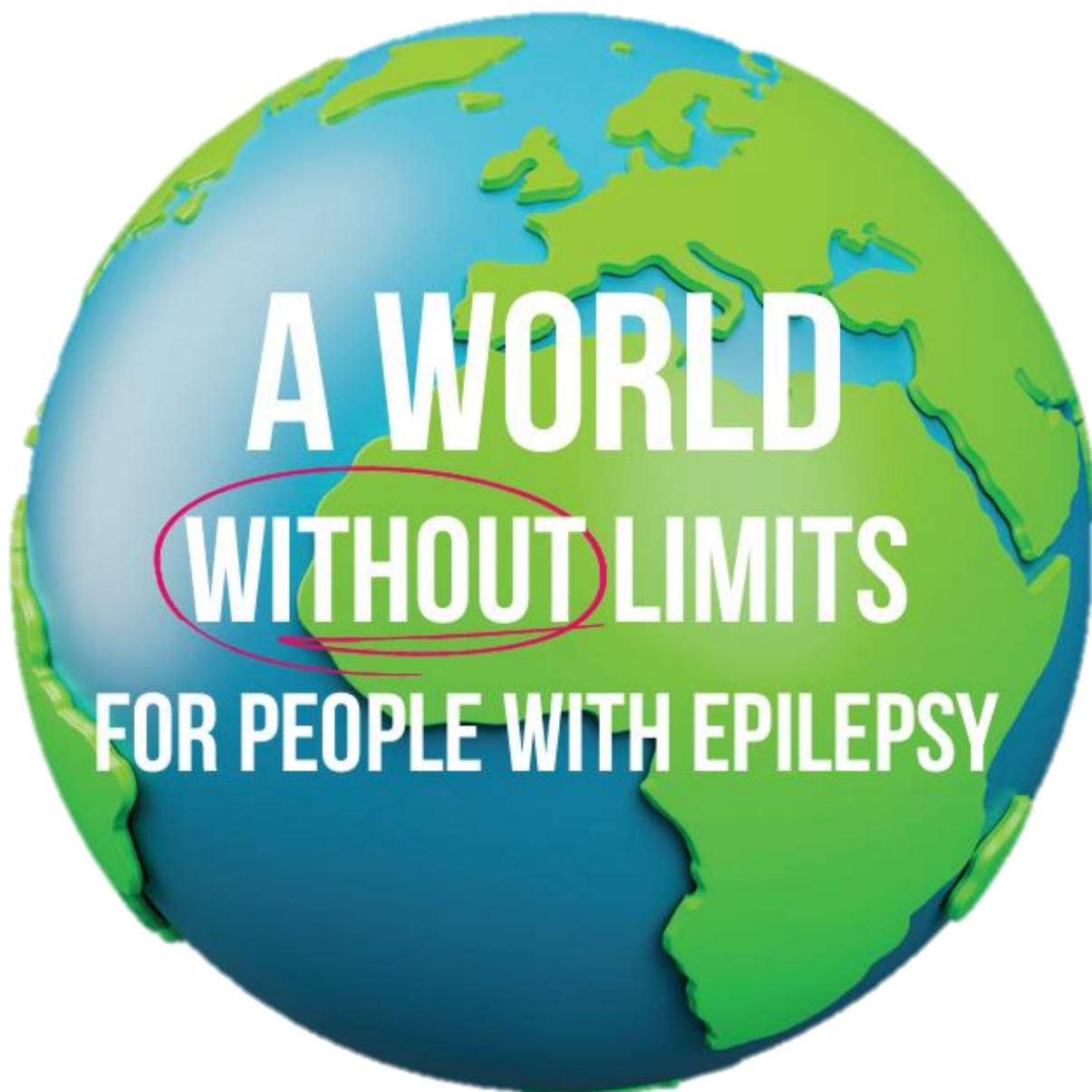


epilepsy *action*

BRITISH EPILEPSY ASSOCIATION
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

REGISTERED NUMBER: 00797997
CHARITY NUMBER: 234343



A WORLD

WITHOUT LIMITS

FOR PEOPLE WITH EPILEPSY

CONTENTS

	Page
Chair's report	1
Honorary Treasurer's report	2
Trustees' annual report	3 - 7
Strategic report	8 - 21
Independent Auditor's Report to The Members of British Epilepsy Association	22 - 24
Statement of Financial Activities	25
Balance Sheet	26
Statement of Cash Flows	27
Notes to the financial statements	28 - 46

Chair's report



I was delighted to be re-elected as Chair of the Council of Management by my colleagues on the charity's governing board of trustees in July 2023. I am grateful to my fellow Council Members for their continued support and confidence in me and also for all their hard work and dedication throughout the year. I would especially like to acknowledge the contributions during the year of Peter Clough as Vice Chair of Council and of Nicholas Hutton as Honorary Treasurer.

In June, Gavin Barlow stepped down from the Council after 12 years of dedicated service. We will miss his thoughtful input drawn from his insight and deep knowledge of epilepsy and the impact it can have on people's lives. Also in June Mike Harnor left the Council after deciding not to seek re-election. Mike had been on Council since 1985 and was our most experienced trustee. At different times he served as Vice Chair and Chair of Council.

We thank both Gavin and Mike for everything they have done for the charity and for people with epilepsy and we wish them well for the future.

At the same time we welcomed two new members to the Council in June. Deirdre Black and Cameron Hill both have valuable personal experience of epilepsy and are already proving to be a valuable addition to the team.

Our financial performance in 2023 is covered by Nicholas Hutton's Honorary Treasurer's report and in more detail in the financial statements for the year. I would just like to say here a big thank you to all our fundraising staff who have worked so hard, and to every single one of our members, supporters and donors who have given money, undertaken sponsored events or online challenges. It is only because of your generosity that the charity is able to help and support so many people.

2023 was a year of notable successes and achievements. These are described in more detail in the following trustees' report. For me the one item I do want to highlight for you is the creation and adoption of a new strategic plan that will carry the organisation through until the end of 2030. This was the product of a phenomenal team effort by trustees, staff, volunteers and thousands of people affected by epilepsy who contributed their views and experiences and who shared their hopes and dreams for the future with us.

