

Epilepsy Connections (Limited by guarantee)

Report and Financial Statements

for the year ended 31 March 2011

Charity number: SC030677

Company number: SC212813

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Epilepsy Connections (Limited by guarantee)

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Epilepsy Connections (Limited by guarantee)

Legal and Administrative Information

Charity name	Epilepsy Connections (Limited by guarantee)
Charity registration number	SC030677
Company registration number	SC212813
Directors	Rev Vincent Byrne Judy Cochrane Fiona Cruickshanks Ian Dickson Jean Alcock Pamela Parker Christine McGarvey Gillian Bedwell Dr Jean Ann Hannah
	Appointed 7 April 2010
Company secretary	Dorothy McNulty
Registered office	109 Douglas Street Glasgow G2 4HB
Principal office	100 Wellington Street Glasgow G2 6DH
Website address	www.epilepsyconnections.org.uk
Independent examiner	Alan Cunningham C.A. Alexander Sloan Chartered Accountants 38 Cadogan Street Glasgow G2 7HF
Bankers	Bank of Scotland 236 Sauchiehall Street Glasgow G2 3EY
Solicitors	Holmes Mackillop LLP 109 Douglas Street Glasgow G2 4HB

Epilepsy Connections (Limited by guarantee)

Directors' Annual Report for the year ended 31 March 2011

The Directors present their report and the financial statements of the charity for the year ended 31 March 2011.

Directors

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Directors.

The Directors serving during the year and since the year end are detailed on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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.

Appointment of Directors

New Directors are appointed at the discretion of the Board. All Directors serve on a voluntary basis. There is no fixed term for Directorships. New Directors take part in an induction programme, which aims to familiarise them with the charity's values, aims and objectives together with its day-to-day operations, in addition to clarifying their statutory responsibilities as Directors of a company limited by guarantee and as Trustees of a charity.

Organisational structure

The Board of Directors and its sub committees are responsible for the overall direction and administration of the charity. The Executive Director, Shirley Maxwell, oversees the team of 13 staff. A total of approximately 35 volunteers and 2 student placements involved in the befriending, counselling and allotments projects, children's activities and the volunteers' forum are supervised and supported by relevant staff.

Charity management

The Board of Directors meets regularly throughout the year and is kept informed of the financial position of the organisation and management issues by reports received from the Executive Director and from sub-committees reporting from time to time on finance/fundraising, human resources, project development and premises.

Risk management

The Directors assess the major risks to which the charity is exposed on an ongoing basis and have established procedures to mitigate those that are identified as a result of those reviews.

Epilepsy Connections (Limited by guarantee)

Directors' Annual Report for the year ended 31 March 2011

OBJECTIVES AND ACTIVITIES

The charity's key objective is to promote the full social inclusion of people with epilepsy by positioning them at the centre of a programme of services and activities designed to improve epilepsy services and bring about social change by influencing awareness and attitudes amongst the general public.

The charity's principal activities are:-

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

Taking the charity's principal activities in turn:-

1. Developing and delivering a range of community-based information and support services to people with epilepsy, their families, friends and carers, and the professionals who work with them.

Epilepsy Connections delivers a range of community-based services, several of which remain unique of their kind in Scotland. Current services, which are complementary and supplementary to statutory provision and which are designed to meet local needs, include:

- Information about epilepsy in user-friendly formats, and support to set information in the context of individual circumstances (i.e. family, education, employment).
- Practical advice on living with epilepsy.
- Liaison with schools, employers, social work and housing departments, and benefits agencies on behalf of individuals and families affected by epilepsy.
- Bilingual, culturally-sensitive information and support for people living with epilepsy in ethnic minority communities, and bilingual epilepsy awareness training for their families and unpaid carers.
- Formal and informal counselling interventions to support people with epilepsy and their families and carers to manage the impact of living with a long term condition.
- Befriending Service, linking people isolated by epilepsy with trained volunteers to access local amenities and social and leisure opportunities.
- Individually-tailored programmes to support adults isolated by epilepsy to access education, training, employment and personal development.
- Self-management education on a one-to-one and group basis to support people with epilepsy and their families to better understand and manage the condition and to build confidence and self-esteem.
- Epilepsy Training for those with a professional or personal interest in epilepsy. Training includes specific modules in respect of epilepsy and employment, epilepsy and older people, epilepsy and learning disability, and training packages for nursing and non-nursing staff in residential settings.
- Epilepsy awareness education programmes for schools communities.
- Activities and events that address a range of information and support needs, encourage personal development and provide informal opportunities for participants to develop their own support networks e.g. gardening at Epilepsy Connections' allotment, social and leisure opportunities for adults and children, support groups and one-off events for special interest groups e.g. women with epilepsy.
- Complementary therapies to support people with epilepsy and their carers to manage stress and promote an holistic approach to self-management.

