

Epilepsy Connections
Report and Financial Statements
Year Ended 31 March 2016

Charity No. SC030677
Company Number: SC212813

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Epilepsy Connections

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Epilepsy Connections

Reference and Administrative Information *for the year ended 31 March 2016*

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 John Bradley Dr Maria Oto (Appointed 4 June 2015)
Company Secretary	Judy Cochrane
Senior Management	Shirley Maxwell (Executive Director)
Principal Office	100 Wellington Street Glasgow G2 6DH
Registered Office	109 Douglas Street Glasgow G2 4HB
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
Web address	www.epilepsyconnections.org.uk

Epilepsy Connections

Directors' Annual Report for the year ended 31 March 2016

The Directors present their report and the financial statements of the charity for the year ended 31 March 2016.

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. Executive Director Shirley Maxwell oversees the team of 11 staff. Over the last year, a total of 32 volunteers supported the Befriending Service, the Schools Project, gardening at our allotment, Friends Connected and children's activities, and provided language support. Volunteers 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.

Risk management

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

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.

Epilepsy Connections

Directors' Annual Report for the year ended 31 March 2016

OBJECTIVES and ACTIVITIES (continued)

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.
- Outpatient clinic support in Greater Glasgow & Clyde and Forth Valley.
- 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.
- 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.

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, 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.

Epilepsy Connections

Directors' Annual Report for the year ended 31 March 2016

OBJECTIVES and ACTIVITIES (continued)

- 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
- The service delivery team works with a range of third sector organisations to ensure individuals and families have access to appropriate information, support and care, liaising on individual casework and delivering staff training.
- We link closely with agencies working with minority ethnic communities.
- From time to time we work with partners to deliver one-off events e.g. conferences, information days.
- 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.
- We participate in the work of the Scottish Parliament's Cross Party Group on Epilepsy, the ALLIANCE, the National Neurology Advisory Group and the Neurological Alliance of Scotland.
- We are active members of national and international umbrella bodies, the Joint Epilepsy Council of the UK & Ireland, the Scottish Epilepsy Consortium and the International Bureau for Epilepsy.

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

People affected by epilepsy contribute to Epilepsy Connections' work at strategic level as Directors and as members of our People's Forum. Membership of the People's Forum is open to people affected by epilepsy (i.e. people who have epilepsy, parents, carers) 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. The Forum has 15 members and meets 4 times a year.

At operational level, people affected by epilepsy contribute as volunteer befrienders, supporting social and leisure events including gardening sessions at the allotment, Friends Connected events and children's activities, and contributing to the delivery of epilepsy awareness sessions in schools. Around 70% of service delivery volunteers have personal experience of epilepsy.

- We ask people who use our services to provide feedback in a number of ways:
- 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.
- Service user questionnaire is issued regularly.
- Informal feedback is sought on an ongoing basis.

ACHIEVEMENTS and PERFORMANCE

Over the last year, the service delivery team of staff and volunteers has continued to provide a wide range of information, support and self-management 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. During the reporting period:

- The Fieldwork Team received and actioned 466 new referrals (334 in Glasgow; 132 in Forth Valley) in addition to ongoing casework.
- 20 people received person-centred counselling.
- Our Welfare Rights advisor supported 31 eligible applicants to apply for disability benefits.

Epilepsy Connections

Directors' Annual Report for the year ended 31 March 2016

ACHIEVEMENTS and PERFORMANCE (Continued)

- 22 adults isolated by epilepsy were supported by the Volunteer Befriending Team.
- 5 new volunteers undertook befriending training.
- 6 -10 people attended epilepsy education and support meetings held regularly throughout the year in Falkirk and Alloa covering topics such as epilepsy and bone health, epilepsy and memory, and stress management.
- 6 people grew their own fruit and vegetables at our allotment and received the Runner Up Prize in the Sir Robert Greig Memorial Awards for Best Group Allotment.
- 13 people with epilepsy and their carers attended memory workshops for adults.
- 16 people with epilepsy attended confidence building workshops.
- Up to 20 adults attended Friends Connected activities every month.
- Up to 12 children with epilepsy and their siblings attended regular weekend activities including indoor climbing, tobogganing, 10-pin bowling, and trip to the panto.