The result of all this hard work is an ambitious and inspiring plan launched at the beginning of 2024 that reflects what matters to people with epilepsy and those who care for them. The plan gives us a clear way ahead and also addresses the type of organisation that Epilepsy Action needs to be, how it sees itself and how it projects itself to others.

The Association is in a strong position. It has a solid financial base, high quality and relevant services, an efficient and effective organisational structure and a team of people to be proud of. There is a great deal of work in front of us, but with our new strategy in place we are looking forward to the future with confidence and enthusiasm.

A handwritten signature in blue ink, which appears to read 'Jane Riley'. The signature is fluid and cursive.

Jane Riley
Chair, Council of Management
9 April 2024

Honorary Treasurer's report



The Council of Management takes a strategic view of financial progress; monitoring and evaluating performance against the forecasts made in the annual revenue budget and other plans. In the face of challenging economic conditions, including rising cost of living pressures and inflation, I am pleased to report the financial results for the charity in 2023 consistent with anticipated performance.

As projected, income levels for the year returned to levels more consistent and comparable with 2021, following the exceptional receipts of 2022 relating to both legacies and grant income. Total income in 2023 was £2,767,139. This compares to £5,307,506 in 2022 and £3,314,918 in 2021. The total funds raised under challenging conditions demonstrate the dedication and generosity of our donors, supporters, and volunteers.

Total spending in 2023 was £4,113,476. This compares to £3,512,163 in 2022. Expenditure has been incurred in the year for the grants recognised in 2022 for both the counselling and family support projects. The deficit position for the year was anticipated in the annual budget, offsetting the surplus position from 2022.

It is however imperative to acknowledge the impact of external economic factors. The escalating costs of essential services, personnel and overheads necessitated prudent financial management and strategic resource allocation.

Across all funds there was a deficit of £1,346,337 (2022: surplus of £1,795,343). After accounting for an unrealised gain of £67,222 on the value of investments (2022: unrealised loss of £198,820) the net movement in funds for the year was an outgoing of £1,279,115 (2022: incoming £1,596,523). Total funds at year end are £3,989,561 (2022: £5,268,676). Once again, this was in-line with expected performance when offset against an exceptional performance in 2022 and compares favourably with total funds in 2021 of £3,672,153.

Spending on charitable activities in 2023 was £2,748,281 compared to £2,165,986 in 2022. Of this total we spent £1,949,847 (2022: £1,558,119) on

improving the quality of healthcare services for people with epilepsy and £798,434 on improving awareness and understanding of the condition (2022: £607,867). We spent £1,365,195 on raising funds in 2023 compared with £1,346,177 in 2022.

The charity's reserves policy is that the Association shall maintain a level of unrestricted financial reserves that falls within a range of between four months and twelve months gross total unrestricted income. If the level of unrestricted financial reserves moves outside of these parameters, then the Council of Management will take appropriate action.

Based on total unrestricted income of £3,465,470 in the 2024 revenue budget, the range of unrestricted reserves should be between £3,465,470 (12 months cover) and £1,155,157 (4 months cover). At the end of 2023, the unrestricted reserve funds amounted to £1,980,665 (2022: £3,110,211). At this level they represent 6.85 months of unrestricted income and are therefore within the boundaries set by the reserves policy. Again, for comparison, this level was £2,543,498 in 2021.

At the end of the year the charity held total reserves valued at £3,989,561. This compares to total reserves of £5,268,676 in 2022 and £3,672,153 at the end of 2021. In addition to the unrestricted reserves mentioned above, £482,805 of the total was held under designated funds, of which £404,632 has been utilised for the CRM & website projects, and £1,526,091 was held for restricted purposes.

To achieve a financial result in 2023 consistent with anticipated performance, despite continuing challenges, reflects the work undertaken together - I extend my heartfelt gratitude to our dedicated team, volunteers, donors and supporters whose unwavering commitment and generosity have enabled us to overcome formidable challenges.

Resources are directed in the 2024 budget to start the delivery of the new strategy. This includes new income generation opportunities. The relentless increase in the cost of living has understandably made it difficult for individuals to allocate discretionary income towards charitable giving, necessitating a cautious approach to fundraising strategies. Therefore we expect it will take time for these investments to make a full return – but we anticipate seeing this beginning to happen in 2024.

Notwithstanding the importance of resourcing the new strategy, the charity must have long term financial sustainability where spending is balanced by income.

A handwritten signature in blue ink, appearing to read 'Nicholas Hutton'. The signature is fluid and cursive, written over a horizontal line.

Nicholas Hutton
Honorary Treasurer
9 April 2024

Trustees' annual report

The trustees of British Epilepsy Association, collectively known as the Council of Management or 'the Council', has pleasure in presenting its Trustees' Annual Report incorporating the Strategic Report and Audited Accounts for the year ended 31 December 2023.

Structure, governance and management

The organisation was first set up as a charitable trust and registered at the Charity Commission on 5 December 1950. The Association became a company limited by guarantee on 25 March 1964 (registered in England, number 00797997) and was re-registered at the Charity Commission on 5 August 1964 (registered charity number 234343). The Association is also registered for Value Added Tax (Registration No. 183 1032 39).

The Association is constituted under a Memorandum and Articles of Association. The current Memorandum and Articles of Association were adopted by the members on 17 June 2006.

The Association does not have share capital, cannot pay dividends and must utilise all of its funds to further its stated charitable objectives. Under the terms of clause 7 of the Memorandum of Association every member, as defined by Article 2 of the Articles of Association, is liable to contribute a sum if necessary and not exceeding £1 in the event of the Association being wound up.

At 31 December 2023 there were 7,494 active members (2022: 8,288), including 350 life members (2022: 366).

Epilepsy Action

In May 2002 the Association began using the working name, *Epilepsy Action*. The charity keeps the name *British Epilepsy Association* but uses the working name *Epilepsy Action* across its range of activities. It also uses the names *Epilepsy Action Cymru* and *Epilepsy Action Northern Ireland* for its work in those two countries of the United Kingdom.

Council of Management

The Council of Management is the governing body of the Association. It usually meets six times a year and it sets the policy and strategic direction of the charity. It is also responsible for overseeing the sound management of the whole Association and for ensuring the Association's policy is carried out by the staff through day-to-day operational activity supervised by the Chief Executive.

