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Epilepsy Connections

Report and Financial Statements

for the year ended 31 March 2014

Charity number: SC030677
Company number: SC212813



Epilepsy Connections

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Epilepsy Connections

Legal and Administrative Information

Charity name	Epilepsy Connections
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
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
Solicitors	Holmes Mackillop LLP 109 Douglas Street Glasgow G2 4HB

Epilepsy Connections

Directors' Annual Report
for the year ended 31 March 2014

The Directors present their report and the financial statements of the charity for the year ended 31 March 2014.

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. At the AGM in June 2012 Christine McGarvey succeeded Ian Dickson to the role of Chair.

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. Executive Director Shirley Maxwell oversees the team of 12 staff. A total of approximately 35 volunteers and 2 student placements support the Befriending Service, the Mainstreaming Project, the allotment project, Friends Connected and children's activities, and are supervised 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 and project development.

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

Directors' Annual Report
for the year ended 31 March 2014

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 are unique 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 adults 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.

Continued on next page.

OBJECTIVES AND ACTIVITIES (Cont)

- 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.

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 have 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, and are available to 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 liaises with social work, 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 City of Glasgow College, Later Learning, Venture Scotland) to maximise success for project participants.
- The service delivery team works with a range of organisations to ensure individuals and families have access to appropriate information, support and care, liaising on individual casework and delivering staff training. Organisations we worked with this year include Remploy, North East and South West Carers Agencies.
- We link closely with agencies working with minority ethnic communities and with Glasgow's Asylum Seeker Integration Networks.
- We contribute to the work of national and international umbrella bodies, the Joint Epilepsy Council of the UK & Ireland, the Scottish Epilepsy Consortium and the International Bureau for Epilepsy.
- We participate in the work of the Scottish Parliament's Cross Party Group on Epilepsy, the ALLIANCE, Voluntary Health Scotland, the National Neurology Advisory Group and the Neurological Alliance of Scotland.

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. 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' People's 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 contribute to service development.
- 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 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.

- The Fieldwork Team received 383 new referrals (254 in Glasgow; 129 in Forth Valley) in addition to ongoing casework.
- 26 people received person-centred counselling.
- 24 families access bi-lingual information and support.
- 27 adults isolated by epilepsy were supported by the Volunteer Befriending Team.
- 14 new volunteers undertook befriending training.
- 18 adults with epilepsy enrolled for the Mainstreaming Project, taking part in education and personal development opportunities with the aim of moving towards training, work, volunteering or further education.
- The Welfare Rights advisor supported 64 eligible applicants to apply for relevant disability benefits, securing significant financial gains for some people who were previously not in receipt of benefits to which they were entitled.

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ACHIEVEMENTS AND PERFORMANCE (Cont)

- Epilepsy education and support meetings were held regularly in Stirling, Falkirk and Alloa.
- 15 adults with epilepsy attended art workshops.
- 9 people grew their own fruit and vegetables at our allotment.
- 19 people joined organised walks around Glasgow and 2 trained as walk leaders.
- 36 people with epilepsy and their carers attended memory workshops for adults.
- 14 people with epilepsy attended confidence building workshops.
- 4 people attended suicide awareness training.
- Friends Connected social group offered a programme of 8 outings and social events including visits to BBC Scotland Studios, the Panopticon and Coates Observatory. Each event was attended by up to 20 adults.
- A programme of activities including indoor climbing, tobogganing, 10-pin bowling, a summer picnic and trips to the panto, a children's concert and a disability-friendly cinema screening attracted up to 12 children affected by epilepsy to each event.
- The Epilepsy Hub, an informal drop-in option offering peer support for people with epilepsy, met monthly with up to 15 people attending.
- 12 people with epilepsy, volunteers and staff members travelled to Newcastle for the Epilepsy Action seminar. One member of the group took part in a panel discussion and shared her experiences of curative neurosurgery with the audience.

A number of service initiatives suggested by people who use our existing services were introduced and proved successful:
- Women who regularly attend Falkirk education and support groups meetings declared an interest in developing a craft group. A volunteer group leader now hosts group sessions for up to 8 attendees.
- 6 people with epilepsy attended a 4-week self-esteem course delivered in partnership with Clackmannanshire Healthy Lives.
- 14 families affected by childhood epilepsy attended our first Weekend Break for Families at Ardentinny Outdoor Education Centre, Argyll.