Epilepsy Connections (Limited by guarantee)

Directors' Annual Report for the year ended 31 March 2011

OBJECTIVES AND ACTIVITIES (Cont.'d)

2. Raising awareness of the diversity and complexity of epilepsy needs and working with statutory, voluntary and independent agencies to address those needs.

By developing networks of support with statutory, voluntary and independent agencies, we can work towards our objective of ensuring that people living with epilepsy have access to the services they require and that awareness of epilepsy is raised within partner agencies and the wider community. These partnerships developed as a consequence of recognising the benefits of sharing expertise across disciplines and sectors. Working with partners raises awareness of epilepsy issues and supports partners to develop good practice in the care of people affected by epilepsy. The wide range of partners reflects the diversity and complexity of epilepsy-related need. Examples of partnership working are indicated below.

- Epilepsy Connections' Fieldwork Team supports adult and paediatric epilepsy clinics, health professionals caring for people with epilepsy in primary care settings including GPs, practice nurses, community psychiatric nurses, and community addiction teams.
- The Fieldwork Team liaise with social care, housing and welfare agencies.
- Staff contribute to the work of local Managed Clinical Networks in Greater Glasgow & Clyde and Forth Valley to improve epilepsy services for adults, and to the work of the Scottish Paediatric Epilepsy Network to improve epilepsy services for children.
- Epilepsy Connections' Schools Project liaises with schools to ensure epilepsy awareness education programmes relate to the current curriculum and meet their learning and timetabling needs.
- Our Mainstreaming Project is built on partnerships with organisations expert in education, training and employment (including Glasgow Metropolitan College, Remploy, the Adelphi Centre) to maximise success for project participants.
- Our service delivery team works with a range of voluntary organisations to ensure individuals and families have access to appropriate, expert care (e.g. Momentum, Glasgow Association for Mental Health, Positive Action in Housing), liaising on individual casework and delivering staff training.
- We link closely with Glasgow's Asylum Seeker Integration Networks.
- Epilepsy Connections contributes to the work of national and international umbrella bodies (the Joint Epilepsy Council of the UK & Ireland and the International Bureau for Epilepsy) and is a member of the International League Against Epilepsy.
- We participate in the work of the Scottish Parliament's Cross Party Group on Epilepsy, the Long Term Conditions Alliance of Scotland, Voluntary Health Scotland and the Neurological Alliance of Scotland.

Epilepsy Connections (Limited by guarantee)

Directors' Annual Report for the year ended 31 March 2011

OBJECTIVES AND ACTIVITIES (Cont.'d)

3. Involving epilepsy service users in the processes of planning and delivering services and in the monitoring and evaluation of those services.

People with a personal and/or professional interest in epilepsy contribute to Epilepsy Connections' work as directors, as volunteer befrienders and by supporting various activities and events e.g. art and drama sessions, self-management education sessions, and social and leisure events including gardening sessions at the allotment, Friends Connected events and children's activities.

Epilepsy service users and volunteers contribute significantly to planning, review and evaluation processes in a number of ways:

- Epilepsy Connections' Volunteer Forum is open to people affected by epilepsy who use our services. The role of the Forum is to provide feedback to the Board on aspects of our activities and to offer ideas for service development. Over the last year, members of the Forum have devised and developed a peer-support model to be piloted in spring/summer 2011.
- Service user satisfaction questionnaires are issued regularly.
- Telephone interviews and discussion groups supplement questionnaire results.
- Pre and post activity questionnaires are completed by all participants in sessional activities, training sessions and Schools Project education programmes.
- Self-assessment methods e.g. the Rickter Scale, questionnaires, phone interviews provide feedback on the impact of individual interventions.
- Mainstreaming Project participants attend evaluation events annually.
- Informal feedback from service users and volunteers is sought on an ongoing basis.