The Council is made up of a maximum of 16 members of the Association who have been elected by the membership. One third of the Council members retire by rotation each year. Persons seeking election or re-election must be nominated by two subscribing members of the Association. The Association is proud of its open and democratic tradition, which enables the charity to have the benefit of a Council which includes people with epilepsy, carers, professionals and others interested in the condition.

Article 24 allows the Council to appoint up to two additional Council members to hold office for a maximum of three years, subject to annual confirmation by the Annual General Meeting of the Association. No Council members appointed in this way held office during 2023.

In accordance with the Articles of Association, the following members of Council are retiring at the Annual General Meeting on 18 June 2024: - Jayne Burton, Avril Coelho, Joanne Greer, Nicholas Hutton and June Massey.

The people who served on the Council of Management between 1 January and 31 December 2023 were:

Chair	Jane Riley
Vice Chair	Peter Clough
Honorary Treasurer	Nicholas Hutton
Gavin Barlow - <i>retired from Council 13 June 2023</i> Deirdre Black - <i>elected to Council 13 June 2023</i> Jayne Burton Richard Chapman - <i>re-elected to Council 13 June 2023</i> Avril Coelho Joanne Greer Cameron Hill - <i>elected to Council 13 June 2023</i> Diane Hockley	Michael Harnor - <i>retired from Council 13 June 2023</i> Sarah Lawson - <i>re-elected to Council 13 June 2023</i> June Massey Tom McLaughlan Katie Stevens Stephen Timewell Ian Walker - <i>re-elected to Council 13 June 2023</i>

Trustee recruitment, appointment, induction and training

Epilepsy Action is a charity made up of individual members. Every year the members elect people to be the trustees of the charity. The recruitment process for new trustees is carried out by nomination of which there are four conditions:

1. You must be aged 18 years or older.
2. You must not be legally disqualified from being allowed to be a company director or a charity trustee.
3. You must not be incapable by reason of mental disorder, illness or injury of managing and administering your own affairs.
4. You must have been a member of the Association for at least 12 months at the date when nominations for the election close.

We welcome different skills, experiences and areas of knowledge, but above all, the drive and vision to influence and improve the lives of people with epilepsy. Epilepsy Action encourages nominations from members of all backgrounds. It's important that the Council of Management is as representative as possible.

All Council members give freely of their time and received no remuneration in the year. Reasonable expenses are paid for attending Council meetings and all other relevant functions of the charity while acting in capacity as a Council member. Details of Council expenses and relevant third party transactions are disclosed in Note 20 to the financial statements.

Each newly elected Council member receives guidance notes about their role and responsibilities as a charity trustee and company director as part of a comprehensive induction process. Individual trustees attend conferences, seminars and other training and learning opportunities as necessary through the year to update their knowledge about their role and responsibilities as charity trustees and company directors. Training and personal development needs are reviewed as part of the annual appraisal of the Council and its members.

Council appraisal and corporate governance

The Council of Management carries out a system of trustee annual appraisal to ensure the continued efficiency and effectiveness of the Council. A Council committee on corporate governance further supports this objective.

Council of Management committees and advisory panels

There were three Council committees during 2023: Corporate Governance, Finance and Strategic Policy, and the Standing Committee. Each Committee has terms of reference and a membership that is approved by the Council and reviewed on an annual basis. Council members also serve on a Staff Appeals Panel to hear appeals from staff in relation to grievance or disciplinary disputes. There were no appeals to the panel in 2023. Membership of the Council's Committees and the Council's Staff Appeals Panel in 2023 is listed below.

Corporate Governance Committee (maximum 6 members)	
Jayne Burton	- Committee Chair to 4 September 2023 - Retired from Committee 12 December 2023
Ian Walker	- Committee Chair from 4 September 2023 - Committee Vice Chair to 4 September 2023
Richard Chapman	Committee Vice Chair from 4 September 2023
Diane Hockley	
Sarah Lawson	
Tom McLaughlan	
Katie Stevens	To 18 July 2023

Finance & Strategic Policy Committee (6-8 members)	
Richard Chapman	Committee Chair to 5 September 2023
Nicholas Hutton	Committee Chair from 5 September 2023 Committee Vice Chair to 5 September 2023 Honorary Treasurer ex officio member of Committee
Jane Riley	Committee Vice Chair from 5 September 2023 Council Chair ex officio member of Committee
Peter Clough	Council Vice Chair ex officio member of Committee
Joanne Greer	From 18 July 2023
Diane Hockley	From 18 July 2023
June Massey	
Tom McLaughlan	From 18 July 2023
Michael Harnor	To 18 July 2023
Sarah Lawson	To 18 July 2023
Katie Stevens	To 18 July 2023

Standing Committee (Maximum 5 members)	
Jane Riley	Committee Chair Council Chair ex officio
Peter Clough	Council Vice Chair ex officio
Nicholas Hutton	Honorary Treasurer ex officio
Richard Chapman	Immediate past Council Chair ex officio to 18 July 2023

Staff Appeals Panel (Maximum 6 members)	
Peter Clough	Panel Chair Council Vice Chair ex officio
Richard Chapman	From 18 July 2023
Avril Coelho	From 18 July 2023
Sarah Lawson	
Tom McLaughlan	From 4 April 2023
Jayne Burton	To 4 April 2023
Gavin Barlow	To 13 June 2023

Advisory Panels

At the end of 2023 the Council of Management decided to close four of its advisory panels - its Health and Clinical Advisory Panel, its Research Advisory Panel, its Scientific Awards Panel and its Women's Advisory Panel. The functions of these panels are now performed by other means so the advice and expertise that they provided for many years will not be lost in the future. The Council is immensely grateful to all of the people who have served on the panels over the years and in particular would like to acknowledge the following people who served on one or more panel during 2023.