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 delivered epilepsy awareness sessions and epilepsy-related training programmes as follows:

- 387 health and social care staff, voluntary organisation staff and unpaid carers took part in epilepsy awareness and rescue medication training.
- 2,854 pupils and 374 teachers and staff took part in epilepsy awareness education sessions in primary and secondary schools.
- 6 presentations on the impact of epilepsy and the work of the organisation were made to 53 staff and volunteers working in minority ethnic groups and organisations.

Continued on next page.

ACHIEVEMENTS AND PERFORMANCE (Cont)

We raised public awareness in a range of ways including:

- Hosting information stalls at Ability Fest; GP training events and community health days in Glasgow and Falkirk; the International League for Epilepsy Conference in Glasgow; and Glasgow Science Centre's "Live Lab".
- Working with other epilepsy groups to host the Epilepsy Consortium Scotland stall at the Scottish Parliament during National Epilepsy Week and at SNP and Scottish Labour Party conferences.
- Celebrating Purple Day (March 26th), the biggest international epilepsy-awareness raising event in the calendar, with a special event highlighting our Mainstreaming Project.

To raise our own profile, we refreshed our image introducing a new logo and colourways, launched a new website, and revised and updated our information leaflets.

VOLUNTEERS

Over the last year, around 40 volunteers contributed over 2,500 hours of their time as well as their diverse work and life experience, valuable skills and knowledge, and enthusiasm and commitment to support our work. This represents significant value to Epilepsy Connections and those who benefit from our activities, and also to our funders. We value and appreciate our volunteers' 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 Incoming Resources (i.e. surplus) for the year of £25,389 (2013 - surplus £2,341). The surplus was influenced by a legacy of £53,125 which was first notified to the charity, albeit without an amount, during the year ended 31 March 2013 and finally confirmed with the amount within a letter dated 31 March 2014 from the Solicitors representing the deceased. The legacy was actually received in April 2014 and, having been allocated by the Directors as income to the charity's Designated Development Fund, the £53,125 has been included in Other Debtors of £58,327 per Note 14, Debtors on page 19. At 31 March 2014, the charity held total funds of £355,207 of which £13,959 related to Restricted Funds.

Principal funding sources

The charity's activities and developments are dependent upon funding from a wide range of sources. Around 75% 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 of unrestricted expenditure. Excluding Designated Funds of £171,881, the charity's unrestricted reserves at 31 March 2014 per the General Fund on page 11 amounted to £169,367 which was acceptable to the Directors.

PLANS FOR FUTURE PERIODS

Epilepsy Connections' priorities are to maintain and develop services within and beyond the geographical areas in which we currently operate, and to strengthen the organisation to ensure its sustainability in a competitive and challenging economic environment.

Late in the financial year, we commenced a feasibility study to establish the need for, interest in and possible sources of funding for community-based epilepsy information and support services in the Ayrshire and Arran area. Results of the feasibility study are due in Autumn 2014.

At around the same time, we anticipate the publication of the revised Scottish Intercollegiate Guideline Network (SIGN) Guidelines on Diagnosing and Managing Epilepsy in Adults. As members of the Guideline Development Employees Group, Zareen Iqbal and Gayle Weir made a significant contribution to the content of the new guidelines which we anticipate will be regarded as the "gold standard" for epilepsy care. The publication of the guideline offers significant opportunities for raising awareness of epilepsy and related issues with a range of audiences.

Our Mainstreaming Project came to an end in April 2014 leaving a gap in services for adults with epilepsy seeking personal development, employment and training opportunities. We will continue to seek funding for new service models to meet their needs.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors of Epilepsy Connections 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.

STATEMENT OF DIRECTORS' RESPONSIBILITIES (Cont)

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 25 August 2014 and signed on their behalf by

Dorothy McNulty

Dorothy McNulty
Secretary

Epilepsy Connections

Independent Examiner's Report to the Directors on the Unaudited Financial Statements of Epilepsy Connections.