Two special information events were organised this year:

- In partnership with Epilepsy Action and the William Quarrier Scottish Epilepsy Centre, we organised and delivered a 1-day conference for families affected by epilepsy. The conference, entitled "Seize Control", took place at the Scottish Epilepsy Centre on 3 October 2015 and attracted 60 delegates to hear a panel of top speakers present a range of topics including epilepsy surgery, epilepsy and genetics, current research areas, the ketogenic diet and the Yellow Card Scheme. Epilepsy Connections' staff ran a children's fun-day concurrently with the conference timetable, making the conference more accessible to parents and carers and bringing together children affected by epilepsy for entertainment and informal peer support.
- On 11 November 2015, 15 women attended our Women and Epilepsy Day to learn more about the complex relationships between epilepsy and menstruation, fertility, contraception, pregnancy and menopause.

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:

- 296 health and social care staff, voluntary organisation staff and unpaid carers attended epilepsy awareness and/or rescue medication training.
- 3,784 young learners and 367 teachers and staff including student and probationary teachers took part in epilepsy awareness education sessions in primary and secondary schools in the Greater Glasgow & Clyde area.
- Epilepsy Awareness presentations were made to teachers and staff in 8 schools in the Forth Valley area.
- An introductory epilepsy awareness session was made to 30 Department of Work and Pensions staff in Falkirk.
- Brief epilepsy awareness sessions delivered to MSPs, their staff and Scottish Parliament staff at the Scottish Parliament during National Epilepsy Week. At national strategic level, staff contributed to the improvement of standards of care for people with epilepsy by contributing to the review of the Paediatric Epilepsy Surgery Service and by working with health professional colleagues to promote the implementation of SIGN 143 (Diagnosis and Management of Epilepsy in Adults).

We raised public awareness of epilepsy in a range of ways including:

- Hosting information stalls at a range of venues and events including Easterhouse Health Centre, Pollok Health Centre, and Falkirk Carers' Information Day.

Epilepsy Connections

Directors' Annual Report for the year ended 31 March 2016

ACHIEVEMENTS and PERFORMANCE (Continued)

- Delivering introductory epilepsy awareness sessions to a range of community groups in Greater Glasgow & Clyde and Forth Valley and at Glasgow Science Centre's "Meet the Expert" sessions during school holidays.
- Attending events to ensure policy makers and practitioners are aware of epilepsy issues e.g. health and social care integration events, local voluntary sector events in Glasgow, Stirling and Falkirk, National Conversation on Health and Social Care events in Glasgow and Forth Valley.
- Working with other epilepsy groups to host the Epilepsy Consortium Scotland stall at the Scottish Parliament during National Epilepsy Week and at political party conferences.
- Working with the Epilepsy Consortium Scotland, the Joint Epilepsy Council and the International Bureau for Epilepsy to lobby the Scottish and UK Governments and the European Parliament to implement the actions recommended in Resolution WHA68.20 passed at the World Health Assembly in Geneva, 26 May 2015. The Resolution urges member states to provide resources and policy directives to improve standards of care and quality of life for people with epilepsy.

Staff were honoured at a civic reception hosted by Councillor John Miller, Depute Provost of West Dunbartonshire Council, to celebrate the success of our partnership with the West Dunbartonshire Epilepsy Support Group, Scottish Fire and Rescue Service, Police Scotland, and West Dunbartonshire Council in raising awareness of epilepsy among emergency services personnel. We hope to develop this model in other geographical areas in the future.

To help us achieve our objective of extending the range of services we deliver and in response to demand from people with epilepsy and their families, we commenced a pilot project to test the Friends Connected model of peer support in Forth Valley. The pilot is due to end in April 2016 and will be evaluated thereafter.

In partnership with NHS Forth Valley Area Pharmaceutical Committee and community pharmacies, we launched a pilot project with the aim of raising awareness of our services and making them more accessible to hard-to-reach people with epilepsy. If successful, we will roll out the exercise with community pharmacies throughout the Forth Valley area.

Working towards our objective of extending our services into new geographical areas and following on from last year's feasibility study in Ayrshire and Arran, we completed a short pilot to test the suitability of existing information and support models in the area. We are currently seeking funding to establish a service in Ayrshire and Arran.