Health and Clinical Advisory Panel		
Professor Markus Reuber MD PhD FRCP – Chair	Dr Colin Dunkley	Dr Owen Pickrell
Dr Aza Abdulla FRCP (UK) FRCPI MSc (Immun) MSc (Med Ed)	Ms Jo Geldard	Professor Mark Richardson
Dr Richard Appleton LRCP MRCS MBBS DCH MA (Oxon) FRCP FRCPCH	Dr Hayley Gorton	Mrs Julie Rigby MSc BSc (Hons) MCSP
Dr Manny Bagary BSc MBBS MRCPsych PhD	Ms Christine Hanson	Mr Richard Selway MA MMedSci MB BChir BSc FRCS(SN)
Professor Martin Brodie MB ChB MRCP FRCP	Dr Dan Hindley	Professor Stefano Seri MD FRCP
Professor Richard Chinn	Simon Keller	Professor Phil Smith MD FRCP
Dr Hannah Cock BSc FRCP MD	Professor Steven Kemp	Dr Rhys Thomas
Dr John Craig	Professor Sayeed Khan MBBS BMedSci DGM CMIOSH FRCGP FFOM FRCP FRSA DM	Mr Martin Tisdall
Professor Helen Cross MB ChB PhD FRCP FRCPCH	Dr John Paul Leach MD FRCP	Ms Bernie Waldron RSCN MSc
Dr Anita Devlin	Professor Tony Marson	Professor Matthew Walker MA MB BChir FRCP PhD
Dr JM Dickson	Dr Jim Morrow BA (Hons) MD PhD FRCP	Dr Ingram Wright BA (Hons) PhD D Clin Psy

Research Advisory Panel	Scientific Awards Panel	Women's Advisory Panel
Erica Chisanga	Dr Khalid Hamandi	Ms Beth Irwin
Dr Sarah Collard	Emily Holmes	Dr Jim Morrow BA (Hons) MD PhD FRCP
Ms Helen Coyle RGN BA (Hons) MPhil	Professor Michael Johnson	Rebecca Bromley
Dr Adina Lew	Stephanie Kilinc	Dr John Craig
Dr Dougall McCorry	Melissa Maguire	Kim Morley
Dr Ian Minshall MB ChB DRCOG FPCert JCPTGP	Linda Mayhew	Dr Arjune Sen
Deb Pal	Nigel Bennett	Dr Rohit Shankar
Professor Howard Ring BSc MB BS MRPsych	Fiona McKinnon	Dr Sophia Varadkar
Rohit Shankar	Rajiv Mohanraj	Dr Janine Winterbottom
Prof Sanjay Sisodiya	Leone Ridsdale	
	Andrew Trevelyan	

Two Advisory Panels are continuing. These are the 16-30 Panel and the Ethnic Communities Panel. Both of these were set up in late 2022 and populated during 2023. The members of the panels are appointed by the Council of Management. Each panel has terms of reference approved by the Council. Membership of these panels during 2023 is listed below.

16-30 Advisory Panel	Ethnic Communities Panel
Ellie Bales	Mubarak Ahmed
Nick Blessing	Abi Babatunde
Vasundhara Deshmukh	Fathiya Bahdon
Laura Dolan	Shalini Booluck
Megan Chaplin Hughes	Sabena Cheema
Katie Irving	Jodie Mason
Francesca Kelly	Louise Moore
Tamsin Kiouzelis	Rez Rogers
Rachel McMunn	Thilini Suhail
Chris Parker	Domini Wood
Frances White	

Epilepsy Action Cymru and Epilepsy Action Northern Ireland

The Association operates in Wales as *Epilepsy Action Cymru* and in Northern Ireland as *Epilepsy Action Northern Ireland*. A National Advisory Council for Wales and a National Advisory Council for Northern Ireland provide advice, guidance and support for the charity's work in these countries. Both Councils have terms of reference and a membership that is approved by the Council of Management and which is reviewed on an annual basis. Membership of the National Advisory Councils during 2023 is listed below.

National Advisory Council for Northern Ireland (Maximum 15 members)	National Advisory Council for Wales Cyngor Ymgynghorol Cenedlaethol Cymru (Maximum 15 members)
Dr John Craig - Chair	Dr Khalid Hamandi – Chair
Ms Gillian Dourish	Ms Louise Capeling
Ms Joanne Greer	Dr Frances Gibbon
Dr Michael Kinney	Ms Chloe Noot
Maura Mackie	Ms Malisa Pierri
Ms Sarah McCann	Dr Rob Powell
Megan McCarthy	Siôn Glyn Pritchard
Ms Deborah McCrudden	Jeanette Spiers
Dr Jim Morrow BA (Hons) MD PhD FRCP	Dr Abigail Swift
Dr Louise Rusk	Mr Ian Walker
Ms Kerry Watkinson	Mr Craig Williams
Mr Derick Woods BA BSc DipEd	
Mrs Marion Woods	

Trustees' interests

Members of the Council are charity trustees as defined by the Charities Act. Since the Association is a company limited by guarantee, persons elected or appointed to its Council are also directors and are registered as such in accordance with the Companies Act. Council members may claim for reasonable expenses incurred in undertaking the Association's business but they receive no remuneration or other financial benefit. All members of the Council have confirmed that they do not have and have not had any beneficial interest in any contract with the Association apart from the disclosures made within Note 20 to the accounts. The Association maintains a publicly available register of trustees' interests.

Strategic report

The following report includes the detail required by the Companies Act 2006 with regards to the strategic report.

Risk assessment

The Council has assessed the major risks to which the Association is exposed, in particular those related to the operations and finances of the charity. The Council is satisfied that management and control systems are in place to mitigate the Association's exposure to the major risks. The Council reviews these risks and controls at least four times each year.