I report on the financial statements of Epilepsy Connections for the year ended 31 March 2014 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

Alan Cunningham C.A
Partner

Alexander Sloan
Chartered Accountants

38 Cadogan Street
Glasgow
G2 7HF

Date: 25/08/14

Epilepsy Connections

Statement of Financial Activities
(incorporating Income and Expenditure Account)

for the year ended 31 March 2014

	Notes	Unrestricted General funds £	Designated funds £	Restricted funds £	2014 Total £	2013 Total £
Incoming resources						
Incoming resources from generated funds						
Voluntary income	2	256,554	53,125	45,698	355,377	290,073
Activities for generating funds	3	6,923	-	3,394	10,317	7,522
Investment income	4	3,645	-	-	3,645	1,610
Incoming resources from charitable activities	5	17,295	-	67,817	85,112	93,355
Other incoming resources	6	-	-	-	-	85
Total incoming resources		284,417	53,125	116,909	454,451	392,645
Resources expended						
Charitable activities	7	(269,354)	(20,128)	(104,809)	(394,291)	(366,261)
Governance costs	8	(4,408)	-	(968)	(5,376)	(4,308)
Other resources expended	9	-	-	(29,395)	(29,395)	(19,735)
Total resources expended		(273,762)	(20,128)	(135,172)	(429,062)	(390,304)
Net incoming / (outgoing) resources before transfers		10,655	32,997	(18,263)	25,389	2,341
Gross transfers between funds	20	4,299	-	(4,299)	-	-
Net movement in funds		14,954	32,997	(22,562)	25,389	2,341
Reconciliation of funds						
Total funds brought forward		154,413	138,884	36,521	329,818	327,477
Total funds carried forward		169,367	171,881	13,959	355,207	329,818

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

Epilepsy Connections

Balance Sheet
as at 31 March 2014

	Notes	2014 £	2014 £	2013 £	2013 £
Fixed assets					
Tangible assets	**13**		649		1,564
Current assets					
Debtors	**14**	59,682		5,956	
Cash at bank and in hand		314,792		328,756	
		374,474		334,712	
Creditors: amounts falling due within one year	**15**	(19,916)		(6,458)	
Net current assets			354,558		328,254
Net assets			355,207		329,818
Funds					
Unrestricted funds					
General funds	**17**		169,367		154,413
Designated funds	**18**		171,881		138,884
Restricted funds	**19**		13,959		36,521
			355,207		329,818

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.

Balance Sheet (continued)

Directors' statements required by Sections 475 (2) and (3) for the year ended 31 March 2014

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 2014 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.

The financial statements were approved by the Board on 25 August 2014 and signed on its behalf by

Christine McGarvey
Director

Ian Dickson
Director

Registered number: SC212813

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

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and where appropriate modified to include the revaluation of certain fixed assets 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.

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:

Fixtures, fittings and equipment	-	25% straight line
Computer	-	33% straight line

It is the policy of the charity to only capitalise items exceeding £2,000.

2. Voluntary income

	2014	2013
	£	£
Donations	6,274	7,439
Greater Glasgow & Clyde	250,432	250,432
Stirling Council	2,616	2,616
Falkirk Council	3,924	3,750
Clackmannanshire Council	-	3,000
Forth Valley NHS Board	22,836	22,836
Sundry Grants	3,800	-
Legacies	53,125	-
Scottish Government Short Breaks Fund	12,370	-
	355,377	290,073

3. Activities for generating funds

	2014	2013
	£	£
Fundraising	9,702	6,254
Sale of literature	500	1,168
Room Hire	115	100
	10,317	7,522

4. Investment income

	2014	2013
	£	£
Interest received	3,645	1,610
	3,645	1,610

5. Incoming resources from charitable activities

	2014	2013
	£	£
Big Lottery Fund - Mainstreaming Project 2	67,817	73,437
Training fees	14,929	15,541
Expenses Reimbursed	2,366	4,377
	85,112	93,355

6. Other incoming resources

	2014	2013
	£	£
Other Income	-	85
	-	85

7. Costs of charitable activities

	2014 £	2013 £
Project Delivery - Staff costs	249,371	245,218
Project Delivery - Employer's NIC	21,820	21,088
Project Delivery - Other direct costs	55,993	33,193
Purple Day event	46	2,768
Payroll services	886	1,430
Printing, postage and stationery	8,437	8,622
Telephone	2,100	2,078
Computer costs	3,004	2,969
Staff training and expenses	1,711	165
Library	26	254
Property and resources costs	34,311	33,179
Consultancy fees	9,016	6,070
Legal and professional	703	2,673
General expenses	3,371	2,844
Repairs and maintenance	1,427	1,424
Subscriptions	1,154	1,032
Depreciation	915	1,254
	394,291	366,261

8. Governance costs

	2014 £	2013 £
Independent Examiner's fee	5,376	4,308
	5,376	4,308

9. Other resources expended

	2014 £	2013 £
Mainstreaming Project 2 (BLF)	29,395	19,735
	29,395	19,735

The £29,395 shown above represents amounts repayable to BLF. £16,285 was repaid in January 2014 whilst the balance of £13,110 has been provided for within Other Creditors per Note 15 on page 19.
See also the narrative about Mainstreaming Project 2 within Note 19, Restricted Funds on page 22.