ACHIEVEMENTS AND PERFORMANCE

Over the last year, the service delivery team of staff and volunteers has continued to deliver a wide range of information and support services, addressing the spectrum of epilepsy-related need and making a real difference to the lives of individuals and families living with epilepsy in the Greater Glasgow & Clyde and Forth Valley areas as outlined on pages 6 and 7.

Epilepsy Connections (Limited by guarantee)

Directors' Annual Report for the year ended 31 March 2011

ACHIEVEMENTS AND PERFORMANCE (Cont.'d)

- The Fieldwork Team received 565 new referrals and, including ongoing casework, had a total of 2,237 contacts with adults and children with epilepsy and their families.
- 34 adults isolated by epilepsy were supported by the Volunteer Befriending Team.
- 5 new volunteers completed befriending training.
- 18 adults with epilepsy joined the Mainstreaming Project, taking part in education and personal development opportunities with the aim of moving towards training, work, volunteering or further education.
- Friends Connected social group offered a programme of social events, each attended by an average of 18 adults.
- 14 people attended counselling sessions.
- 30 hours of complementary therapy sessions were delivered.
- 23 adults with epilepsy attended art workshops.
- 15 adults with epilepsy attended drama workshops.
- 14 people grew their own fruit and vegetables at our allotment.
- 2 women's information days delivered in partnership with local epilepsy specialist nursing colleagues attracted 26 participants.
- 41 people with epilepsy and their carers attended memory workshops.
- 33 people with epilepsy attended confidence building workshops.
- A programme of events including 10-pin bowling, indoor tobogganing, and a drumming workshop attracted up to 12 children affected by epilepsy to each event.

General epilepsy awareness sessions enhance understanding of epilepsy and related issues and promote positive attitudes and behaviour towards people living with the condition. In-depth training on the wider implications of a diagnosis of epilepsy and recognising and managing seizures improves standards of care. Over the last year, we raised awareness of epilepsy and delivered training as follows:

- 429 health and social care staff, voluntary organisation staff and unpaid carers took part in epilepsy awareness and rescue medication training.
- 80 health professionals working in primary care settings attended epilepsy awareness sessions.
- 2,456 pupils and 147 teachers and staff took part in epilepsy awareness education sessions in primary and secondary schools.
- Presentations on the impact of epilepsy and the work of the organisation were made to 101 staff and volunteers working in BME groups and organisations.
- 10,392 copies of our in-house information leaflets were distributed to individuals and families, GP practices, community pharmacists, schools, employers, and agencies and staff supporting people with epilepsy.
- Our website attracted 3,165 visitors from 77 countries.
- Staff hosted information stalls at a number of exhibitions and events including Abilityfest, Matthew's Friends Families' Conference, Southside Integration Network event and Clackmannanshire Community Health event.
- Staff contributed to the organisation and delivery of the Scottish Paediatric Epilepsy Network's first Families' Conference and Fun Day attended by 60 delegates.

Epilepsy Connections (Limited by guarantee)

Directors' Annual Report for the year ended 31 March 2011

AHIEVEMENTS AND PERFORMANCE (Cont.'d)

We shared the results of our work with professional and lay audiences and raised awareness of Epilepsy Connections' work in a number of ways:

- In August 2010, a group of 5 service users and staff represented Epilepsy Connections at the 12th European Conference on Epilepsy and Society in Porto and made presentations on the Multicultural Project and the Mainstreaming Project.
- A presentation on the Befriending Service was warmly received at the Scottish Epilepsy Group meeting in Edinburgh in February 2011.
- In March 2011, with support from Falkirk FC and local volunteers, we organised the largest Purple Day epilepsy awareness raising event held in Scotland to date.
- Reaching the shortlist for the Scottish Charity of the Year Award provided awareness raising opportunities with professional colleagues and elected representatives.
- Positive media coverage of the Mainstreaming Project, the Allotment Project and the Purple Day event was secured in the local and national press.
- The Schools Project was featured in Epifocus, a magazine produced by the International Bureau for Epilepsy and circulated throughout Europe.
- Within the context of our membership of the Joint Epilepsy Council of the UK and Ireland (JEC), we staffed the JEC information stand at the Scottish Parliament during National Epilepsy Week in June 2010, the SNP Annual Conference in October 2010, and the Liberal Democrat Annual Conference in March 2011.