Risks are identified and assessed by the trustees based on their likelihood of happening and the severity of their impact if they were to happen. Risks are scored before action is taken (gross risk score) and again after action is taken (net risk score). On 5 December 2023, ten risks were identified and assessed with a net risk score of 15 or higher making them the most significant risks to the charity. The 2023 dates are valid at the time the risk register was last reviewed. These risks, their potential impact and the actions taken in response to them are as follows:

Description of risk	Potential impact	Actions taken to mitigate risk	Net risk score after action taken
Turbulent macro-economic conditions giving rise to financial crisis; inflation; unemployment; public sector austerity; less personal disposable income; falling stock markets	Reduced income; higher costs; reduced spending; use of reserves to balance finances; increase in demand for services; reduction in service delivery.	Monitor economic forecasts and geopolitical events and take these into account in financial and business planning. Risk based reserves policy provides a financial cushion against short term volatility. Diverse income generation spreads the risk of failure. Three year perspective on annual revenue budget.	24
Failure of one or more top five sources of income, (delivers less than 80% of target)	Pressure on cash flow; lower income than expected and planned for; reduced spending and/or depleted reserves to balance finances; disruption to long term plans; lowered stakeholder morale; services reduced.	Major sources of income are identified and closely monitored. Legacy analysis and pipeline tool to help accuracy in predicting legacy income. Maintain a broad base of fundraising. Risk based reserves policy based on future income reflects potential volatility of income. Council's Finance and Strategic Policy Committee regularly review fundraising performance and plans. Fast adoption of new initiatives.	20
Failure to successfully adopt and apply new digital technology (e.g. AI; social media; digital publishing...)	Reputational damage; overtaken by competitors; services become obsolete; fundraising less effective.	Experienced in house communications and digital team supplemented by external advisors and suppliers. Continuous horizon scanning for new developments.	20
Operational failure of the CRM database that prevents or hinders basic business effectiveness	Fundraising, membership, services, accounting and/or stakeholder engagement are compromised.	IT systems and infrastructure implementation programme in place. Schedule of development and corrections in place with supplier.	20

Operational failure of the main website that prevents or hinders basic business effectiveness	Fundraising, membership, services, accounting and/or stakeholder engagement are compromised. Reputational damage; loss of public and donor confidence; disruption to services; cost of recovery.	Website hosting is outsourced. Implementation programme in place. Schedule of development and corrections in place with supplier.	20
Income from fundraising overall falls below expectations (delivers less than 80% of target)	Pressure on cash flow; lower income than expected and planned for; reduced spending and/or depleted reserves to balance finances; disruption to long term plans; lowered stakeholder morale; services reduced.	Annual revenue budget. Annual business plan. Individual fundraising project plans. . Council's Finance and Strategic Policy Committee regularly review fundraising performance and plans. Fast adoption of new initiatives.	16
Failure to comply with Data Protection law and regulation	Financial penalties imposed by regulators; suspension or loss of license; reputational damage; loss of public confidence; loss of income and support.	Director of Finance and Operations appointed Data Protection Officer. GDPR training for all staff. GDPR awareness for volunteers. GDPR permission renewals process in place. Ensuring new CRM database is GDPR compliant.	16
Cyber attack	Reputational damage; loss of public and donor confidence; disruption to services; damage to digital infrastructure; website lost or disabled; social media disabled; cost of recovery.	IT covered in disaster recovery plan; anti-virus software in place. Staff minded to be alert to potential threats. Communications and Digital Engagement department focuses expertise and cyber attack awareness.	15
Significant loss of membership.	Reputational damage; loss of mandate and authority; weakened influence; lower income; lowered stakeholder morale; accelerating loss of members.	Plans in action for recruitment, retention and administration of members.	15
IT systems failure	Systems fail to meet operational need; email system collapses; IT obsolete; IT supplier fails; loss or corruption of data; data protection law breach.	Insurance to cover data recovery. Systematic updating of IT; comprehensive back up procedures in place; due diligence completed on suppliers; services formally contracted; monitoring of data protection law and staff training in compliance; IT covered in disaster recovery plan.	15

Subsidiary companies

The Association has three wholly owned subsidiary companies. Epilepsy Action and Epilepsy UK are both dormant companies. BEA Trading Limited is engaged in fundraising activities, the distribution of Christmas cards, associated gifts and the promotion of BEA insurances. More information about the subsidiary companies can be found in Note 13 to the accounts.

Co-operation with other charitable organisations

The Association is an active member of the International Bureau for Epilepsy (IBE), the Neurological Alliance, the Disability Benefits Consortium and National Voices. The Association is also a member of the National Council for Voluntary Organisations (NCVO), the Association of Medical Research Charities (AMRC), the Chartered Institute of Fundraising and the Charity Finance Group. In late 2023 the Association agreed to be a Founding Partner in the new Epilepsy Research Institute UK.

Public benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Association's aims, objectives and activities and this report seeks to comply with that guidance by clearly explaining and illustrating how the charity delivers public benefit.

Information about the charity's fundraising

The charity's fundraising strategy and income generation plan is outlined in two documents 'Epilepsy Action fundraising delivery and monitoring plan, 2023' and 'Income Generation Plan 2024-2030'. A copy of both documents has been made available to every Council member. The 'Epilepsy Action fundraising delivery and monitoring plan, 2023' supports Council members in their role of overseeing fundraising in line with Charity Commission guidance (CC20, 'Charity fundraising: a guide to trustee duties'). It describes how fundraising is managed and overseen in order to ensure it is in the charity's best interests and compliant with the law and best practice. It outlines each area of fundraising the charity undertakes and provides more information in relation to that area of fundraising.

- Income generated from fundraising activities is critical to the charity's wellbeing. Fundraising is broken down into the following key areas: fundraising and community events, legacies, membership subscriptions and donations, trusts and funds, direct marketing, individual donations, industry and commerce, lotteries, local services and trading activities.
- The charity works with a number of professional fundraisers. These include Sterling Management, an external lottery manager, and Gather Campaigns Ltd., a face-to-face fundraising agency.
- The charity strives for the highest possible standards in fundraising and ensures all its staff, volunteers and trustees adhere to both legal obligations and best practices laid down by the following:
 - Chartered Institute of Fundraising
 - The Fundraising Regulator
 - Gambling Commission
 - Information Commissioner's Office (ICO)
 - Action Fraud
 - HM Revenue and Customs (HMRC)
 - Charity Commission
 - Charity Commission for Northern Ireland (CCNI)
 - Scottish Charity Regulator (OSCR)

The charity only works with professional fundraising organisations that also meet these standards. It will not enter into a partnership with any external fundraising organisation that does not meet these requirements.