10. Net incoming resources for the year

	2014 £	2013 £
Net incoming resources is stated after charging:		
Depreciation and other amounts written off tangible assets	915	1,254
Independent Examiner's remuneration	5,376	4,308

11. Employees

Number of employees

The average monthly numbers of employees during the year were:	2014 Number	2013 Number
Charity	14	15

Employment costs

	2014 £	2013 £
Wages and salaries	249,371	245,218
Social security costs	21,820	21,088
	271,191	266,306

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

12. Directors' emoluments

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

13. Tangible fixed assets

	Fixtures, fittings and equipment	Computer	Total
	£	£	£
Cost			
At 1 April 2013	13,935	26,130	40,065
At 31 March 2014	13,935	26,130	40,065
Depreciation			
At 1 April 2013	12,885	25,616	38,501
Charge for the year	526	389	915
At 31 March 2014	13,411	26,005	39,416
Net book values			
At 31 March 2014	524	125	649
At 31 March 2013	1,050	514	1,564

14. Debtors

	2014	2013
	£	£
Other debtors	58,327	4,934
Prepayments and accrued income	1,355	1,022
	59,682	5,956

15. Creditors: amounts falling due within one year

	2014	2013
	£	£
Other creditors	13,536	110
Accruals and deferred income	6,380	6,348
	19,916	6,458

16. Analysis of net assets between funds

	Unrestricted General funds £	Unrestricted Designated funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2014 as represented by:				
Tangible fixed assets	-	649	-	649
Current assets	175,258	171,232	27,984	374,474
Current liabilities	(5,891)	-	(14,025)	(19,916)
	169,367	171,881	13,959	355,207

17. Unrestricted General Funds

	1 Apr '13 £	Incoming £	Outgoing £	Transfers £	31 Mar '14 £
General Fund	154,413	284,417	(273,762)	4,299	169,367
	154,413	284,417	(273,762)	4,299	169,367

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.

18. Unrestricted Designated Funds	1 Apr '13 £	Incoming £	Outgoing £	31 Mar '14 £
Assets Fund	1,564	-	(915)	649
Development Fund	137,320	53,125	(19,213)	171,232
	138,884	53,125	(20,128)	171,881

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 enhance, extend and strengthen current services and activities. The Fund also offers the opportunity to develop and provide services in line with identified need e.g. the extension of the Schools Project, the provision of specific welfare rights advice and counselling, and to support special projects. Incoming resources of £53,125 (as shown above) represent a legacy which the Directors allocated to the Development Fund. Further details of the legacy are provided within the Financial Review on page 7.

19. Restricted funds

	1 Apr '13	Incoming	Outgoing	Transfers	31 Mar '14
	£	£	£	£	£
Children's Fund	9,185	3,104	(2,914)	-	9,375
Forth Valley Project Fund	5,547	31,098	(36,202)	(443)	-
Mainstreaming Project 2 Fund	21,789	67,817	(81,417)	(3,605)	4,584
Weekend Breaks for Families Fund	-	14,890	(14,639)	(251)	-
	36,521	116,909	(135,172)	(4,299)	13,959

Purposes of restricted funds

Children's Fund

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

Forth Valley Project Fund

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

Mainstreaming Project 2 Fund

The Mainstreaming Project 2 is a development of the previously successful Mainstreaming Project 1 which finished on 30 April 2009. The project aims to get people with epilepsy into education, training, voluntary or paid employment. Project 2 has broader objectives than Project 1 in respect of self management. Project 2 finished on 30 April 2014. Other Creditors of £13,536 per Note 15 on page 19 include £13,110 representing an underspend which is repayable to BLF.

Weekend Breaks for Families Fund

Represents £12,370 grant received from the Scottish Government Short Breaks Fund (Better Breaks Fund), a £2,000 grant from UCB Pharma Ltd and sundry donations of £520 towards the cost of a weekend break at Ardentinny Outdoor Education Centre in Argyll for families affected by childhood epilepsy.

20. Analysis of transfers between funds

	Unrestricted funds £	Restricted funds £
Transfers made during the year ended 31 March 2014 were as follows:		
To finance deficit on Restricted Funds	(389)	389
To re-allocate costs	4,688	(4,688)
	4,299	(4,299)