VOLUNTEERS

Over the last year volunteers and students on placement contributed over 2,000 hours of their time to support our work. This represents significant value to Epilepsy Connections and those who benefit from our activities, and also to our funders. Approximately 35 volunteers and students gave their time over the last year, bringing diverse work and life experience, valuable skills and knowledge, and enthusiasm and commitment to their work. We value and appreciate their contribution, which enriches the life of the organisation and without which we would be unable to offer the level and scope of services currently available.

FINANCIAL REVIEW

Per the Statement of Financial Activities on page 11, the charity reported Net Outgoing Resources (i.e. deficit) of £9,623 for the year (2010 - deficit £7,762) and total funds of £300,672 at the Balance Sheet date, of which £20,398 related to Restricted Funds.

Epilepsy Connections (Limited by guarantee)

Directors' Annual Report for the year ended 31 March 2011

Principal funding sources

The charity's activities and developments are dependent upon funding from a wide range of sources. Around 80% of funding comes from statutory sources - Health Boards and Councils.

During the year, all existing sources of ongoing funding were maintained.

Reserves policy

The Directors' policy is to maintain Unrestricted Funds, i.e. funds not committed or invested in fixed assets, at a level that equates to approximately six months unrestricted expenditure. Excluding Designated Funds of £148,772, the charity's unrestricted reserves at 31 March 2011 per the General Fund on page 8 amounted to £131,502 which was acceptable to the Directors.

Deficiency of funds

There were no funds in deficit at the year end.

PLANS FOR FUTURE PERIODS

Epilepsy Connections' main objectives for the coming year are to maintain and develop existing services in the Greater Glasgow & Clyde and Forth Valley areas.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Epilepsy Connections (Limited by guarantee)

**Directors' Annual Report
for the year ended 31 March 2011**

The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent examiner

The Directors recommend that Alan Cunningham C.A., a Partner in Alexander Sloan, Chartered Accountants, remains in office as Independent Examiner until further notice.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Directors on 30 June 2011 and signed on their behalf by

Dorothy McNulty
Secretary

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

Epilepsy Connections (Limited by guarantee)

Independent Examiner's Report to the Directors on the Unaudited Financial Statements of Epilepsy Connections (Limited by guarantee).

I report on the financial statements of Epilepsy Connections (Limited by guarantee) for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

Respective responsibilities of Directors and examiner

The charity's Directors (who are also Directors of the company for the purpose of company law) are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("2005 Act") and the Charities Accounts (Scotland) Regulations 2006 ("2006 Accounts Regulations"). The charity's Directors consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the Directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

Independent Examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 44(1)(a) of the 2005 Act, Regulation 4 of the 2006 Accounts Regulations; and

to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Alan Cunningham C.A.
Partner

Alexander Sloan
Chartered Accountants

38 Cadogan Street
Glasgow
G2 7HF

30 June 2011

Epilepsy Connections (Limited by guarantee)