- There were no recorded incidents of failure by the charity, or by any person acting on its behalf, to comply with fundraising standards in 2023.
- The charity monitors the fundraising activity of people acting on its behalf, principally through:
 - The provision of support, advice and resources to anyone acting on the charity's behalf.
 - Fundraising practices and procedures mutually agreed with anyone acting on the charity's behalf.
 - Spot checks and sampling of fundraising activities.
- The charity received no complaints about fundraising activity in 2023 (2022: nil complaints).
- The charity has a policy on working with vulnerable supporters. Any agency acting on behalf of the charity is required to demonstrate it has policies and practices in place to ensure vulnerable supporters are safe and that the charity is made aware of their vulnerability.
- The charity and its principal fundraising agencies have in place agreed standards to prevent intrusion into personal privacy. The charity only asks for the personal information that is required in order to fulfil the actions agreed with the individual.
- The charity's telephone fundraising partner has standards in place to limit the number of calls made to any individual. The same agency also has placed maximum limits on the number of times any individual is asked for financial support in a call. In any event, no telephone fundraising campaigns took place in 2023.

- All donors are made aware in fundraising communications of how they can, in a single action, stop receiving such communications in future, or alter the ways in which the charity communicates with them. This includes being able to stop all future contact from the charity.

Indemnity insurance

Subject to the provision of the Companies Act 2006, every trustee and officer is indemnified against any liability incurred by them in their capacity in defending any proceedings whether civil or criminal, in which judgement is given in favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of British Epilepsy Association.

Objectives and activities

The charity's objects are set out in detail in clause 3 of its Memorandum of Association. In summary, the Association exists for the benefit and service of people with epilepsy and others interested in epilepsy and associated conditions. The Association seeks to ensure that everything it undertakes is free of political and commercial bias.

In 2017 the Association adopted a strategy that ran until the end of 2023. During that time, despite the impact of the Covid-19 pandemic, we achieved significant advances and successes.

Just some of our achievements and successes in 2023 are set out here.

- We maintained all of our advice and information resources through the year, providing people with high quality information they know they can trust.
- Our Helpline team dealt with 10,895 enquiries during the year including 4,669 telephone enquiries and 5,768 by live chat and email.
- Our Epilepsy Helpline won the Helpline of the Year award from the Helplines Partnership. Our Advice and information Officer, Diane Wallace, received the Partnership's Lifetime Service Award for 30 years of service on the Helpline.
- In March 2023 we launched our new monthly Epilepsy Star Awards to recognise people for the amazing things they do.
- We also introduced our Epilepsy Action 'Mark of Quality' award for employers who create a safe environment and know how to support people with epilepsy.
- Our annual staff survey was again completed by 100% of the staff and was extremely positive about working at Epilepsy Action.
- We continued to represent the authentic voice of people affected by epilepsy seeking and recommending improvements to epilepsy health services and access for all to those services.
- During 2023 we campaigned on issues affecting people with epilepsy including employment, cost of living, welfare benefits and the prescribing of sodium valproate. We joined the campaign against the planned closure of railway ticket offices and were successful in seeing this proposal withdrawn.
- We supported a debate in the Welsh Senedd on our epilepsy services in Wales report.
- We engaged face-to-face with hundreds of our members and supporters through our 'Let's talk about epilepsy' roadshow events in Cardiff, Belfast, Leeds, London, Manchester and Bristol as part of the strategy consultation.
- We published our research statistics into the UK wide incidence and prevalence of epilepsy with specific reference to deprivation and links to health inequalities.
- With our partners, Elsevier, we continued to publish *Seizure*, the European Journal of Epilepsy. This provides a forum for papers on all topics related to epilepsy and seizure disorders.
- We used focal points during the year - Purple Day in March and National Epilepsy Week in May - to raise the positive public profile of epilepsy.
- We put people with epilepsy and their families at the centre of our public awareness campaigns including encouraging and supporting them to talk with confidence about their experiences of epilepsy through the press and social media.
- We continued to support people where they live and connect them together with our virtual and face-to-face local branches and talk and support groups. In 2023 there were 196 UK wide virtual meetings and 343 in person meetings. These represented 3,028 attendances in total.
- Tens of thousands of people subscribed to our social media accounts across six different platforms, sharing our positive messages about epilepsy with many thousands more.
- We published and distributed four issues of *Epilepsy Today* and four issues of *EP: Epilepsy Professional*.
- Our family support service provides a listening ear, information, events to increase confidence and reduce social isolation and opportunities to connect with others for families and/ or carers of people affected by epilepsy.
- In Northern Ireland we delivered an 8 week course of 1:1 counselling to 137 individuals and ran group therapy sessions for 36 individuals over 4 to 6 weeks. We supported a further 31 individuals through one off emotional support.

- In Wales we launched our counselling service in April 2023. By the end of the year 71 individuals had received an 8 week course of 1:1 counselling, 10 individuals had benefitted from group therapy sessions and a further 6 people had received one-off emotional support.
- Users of our counselling service in Wales and Northern Ireland report significant reductions in their anxiety and depression levels.
- 92 individuals were matched with a volunteer befriender in 2023. 65% of service users said they felt more confident as a result of their experience and 69% reported improved mental health or well-being.
- 257 people used our family support 1:1 service in Northern Ireland. 549 people attended an information session or webinar on family support and 208 people attended a social event. 122 people joined the family support Facebook group.
- By the end of the year we had 326 volunteers working in a variety of roles across the organisation.
- By the end of the year we had 7,494 subscribing members. However, our reach and engagement goes much further than this with tens of thousands of other supporters, partners and collaborators.
- We focused on informing the public about appropriate first aid for seizures. Our CARE video on this subject received 780,000 views across different social media platforms.
- Our main website received a total of 3,529,598 page views and the advice and information section pages were viewed 1,180,818 times.



2024-2030 STRATEGY EPILEPSY ACTION

A world without limits for people with epilepsy

In 2023 the Association adopted a new strategic plan to carry it through until 2030. This followed months of consultation with the Association's many stakeholders and listening to thousands of people with epilepsy and their carers all over the UK. The plan can be accessed on our website at [Without limits - Epilepsy Action](#).

In summary the new plan sets a vision of a world without limits for people with epilepsy. By 2030:

- We want all people with epilepsy in the UK to say their lives have improved through the things we have achieved together.
- We want everyone to know what epilepsy is, and how to support people living with epilepsy
- We want to be fully inclusive in who we are as an organisation and also who we support.