During the reporting period, People's Forum members:

- Advised on the design and appropriateness of our information and publicity materials.
- Reviewed the methods we use to consult with epilepsy service users.
- Contributed to our celebrations of International Epilepsy Day.
- Nominated representatives who attended and reported back on Epilepsy Cross Party Group meetings at the Scottish Parliament.

VOLUNTEERS

Over the last year, volunteers contributed around 3,000 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 in various service delivery roles. Our Befriending Service is entirely dependent on the contribution of volunteer befrienders. Volunteers also contribute to supporting the delivery of the Schools Project, children's activities, Friends Connected in Glasgow and Forth Valley, providing language support, and helping at the allotment. In addition, 15 people contribute on a voluntary basis to our People's Forum, attending Forum meetings, Epilepsy Cross Party Group meetings and from time to time carrying out additional duties.

Epilepsy Connections

Directors' Annual Report for the year ended 31 March 2016

VOLUNTEERS (Continued)

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.

GOVERNANCE REVIEW

In January 2014, Epilepsy Connections' Chairperson proposed that a review of governance arrangements take place to see if the performance of the Board reflects the same high standards evidenced by staff through a system of supervision and appraisal. While confident in the effectiveness of Board processes and activities, the Directors agreed there was value in evidencing this and identifying what improvements, if any, that could be made. A working group consisting of the Chairperson (Christine McGarvey), the Company Secretary (Judy Cochrane) and a Director (Pamela Parker) was appointed to carry out the review, using the 'Self-Evaluation guide for assessing governance in voluntary organisations who provide social care in Scotland' which was developed by the Social Work Inspection Agency (subsequently the Social Care and Social Work Improvement Scotland, and now the Care Inspectorate).

In line with the self evaluation guide, five questions were addressed, namely:

1. How open is our Board of Directors and our organisation?
2. Does our Board operate with integrity?
3. How accountable is our board of Directors
4. How good is our Board leadership?
5. Is our Board of Directors in control?

The evaluation was carried out between July 2014 and July 2015 and consisted of a survey of staff, volunteers, People's Forum members and service users together with a review of organisational and Board procedures.

As a result, a number of changes have been implemented and more are planned. The Board are striving to increase awareness of who we are and what we do by publishing Directors' profiles on the Epilepsy Connections website together with details of our roles and responsibilities. Profiles are appearing in our quarterly newsletter together with regular Board articles, and profiles are now included in Board induction materials. The work of the People's Forum is also being publicised through regular newsletter articles and member profiles are being prepared for publication.

A review and update of the charity's Memorandum and Articles of Association is underway and new policies and procedures have been introduced to address the recruitment of new Directors, whistleblowing and conflicts of interest. Plans have also been developed to ensure that Directors' skills and knowledge, and financial recording for the organisation are always maintained.

Business planning processes have been revised to allow People's Forum members and volunteers to contribute alongside Directors and staff, and our Annual General Meeting has been opened up from members and staff only to include volunteers, People's Forum members; service users and other stakeholders.

FINANCIAL REVIEW

Per the Statement of Financial Activities on page 11, the charity reported Net Income (i.e. a Surplus) for the year of £4,482 (2015 - Deficit £7,119). At 31 March 2016, the charity held total funds of £352,570 of which £28,307 related to Restricted Funds.

Epilepsy Connections

Directors' Annual Report for the year ended 31 March 2016

FINANCIAL REVIEW (Continued)

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 £144,701, the charity's unrestricted reserves at 31 March 2016 per the General Fund on page 21 amounted to £179,563 which was acceptable to the Directors.

The Designated Development Fund represents funds set aside to enhance, extend and strengthen activities not funded by current income streams, including the provision of welfare rights advice, counselling and the delivery of services in Ayrshire and Arran. At 31 March 2016, funds held within the Designated Development Fund totalled £144,701.

PLANS for FUTURE PERIODS

Epilepsy Connections' priority is to maintain and develop services within the Greater Glasgow & Clyde and Forth Valley areas and to ensure financial sustainability in a competitive and challenging environment. In addition we will continue to work towards our objectives of raising awareness of our services and extending our reach to people affected by epilepsy in areas in which we currently operate as well as in new areas.

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.