**Statement of Financial Activities
(Incorporating Income and Expenditure Account)
for the year ended 31 March 2011**

		Unrestricted			2011	2010
		General funds	Designated funds	Restricted funds	Total	Total
	Notes	£	£	£	£	£
Incoming resources						
Incoming resources from generated funds						
Voluntary income	2	260,752	-	35,687	296,439	286,748
Activities for generating funds	3	3,916	-	1,145	5,061	5,256
Investment income	4	577	-	-	577	233
Incoming resources from charitable activities						
	5	7,692	-	52,126	59,818	63,769
Other incoming resources						
		-	-	-	-	1,390
Total incoming resources		<u>272,937</u>	<u>-</u>	<u>88,958</u>	<u>361,895</u>	<u>357,396</u>
Resources expended						
Charitable activities						
	6	(267,022)	(3,060)	(95,605)	(365,687)	(361,216)
Governance costs						
	7	(4,197)	-	(922)	(5,119)	(3,942)
Other resources expended						
	8	-	-	(712)	(712)	-
Total resources expended		<u>(271,219)</u>	<u>(3,060)</u>	<u>(97,239)</u>	<u>(371,518)</u>	<u>(365,158)</u>
Net resources expended before transfers						
		1,718	(3,060)	(8,281)	(9,623)	(7,762)
Gross transfers between funds		5,464	-	(5,464)	-	-
Net movement in funds		<u>7,182</u>	<u>(3,060)</u>	<u>(13,745)</u>	<u>(9,623)</u>	<u>(7,762)</u>
Reconciliation of funds						
Total funds brought forward		<u>124,320</u>	<u>151,832</u>	<u>34,143</u>	<u>310,295</u>	<u>318,057</u>
Total funds carried forward		<u><u>131,502</u></u>	<u><u>148,772</u></u>	<u><u>20,398</u></u>	<u><u>300,672</u></u>	<u><u>310,295</u></u>

The notes on pages 14 to 23 form an integral part of these financial statements.

Epilepsy Connections (Limited by guarantee)

**Balance Sheet
as at 31 March 2011**

		2011		2010	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	12		726		1,832
Current assets					
Debtors	13	2,926		3,410	
Cash at bank and in hand		305,406		314,213	
		<u>308,332</u>		<u>317,623</u>	
Creditors: amounts falling due within one year	14	<u>(8,386)</u>		<u>(9,160)</u>	
Net current assets			<u>299,946</u>		<u>308,463</u>
Net assets			<u><u>300,672</u></u>		<u><u>310,295</u></u>
Funds					
Unrestricted funds					
General funds	16		131,502		124,320
Designated funds	17		148,772		151,832
Restricted funds	18		<u>20,398</u>		<u>34,143</u>
			<u><u>300,672</u></u>		<u><u>310,295</u></u>

The Directors' statements required by Sections 475 (2) and (3) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 14 to 23 form an integral part of these financial statements.

Epilepsy Connections (Limited by guarantee)

Balance Sheet (continued)

**Directors' statements required by Sections 475 (2) and (3)
for the year ended 31 March 2011**

In approving these financial statements as Directors of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 March 2011 and

(c) that we acknowledge our responsibilities for:

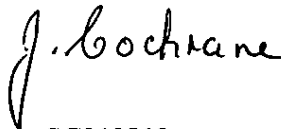
(1) ensuring that the company keeps accounting records which comply with Section 386, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including the income and expenditure, for the year then ended in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

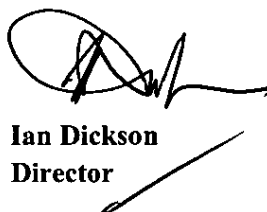
These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies (Effective April 2008).

The financial statements were approved by the Board on 30 June 2011 and signed on its behalf by

Judy Cochrane
Director



Registered number: SC212813



Ian Dickson
Director

The notes on pages 14 to 23 form an integral part of these financial statements.

Epilepsy Connections (Limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2011

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2. Incoming resources

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods, or when the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from activities for generating funds, such as fundraising, is included in the year in which it is receivable.

Income from investments is included in the year in which it is receivable.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as the related goods or services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

1.3. Resources expended

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Epilepsy Connections (Limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2011

1.4. Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Office equipment	-	25% straight line
Computer equipment	-	33% straight line

It is the policy of the charity to only capitalise items exceeding £500.

2. Voluntary income

	Unrestricted £	Restricted £	2011 £	2010 £
Donations	6,494	620	7,114	1,054
Legacies	3,826	-	3,826	-
Income Tax on Gift Aid	-	-	-	1,390
Greater Glasgow & Clyde	250,432	-	250,432	250,432
Stirling Council	-	2,616	2,616	2,616
Falkirk Council	-	6,305	6,305	6,500
Clackmannanshire Council	-	3,310	3,310	3,310
Forth Valley NHS Board	-	22,836	22,836	22,836
	<u>260,752</u>	<u>35,687</u>	<u>296,439</u>	<u>288,138</u>

3. Activities for generating funds

	Unrestricted £	Restricted £	2011 £	2010 £
Fundraising	3,122	1,145	4,267	3,816
Sale of literature	574	-	574	1,055
Room Hire	220	-	220	385
	<u>3,916</u>	<u>1,145</u>	<u>5,061</u>	<u>5,256</u>