We have restated our values which are:

Being ambitious

We will do whatever is needed to create a world without limits for people with epilepsy.

Epilepsy Action isn't just about making small changes; we're not afraid to think big to change the world for everyone affected by epilepsy. Our bold ambitions drive us to set courageous goals and constantly innovate to create sustainable positive change.

We do this by collaborating with partners and developing successful services and initiatives to create lasting impact.

Being inclusive

We will be here for **everyone** affected by epilepsy. We will work with individuals from all backgrounds and communities, fostering a sense of belonging and equality in all we do.

In our community, all individuals, regardless of their backgrounds, identities, abilities, or circumstances, feel valued and respected to participate fully.

We know that inclusivity isn't about numbers; it's about embracing diversity and ensuring that everyone's voice is heard, needs are met, and contributions are acknowledged.

Being empowering

We will put people with epilepsy in control of creating the world, community and life they want. We will enable this by providing the platforms, tools, resources, and opportunities needed for them to achieve their full potential and create positive change in their lives and communities.

We empower our community to lead our work, whether it's our dedicated staff, volunteers, or the people we support.

Our culture is built on open communication and giving everyone a chance to make a difference.

We're here to enable people to take ownership of their individual journey and embrace opportunities.

Being supportive

Everyone's epilepsy journey is unique, and we will be there every step of the way, ready to support you when you need us. While people with epilepsy will be in control of their journeys, they will not be alone. The Epilepsy Action team are here to listen, understand, and provide guidance when needed. Our goal is to create an environment where everyone feels valued and cared for.

People

The Council of Management would like to place on record its appreciation of the hard work and commitment to the charity's objectives of all staff in 2023. The senior staff employed by the Association in 2023 were:

Chief Executive	Philip Lee
Deputy Chief Executive	Rebekah Smith
Director of Services	Ann Richardson-Greaves
Director of Health Improvement and Influencing	Alison Fuller
Director of Fundraising	Philippa Cartwright
Director of Communications and Digital Engagement	Jon Eaton
Director of Finance and Operations	Andrew Myers – <i>from 16 October 2023</i>
Director of Corporate Services	Tony Spinks – <i>to 30 September 2023</i>

Key management personnel

The key management personnel comprise the Trustees, the Chief Executive and the Deputy Chief Executive, see Note 20.

Pay policy for senior staff

The pay of all staff including senior staff is reviewed annually. The benchmark for any increase is the August index of average earnings (UK whole economy). However, the trustees also take into account what the charity can afford, the local and voluntary sector labour markets and general economic conditions. All staff salaries were increased by 5% from 1 January 2023.

The Council also acknowledges with gratitude the work and commitment of the many volunteers who willingly give of their time to the considerable benefit of the charity and the people the charity serves. The total number of hours donated to the Association in 2023 by all of its volunteers is estimated to be 40,752 (2022: 80,504). This equates to 22.7 full time staff, based on an average staff working week of 34.5 hours. Using the Association's mean average staff cost in 2023 of £22.04 per hour, (which includes the cost of national insurance and pension contributions), the financial value of this volunteered time in 2023 is estimated to be £897,638 (2022: £1,717,955). Note that the mechanism used to calculate the number of volunteer hours was changed in 2023. Although the total number is significantly less than in previous years, we believe this now more accurately reflects the contribution that volunteers make. These financial values are not recognised within the statement of financial activities as they do not meet the income recognition criteria under the SORP.

Equal Opportunities

The Association supports the principle of equal opportunities, in particular for those who are unable to compete equally in open employment. This especially includes people who have a history of epilepsy. All staff may become subscribing members of the Association and are kept informed of the charity's activities and progress through regular meetings and written communications.

The Council of Management would also like to acknowledge the help and support of the following people who served the Association during 2023.

Patron

HRH The Duchess of Kent

Vice Patrons

His Eminence The Cardinal Archbishop of Westminster
The Very Reverend The Chief Rabbi
The Free Churches' Moderator

President

Baroness Ford of Cunninghame

Honorary Past President

Baroness Gould of Potternewton

Honorary Vice Presidents

Ms Karen Armstrong - *re-appointed 13 June 2023*

Professor Gus Baker

Mr William Fiennes

Dr Evan Harris - *retired 13 June 2023*

Mr Paul Maynard MP - *re-appointed 13 June 2023*

Dr Adam Noble

Mrs Beryl Sharlot

Professor Ray Tallis - *re-appointed 13 June 2023*

Achievements and performance

We continue to make good progress in all of our strategic priority areas. We have sustained and developed our services, ensuring the charity remains available to those who need it. The positive influence that our work has on peoples' lives is more fully documented on our website www.epilepsy.org.uk.

Financial Review

The results for the year are set out on pages 25 to 46. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), with the aim of presenting the financial position of the Association in a clear, comprehensive and intelligible way. The results of the Association's commercial subsidiary, BEA Trading Limited, are shown in Note 13 to the accounts.

General review of the charity's financial position

	2023	2022
Total incoming resources	£2,767,139	£5,307,506
Total resources expended	£4,113,476	£3,512,163
Surplus / (Deficit)	(£1,346,337)	£1,795,343
Unrealised Gain / (Loss)	£67,222	(£198,820)
Net Movement in Funds	£(1,279,115)	£1,596,523
Total funds	£3,989,561	£5,268,676

Total income for 2023 was £2,767,139 (2022: £5,307,506). Compared to 2022, this was a decrease of £2.5 million. As anticipated, income levels for the year returned to levels more consistent and comparable versus 2021, following the exceptional receipts of 2022 relating to both legacies and grant income.

Legacy income for the year totalled £537,746. In 2022 substantial legacy income was recognised totalling £2,134,946 including accrued income, of which £278,200 is still accrued as at 31 December 2023. As these figures demonstrate, legacy income is an important part of the charity's income and can significantly vary year on year. Legacy income has also been affected by the increased waiting time for the issuing of a formal grant of probate, which almost doubled from April 2022 to April 2023, with reports citing cases of probate taking more than eleven months.