Epilepsy Connections

Directors' Annual Report *for the year ended 31 March 2016*

STATEMENT of DIRECTORS' RESPONSIBILITIES (Continued)

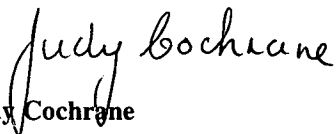
The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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 29 June 2016 and signed on their behalf by:



Judy Cochrane

Director/Company Secretary

Epilepsy Connections

Independent Examiner's Report to the Directors on the unaudited financial statements of Epilepsy Connections

for the year ended 31 March 2016

I report on the financial statements of Epilepsy Connections for the year ended 31 March 2016 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 January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

Respective Responsibilities of Directors and Examiner

The charity's Directors are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's Directors consider that the audit requirement of Regulation 10(1) (a) to (c) of the 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 Charities Accounts (Scotland) Regulations 2006. 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 seeking explanations from you as 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 and 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

Date: 29 June 2016

Epilepsy Connections

Statement of Financial Activities (incorporating Income and Expenditure Account)

for the year ended 31 March 2016

		Unrestricted	Restricted	Total	Total
	Note	Funds	Funds	2016	2015
		£	£	£	(Restated Note 23) £
Income from:					
Donations (incl. statutory funding)	2	277,614	40,093	317,707	327,441
Charitable activities	3	13,115	13,090	26,205	23,173
Other trading activities	4	202	-	202	77
Investments	5	768	-	768	1,455
Other	6	1,000	-	1,000	-
Total income		<u>292,699</u>	<u>53,183</u>	<u>345,882</u>	<u>352,146</u>
Expenditure on:					
Raising funds	7	(9,462)	-	(9,462)	(3,528)
Charitable activities	8	(294,984)	(36,954)	(331,938)	(352,431)
Other	9	-	-	-	(3,306)
Total expenditure		<u>(304,446)</u>	<u>(36,954)</u>	<u>(341,400)</u>	<u>(359,265)</u>
Net income/(expenditure)		<u>(11,747)</u>	<u>16,229</u>	<u>4,482</u>	<u>(7,119)</u>
Transfers between funds	21	315	(315)	-	-
Net movement in funds		<u>(11,432)</u>	<u>15,914</u>	<u>4,482</u>	<u>(7,119)</u>
Reconciliation of funds:	20				
Total funds brought forward		<u>335,695</u>	<u>12,393</u>	<u>348,088</u>	<u>355,207</u>
Total funds carried forward		<u>324,263</u>	<u>28,307</u>	<u>352,570</u>	<u>348,088</u>

Note 22

The Notes on pages 14 - 22 form an integral part of the financial statements.

Epilepsy Connections

Balance Sheet

as at 31 March 2016

		Unrestricted	Restricted	Total	Total
	Note	Funds £	Funds £	2016 £	2015 £
Fixed Assets					
Tangible Fixed Assets	16	-	-	-	262
Total Fixed Assets		-	-	-	262
Current Assets					
Debtors	17	68,009	280	68,289	4,076
Cash at bank and in hand		263,444	28,617	292,061	350,890
Total Current Assets		331,453	28,897	360,350	354,966
Liabilities					
Creditors falling due within one year	18	(7,190)	(590)	(7,780)	(7,140)
Net Current Assets		324,263	28,307	352,570	347,826
Total Assets less Current Liabilities		324,263	28,307	352,570	348,088
Total Net Assets		<u>324,263</u>	<u>28,307</u>	<u>352,570</u>	<u>348,088</u>
The funds of the charity:					
Unrestricted income funds		324,263	-	324,263	335,695
Restricted income funds		-	28,307	28,307	12,393
Total charity funds	20	<u>324,263</u>	<u>28,307</u>	<u>352,570</u>	<u>348,088</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 - 22 form an integral part of the financial statements.

Epilepsy Connections

Balance Sheet (continued)

as at 31 March 2016

Directors' statements required by Sections 475 (2) and (3) for the year ended 31 March 2016

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 2016 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.

The 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 Directors on 29 June 2016 and signed on their behalf by:

Christine McGarvey
Director



Registered number: SC212813

The Notes on pages 14 - 22 form an integral part of the financial statements.