Epilepsy Connections (Limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2011

4. Investment income

	Unrestricted	Restricted	2011	2010
	£	£	£	£
Interest received	577	-	577	233
	<u>577</u>	<u>-</u>	<u>577</u>	<u>233</u>

5. Incoming resources from charitable activities

	Unrestricted	Restricted	2011	2010
	£	£	£	£
Training fees	7,692	-	7,692	9,728
Big Lottery Fund - Living Well Project	-	-	-	9,134
Awards for All	-	1,522	1,522	-
Big Lottery Fund - Mainstreaming Project 2	-	50,604	50,604	44,907
	<u>7,692</u>	<u>52,126</u>	<u>59,818</u>	<u>63,769</u>

Epilepsy Connections (Limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2011

6. Costs of charitable activities

	Unrestricted	Restricted	2011	2010
	£	£	£	£
Project Delivery - Staff costs	186,366	55,442	241,808	242,701
Project Delivery - Employer's NIC	16,481	4,480	20,961	20,037
Project Delivery - Other direct costs	9,769	33,425	43,194	44,294
Printing, postage and stationery	10,437	1,051	11,488	7,219
Telephone	2,078	-	2,078	1,733
Computer costs	3,054	791	3,845	2,314
Staff training and expenses	394	-	394	621
Literature	275	-	275	184
Library	391	-	391	527
Property and resources costs	31,948	-	31,948	30,875
General expenses	911	170	1,081	1,036
Repairs and maintenance	751	-	751	620
Subscriptions	916	-	916	1,032
Consultancy fees	4,083	-	4,083	1,125
Bad debts	-	-	-	70
Legal and professional	484	104	588	408
Payroll services	638	142	780	747
Depreciation	1,106	-	1,106	5,673
	<u>270,082</u>	<u>95,605</u>	<u>365,687</u>	<u>361,216</u>
Unrestricted total split as follows:				
General Fund	267,022			
Designated Fund	3,060			
	<u>270,082</u>			

7. Governance costs

	Unrestricted	Restricted	2011	2010
	£	£	£	£
Legal and professional	318	70	388	-
Independent Examiner's fee	3,879	852	4,731	3,942
	<u>4,197</u>	<u>922</u>	<u>5,119</u>	<u>3,942</u>

Epilepsy Connections (Limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2011

8. Other resources expended

	2011	2010
	£	£
Grants repaid		
Mainstreaming Project (See Note 18)	712	-
	<u>712</u>	<u>-</u>

9. Net resources expended for the year

	2011	2010
	£	£
Net resources expended is stated after charging:		
Independent Examiner's remuneration	4,731	3,942
	<u>4,731</u>	<u>3,942</u>

10. Employees

Number of employees

The average monthly numbers of employees during the year were:

2011	2010
Number	Number
14	15
<u>14</u>	<u>15</u>

Employment costs

	2011	2010
	£	£
Wages and salaries	241,808	242,701
Social security costs	20,961	20,037
	<u>262,769</u>	<u>262,738</u>

There were no employees who received remuneration of over £60,000 in the period.

11. Directors' emoluments

No Director nor any persons connected to them received emoluments or any reimbursement of expenses during the year.

Epilepsy Connections (Limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2011

12. Tangible fixed assets

	Office Equipment £	Computer Equipment £	Total £
Cost			
At 1 April 2010	12,885	24,037	36,922
At 31 March 2011	12,885	24,037	36,922
Depreciation			
At 1 April 2010	12,405	22,685	35,090
Charge for the year	300	806	1,106
At 31 March 2011	12,705	23,491	36,196
Net book values			
At 31 March 2011	180	546	726
At 31 March 2010	480	1,352	1,832

13. Debtors

	2011 £	2010 £
Other debtors	1,900	2,417
Prepayments and accrued income	1,026	993
	<u>2,926</u>	<u>3,410</u>

14. Creditors: amounts falling due within one year

	2011 £	2010 £
Other creditors	215	1,198
Accruals	4,518	4,107
Deferred income (BLF- Mainstreaming Project 2)	3,653	3,855
	<u>8,386</u>	<u>9,160</u>

