	1,806	2,916
Legal fees		221	-	221	-
Consultancy fees		-	-	-	2,241
Meeting expenses		456	-	456	350
Admin travel expenses		185	-	185	259
Management fees		94	-	94	180
		22,265	-	22,265	22,084

Epilepsy Connections

Notes to the Financial Statements for the Year Ended 31 March 2004

4. Staff Costs

	2004	2003
	£	£
Salaries	113,580	93,225
Social security costs	10,988	8,272
	<u>124,568</u>	<u>101,497</u>
	No.	No.
Average number of employees	<u>8</u>	<u>5</u>

5. Operating Surplus

The operating surplus is stated after charging:

	2004	2003
	£	£
Depreciation	<u>4,365</u>	<u>3,718</u>

6. Taxation

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

7. Fixed Assets

	Office Equipment	Computer Equipment	Tenant's Improve'mts	Total
	£	£	£	£
Cost				
At 1 April 2003	3,813	6,681	2,800	13,294
Additions	5,732	2,828	-	8,560
Disposals	-	-	(2,800)	(2,800)
At 31 March 2004	<u>9,545</u>	<u>9,509</u>	<u>-</u>	<u>19,054</u>
Depreciation				
At 1 April 2003	2,160	4,032	1,680	7,872
Charge for year	1,825	2,540	-	4,365
Eliminated on disposal	-	-	(1,680)	(1,680)
At 31 March 2004	<u>3,985</u>	<u>6,572</u>	<u>-</u>	<u>10,557</u>
Net Book Value				
At 31 March 2004	<u>5,560</u>	<u>2,937</u>	<u>-</u>	<u>8,497</u>
At 31 March 2003	<u>1,653</u>	<u>2,649</u>	<u>1,120</u>	<u>5,422</u>

Epilepsy Connections

Notes to the Financial Statements for the Year Ended 31 March 2004

8. Debtors: Amounts falling due within one year

	2004	2003
	£	£
Rent (Deposit)	1,900	-
Training Fees	174	-
Prepayments		
Insurance	360	100
	<u>2,434</u>	<u>100</u>

9. Creditors: Amounts falling due within one year

	2004	2003
	£	£
Creditors	98	491
Accruals	2,256	2,628
Credit card	645	115
	<u>2,999</u>	<u>3,234</u>

10. Directors' Remuneration and Expenses

Directors receive no remuneration for their services. During the year, one director was reimbursed expenses to the value of £94 (2003 - £108).

11. Explanation of Funds

The various funds are held for the following purposes:

Unrestricted

General Fund - to support the general activities of the charity.

Restricted

Health Promotion Fund - grant received from Glasgow Healthy City Partnership to finance "Living Well with Epilepsy" event during September 2003.

Befriending Volunteer Fund - grant obtained from the Unemployed Voluntary Action Fund to finance the recruitment costs and training of volunteers.

12. Analysis of Net Assets by Funds

Net assets at 31 March 2004 relate entirely to the General Fund (Unrestricted)

Epilepsy Connections

Notes to the Financial Statements *for the Year Ended 31 March 2004*

13. Obligations under Operating Leases

The following payments are committed to be paid within one year:

	Operating Leases	
	Other	
	2004	2003
	£	£
Expiring - within one year	9,500	-

14. Liability of Members

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