Epilepsy Connections

Notes to the financial statements

for the year ended 31 March 2016

1. Accounting policies

The principal accounting policies, which have been applied consistently in the current and preceding year are set out below.

1.1. Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (Effective January 2015), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006.

1.2. Fund accounting

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Unrestricted funds are expendable at the discretion of the Directors in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the Directors for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the Directors' discretion to apply the fund.

1.3. Income

Items of income are recognised and included in the accounts when all of the following criteria are met:

- the charity has entitlement to the funds;
- receipt of the income is considered probable;
- the amount can be measured reliably;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity.

Donations

Donations are recognised when the charity has evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably. Entitlement usually arises immediately upon receipt, however, in the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Grants receivable

Income from government and other grants, whether 'capital' or 'revenue' in nature, are recognised when the charity has unconditional entitlement to the funds, it is probable that the income will be received, the amount can be measured reliably. Unconditional entitlement will be achieved once any performance or other conditions attached to the grants have been met, or fulfilment of those conditions is wholly within the control of the charity.

Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Gift Aid

Income tax recoverable on Gift Aid donations is recognised when the respective donation has been recognised and the recoverable amount of income tax can be measured reliably; this is normally when the donor has completed the relevant Gift Aid declaration form. Income tax recoverable on Gift Aid donations is allocated to the same fund as the respective donation unless specified by the donor.

Epilepsy Connections

Notes to the financial statements

for the year ended 31 March 2016

1.3. Income (continued)

Other trading activities

Income from other trading activities includes income earned from both trading activities to raise funds for the charity and income from fundraising events and is recognised when the charity has entitlement to the funds, it is probable that these will be received and the amounts can be measured reliably.

Other income

Other income represents income that cannot be reported under the other analysis headings provided within the Statement of Financial Activities and is recognised when the charity is entitled to the income, it is probable that it will be received and the amount can be measured reliably by the charity.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1.4. Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Charitable activities

Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities. The costs of charitable activities presented in the Statement of Financial Activities includes the costs of both direct service provision and the payments of grant awards if applicable.

Pensions

The charity operates a defined contribution pension scheme. The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

1.5. Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

1.6. Fixed assets

Tangible fixed assets are measured initially at cost and subsequently depreciated on a systematic basis over their economic lives in accordance with the policy below.

All tangible fixed assets costing in excess of £2,000 having a value to the charity greater than one year, other than those acquired for specific purposes, are capitalised.

Depreciation is provided on a straight-line basis to write off the cost or initial value, less residual value, of tangible fixed assets over their estimated useful lives:

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

1.7. Activity based reporting

To comply fully with the Statement of Recommended Practice would require income and expenditure to be reported by activity. The Directors are of the opinion that the activities of the charity are inter-linked, therefore this would be impractical to calculate and would provide no additional benefit to the users of these financial statements. Therefore no further analysis of income and expenditure is provided within these financial statements.

Epilepsy Connections

Notes to the financial statements

for the year ended 31 March 2016

2. Income from Donations (incl. statutory funding)

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2016	2015
				(Restated Note 23)
	£	£	£	£
Donations	2,874	6,645	9,519	16,846
Income Tax on Gift Aid	1,098	-	1,098	2,279
Greater Glasgow & Clyde	250,432	-	250,432	250,432
Stirling Council	-	2,616	2,616	2,616
Falkirk Council	-	3,924	3,924	3,924
Forth Valley NHS Board	-	22,836	22,836	22,836
Scottish Government Short Breaks Fund	-	-	-	15,505
Sundry Grants	-	-	-	2,000
Fundraising	23,210	4,072	27,282	11,003
	<u>277,614</u>	<u>40,093</u>	<u>317,707</u>	<u>327,441</u>

3. Income from charitable activities

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2016	2015
				(Restated Note 23)
	£	£	£	£
The RS MacDonald Charitable Trust	-	10,074	10,074	-
Hugh Fraser Foundation	-	3,000	3,000	-
Training Fees	11,885	-	11,885	20,195
Expenses Reimbursed	1,230	16	1,246	2,978
	<u>13,115</u>	<u>13,090</u>	<u>26,205</u>	<u>23,173</u>