Epilepsy Connections (Limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2011

15. Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2011 as represented by:				
Tangible fixed assets	-	726	-	726
Current assets	135,294	148,046	24,992	308,332
Current liabilities	(3,792)	-	(4,594)	(8,386)
	<u>131,502</u>	<u>148,772</u>	<u>20,398</u>	<u>300,672</u>

16. Unrestricted General Funds	1 Apr '10 £	Incoming £	Outgoing £	Transfers £	31 Mar '11 £
General Fund	124,320	272,937	(271,219)	5,464	131,502
	<u>124,320</u>	<u>272,937</u>	<u>(271,219)</u>	<u>5,464</u>	<u>131,502</u>

Purposes of General Funds

General Fund

The General Fund encompasses all income and expenditure relating to the primary focus activities of the charity, other than those for which funding is restricted.

Epilepsy Connections (Limited by guarantee)

**Notes to the Financial Statements
for the year ended 31 March 2011**

17. Unrestricted Designated Funds	1 Apr '10	Outgoing	31 Mar '11
	£	£	£
Assets Fund	1,832	(1,106)	726
Development Fund	150,000	(1,954)	148,046
	<u>151,832</u>	<u>(3,060)</u>	<u>148,772</u>

Purposes of Designated Funds

Assets Fund

The Assets Fund represents the net book value of the charity's fixed assets.

Development Fund

The Development Fund represents funds set aside to sustain and strengthen current services and activities. The Fund also offers the opportunity to develop services in line with identified needs e.g. the provision of specific welfare rights advice, and will support the production of new information resources and the development of a new database.

Epilepsy Connections (Limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2011

18. Restricted funds	1 Apr '10	Incoming	Outgoing	Transfers	31 Mar '11
	£	£	£	£	£
Befriending Events	-	1,522	(903)	-	619
Children's Fund	5,752	1,145	(1,351)	-	5,546
Mainstreaming Project	3,204	-	(712)	(2,492)	-
Forth Valley Project	17,182	35,687	(42,894)	(2,673)	7,302
Development Plan	1,010	-	(1,051)	41	-
Mainstreaming Project 2	6,995	50,604	(50,328)	(340)	6,931
	<u>34,143</u>	<u>88,958</u>	<u>(97,239)</u>	<u>(5,464)</u>	<u>20,398</u>

Purposes of restricted funds

Befriending Events

Comprises donations to finance organised events for befrienders and befriendees and grants from Awards For All to finance the recognition and retention of volunteers.

Children's Fund

Funds received to finance work for the benefit of children with epilepsy.

Mainstreaming Project

The Mainstreaming Project ended on 30 April 2009. With the charity holding unused funds of £3,204 at 31 March 2010, the Directors contacted funders who had contributed to the Mainstreaming Project and sought their permission to transfer unused funds to Mainstreaming Project 2. Permission was granted from The Abbey Charitable Trust (£1,038), AMW Charitable Trust (£1,098) and the Hugh Fraser Foundation (£356) whilst £712 was repaid to the Big Lottery Fund via a reduction in one of the quarterly payments from the Big Lottery Fund for Mainstreaming Project 2.

Forth Valley Project

Monies received to finance the provision of fieldwork and clinical liaison services in the Forth Valley area.

Development Plan

Grants received from the Big Lottery Fund and Business Gateway to finance the research and production of a five year development plan. The fund was closed during the year.

Epilepsy Connections (Limited by guarantee)

Notes to the Financial Statements for the year ended 31 March 2011

Mainstreaming Project 2

The new Mainstreaming Project is a development of the previously successful project, which finished on 30 April 2009. In addition to grant funding from the Big Lottery Fund, the General Fund also contributed £583 towards project costs (included in transfers) during the year. The project aims to get people with epilepsy into education, training, voluntary or paid employment. This project has broader objectives than the first Mainstreaming Project in respect of self-management.

See narrative within Mainstreaming Project 1 (page 22) regarding specific transfers.

Transfers

Transfers are made out of Restricted Funds to cover project supervision costs borne by other funds. Where relevant, transfers are made from Restricted Funds representing the cost of fixed assets as financed by Restricted Funds but held by the Designated Assets Fund.