Epilepsy Connections

Notes to the financial statements

for the year ended 31 March 2016

4. Income from other trading activities

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2016	2015
				(Restated Note 23)
	£	£	£	£
Room Hire	202	-	202	77
	<u>202</u>	<u>-</u>	<u>202</u>	<u>77</u>

5. Investment income

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2016	2015
	£	£	£	£
Bank interest	768	-	768	1,455
	<u>768</u>	<u>-</u>	<u>768</u>	<u>1,455</u>

6. Other income

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2016	2015
	£	£	£	£
Other income	1,000	-	1,000	-
	<u>1,000</u>	<u>-</u>	<u>1,000</u>	<u>-</u>

Epilepsy Connections

Notes to the financial statements

for the year ended 31 March 2016

7. Expenditure on raising funds

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2016	2015
	£	£	£	£
Fundraising Costs	9,462	-	9,462	3,528
	<u>9,462</u>	<u>-</u>	<u>9,462</u>	<u>3,528</u>

8. Expenditure on charitable activities

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2016	2015
	£	£	£	£
Project Delivery - Staff costs	198,118	29,121	227,239	230,642
Project Delivery - Employer's NIC	15,247	1,775	17,022	17,922
Project Delivery - Employer's Pension Costs	133	-	133	-
Project Delivery - Other direct costs	11,886	5,431	17,317	31,901
Staff training and expenses	1,061	-	1,061	7
Property and resource costs	36,295	-	36,295	37,204
Repairs and maintenance	1,452	-	1,452	2,259
Library	39	-	39	106
Printing, postage and stationery	8,877	-	8,877	9,916
Subscriptions	1,487	-	1,487	1,365
Legal and professional fees	1,213	-	1,213	2,250
Telephone	2,860	-	2,860	2,093
Computer costs	5,714	-	5,714	4,739
Consultancy Fees	2,052	-	2,052	3,945
General expenses	1,345	-	1,345	1,493
Payroll services	1,300	-	1,300	892
Governance costs (Independent Examiner's fee)	5,643	627	6,270	5,310
Depreciation	262	-	262	387
	<u>294,984</u>	<u>36,954</u>	<u>331,938</u>	<u>352,431</u>

9. Other expenditure

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2016	2015
	£	£	£	£
Other expenditure	-	-	-	3,306
	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,306</u>

Epilepsy Connections

Notes to the financial statements

for the year ended 31 March 2016

10. Net income/(expenditure) for the year	2016	2015
	£	£

Net income/(expenditure) is stated after charging:

Depreciation and other amounts written off tangible assets	262	262
Independent Examiner's Fee	6,270	5,310

11. Remuneration of External Examiner	2016	2015
	£	£

Independent Examiner's Remuneration comprises:

Independent Examination of Statutory Accounts	6,270	5,310
	6,270	5,310

12. Staff costs and Numbers

Number of employees	2016	2015
	Number	Number

The average number of staff employed during the reporting period was :	11	12
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All employees were involved in either the direct delivery or support of the charity's activities or in supporting the governance of the organisation.

Employment costs	2016	2015
	£	£

Wages and salaries	227,372	230,642
Social security costs	17,022	17,922
Employer Pension contributions	133	-
	244,527	248,564

No employee received emoluments (excluding employer pension costs) of more than £60,000 in the reporting period (2015 £nil).

13. Pension costs

The charity operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent Trustees. The pension charge represents contributions due from the charity and amounted to £133 (2015 - £nil). At 31 March 2016, there were outstanding pension contributions of £133 (2015 - £nil).

14. Directors' Remuneration and Expenses

Each of the Directors give freely of their time and expertise without any form of remuneration or other benefit in cash or kind (2015 £nil).

No Director expenses have been incurred in the reporting period (2015 £Nil.)

15. Related Party Transactions

There have been no related party transactions in the reporting period requiring disclosure (2015 £nil).

Epilepsy Connections

Notes to the financial statements

for the year ended 31 March 2016

16. Tangible Fixed Assets

	Fixtures, fittings and equipment £	Computer Equipment £	Total £
Cost			
At 1 April 2015	13,935	26,130	40,065
Additions	-	-	-
Disposals	-	-	-
At 31 March 2016	13,935	26,130	40,065
Accumulated depreciation			
At 1 April 2015	(13,674)	(26,129)	(39,803)
Charge for the year	(261)	(1)	(262)
Eliminated on disposals	-	-	-
At 31 March 2016	(13,935)	(26,130)	(40,065)
Net book value			
At 31 March 2016	-	-	-
At 31 March 2015	261	1	262

17. Debtors

	2016 £	2015 £
Prepayments and accrued income	896	1,354
Other debtors	67,393	2,722
	68,289	4,076

18. Creditors falling due within one year

	2016 £	2015 £
Accruals and deferred income	7,780	6,165
Taxation and social security	-	282
Other creditors	-	693
	7,780	7,140

Epilepsy Connections

Notes to the financial statements

for the year ended 31 March 2016

19. Analysis of net assets between funds

	Unrestricted		Restricted	Total
	General	Designated	funds	funds
	funds	funds		
	£	£	£	£
Fixed Assets	-	-	-	-
Current Assets	186,752	144,701	28,897	360,350
Creditors falling due within one year	(7,190)	-	(590)	(7,780)
	<u>179,562</u>	<u>144,701</u>	<u>28,307</u>	<u>352,570</u>

20. Analysis of Movements in Charitable Funds

	At 1 April 2015	Income	Expenditure	Transfers	At 31 March 2016
	£	£	£	£	£
Unrestricted income funds					
General	176,381	292,699	(289,833)	315	179,562
Designated Development Fund	159,052	-	(14,351)	-	144,701
Designated Assets Fund	262	-	(262)	-	-
	<u>335,695</u>	<u>292,699</u>	<u>(304,446)</u>	<u>315</u>	<u>324,263</u>
Restricted income funds					
Children's Fund	10,568	4,088	(1,774)	-	12,882
Forth Valley Project Fund	1,825	49,095	(35,180)	(315)	15,425
	<u>12,393</u>	<u>53,183</u>	<u>(36,954)</u>	<u>(315)</u>	<u>28,307</u>
Total funds	<u>348,088</u>	<u>345,882</u>	<u>(341,400)</u>	<u>-</u>	<u>352,570</u>

Purposes of Designated Funds

Designated Development Fund

The Development Fund represents funds set aside to enhance, extend and strengthen activities not funded by current income streams, including the provision of welfare rights advice, counselling and the development of services in Ayrshire and Arran.

Designated Assets Fund

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

Purposes of Restricted Funds

Children's Fund

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

Forth Valley Project Fund

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

Epilepsy Connections

Notes to the financial statements

for the year ended 31 March 2016

21. Analysis of transfers between funds

	Unrestricted Funds £	Restricted Funds £
Transfers made during the year ended 31 March 2016 were as follows:		
To re-allocate costs	315	(315)
	<u>315</u>	<u>(315)</u>

22. Statement of Financial Activities 2015

	Unrestricted Funds £	Restricted Funds £	Total 2015 £
Income from:			
Donations (incl. statutory funding)	267,910	59,531	327,441
Charitable activities	21,670	1,503	23,173
Other trading activities	77	-	77
Investments	1,455	-	1,455
Total income	<u>291,112</u>	<u>61,034</u>	<u>352,146</u>
Expenditure on:			
Raising funds	(3,528)	-	(3,528)
Charitable activities	(298,065)	(54,366)	(352,431)
Other	-	(3,306)	(3,306)
Total expenditure	<u>(301,593)</u>	<u>(57,672)</u>	<u>(359,265)</u>
Net income/(expenditure)	<u>(10,481)</u>	<u>3,362</u>	<u>(7,119)</u>
Transfers between funds	4,927	(4,927)	-
Net movement in funds	<u>(5,554)</u>	<u>(1,565)</u>	<u>(7,119)</u>
Reconciliation of funds:			
Total funds brought forward	341,248	13,959	355,207
Total funds carried forward	<u>335,694</u>	<u>12,394</u>	<u>348,088</u>

23. Change in Reporting Standards

Due to the application of the Financial Reporting Standard for Smaller Entities 2015 and the related Statement of Recommended Practice: Accounting and Reporting by Charities, the prior year figures have been restated to reflect the required reporting categories. This has resulted in Governance Costs being reclassified within the costs of Charitable Activities. There has been no change to the previously reported deficit or closing reserves.