Probate involves identifying a deceased person's assets, paying off any debts and sharing out the remaining estate according to the will. A property cannot be sold, and the money distributed, until a formal grant of probate is issued. Probate is administered by HM Courts and Tribunals Service. The scale of the issue warranted The Justice Committee to announce the launch of an inquiry into probate in November 2023 amid concerns over delays in processing applications.

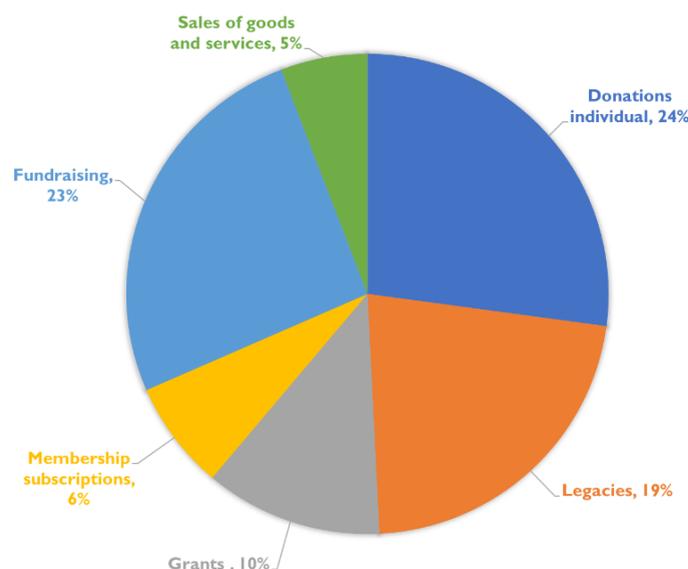
Grant income for the 2023 was £290,546 (2022: £740,159). The decrease on the prior year grant income was largely due to the successful award in the prior year of two years of funding for a counselling service in Northern Ireland and a second award for three years of funding for a counselling service in Wales. The multi-year project funding was recognised in its entirety in 2022 with majority of costs yet to be incurred. The project costs have begun to be recognised in 2023 and offset an element of the surplus from 2022.

Total resources used amounted to £4,113,476 (2022: £3,512,163). Across all Funds, as expected, expenditure exceeded income by £1,346,337 (2022: surplus of £1,795,343). After accounting for an unrealised gain of £67,222 on the value of investments (2022: unrealised loss of £198,820) the net movement in funds for the year was a decrease of £1,279,115 (2022: increase of 1,596,523).

The overall deficit for the year was anticipated in the annual budget, offsetting the surplus position from 2022. Again, this is largely driven by expenditure has been incurred in the year for the grants recognised in 2022 for both the counselling and family support projects.

The total funds held by the charity at the end of the year are £3,989,561 (2022: £5,268,676).

Principal sources of funding



The top six performing income generating areas in 2023 were responsible for 83% of the charity's income. Donations from individuals contributed 24% £0.66m (2022: £0.63m), and Membership subscriptions contributed 6% £0.18m (2022: £0.21m)

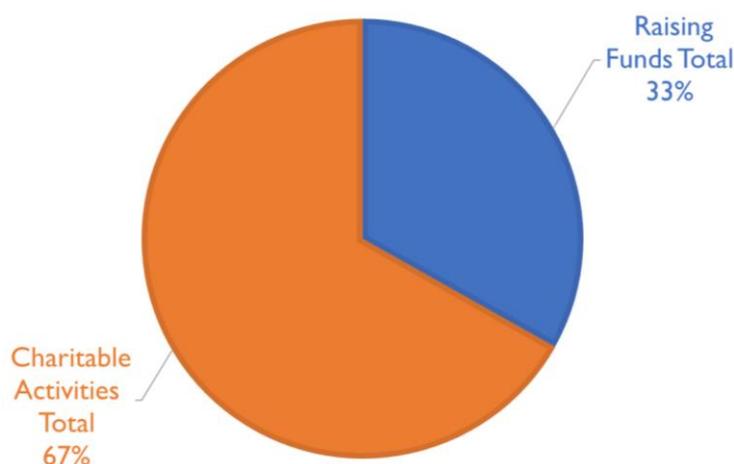
Legacy bequests are 19% of the Association's income, which amounted to £0.54m (2022: £2.135m). Previously the top income generator in 2022 where legacy income accounted for 40% of total income due to significant bequests accounted for in 2022. Income from fundraising events sponsorship contributed 23% worth £0.63m (2022: £1.09m). Grant income contributed 10% which was worth £0.29m (2022: £0.74m). In 2022 grant income was recognised totalling £0.53m relating to income due from two new services.

We would like to thank all the charitable trusts and foundations, companies and community groups who have generously provided grant and donation income or gifts in kind to support our work.

We would also like to thank all the many individuals who supported us throughout 2023 through their membership, donations, sponsorship, or event participation.

Fundraising income is explained in more detail in Note 2 and Note 4 to the financial statements.

Resources Expended



67% of the total money spent by the Association goes to providing services to our beneficiaries. In 2023 this amounted to £2.75m (2022: £2.17m).

The remaining money is spent on raising more income so that we can help even more people. The amount spent in 2023 was £1.37m (2022: £1.35m). Comparing with the £2.42m raised directly from fundraising activity, this equates to an income of £1.84 for every £1.00 spent on raising funds (2022: £3.94 income for every £1.00 spent). With the overall income reduction versus 2022 being derived from legacy income this level has reduced significantly. Plans for future periods include new income generation strategies.

Grant making policy

The Association makes grants available for research. Applications are considered in light of the Association's prevailing research priorities and with reference to the Association's research policy focus on non-laboratory research. No grants were awarded in the current or prior period.

Investment policy

The Association's current investment policy was approved and adopted by the Council of Management on 11 July 2017. The policy requires a balanced investment portfolio that can deliver both capital growth and income. The precise balance within the portfolio between capital growth investments and investments for income may vary in line with the changing needs of the Association and fluctuations in market conditions.

The investment priority is first to achieve a level of income that is broadly comparable with what is generally available. This income is to be used to provide some contribution to the overall funding of the Association’s charitable objectives.

The policy is also designed to enable the Association to build and maintain sufficient capital reserves to provide cover for the inevitable fluctuations in revenue income, thus ensuring continuity in the provision of the Association’s services in the context of its current strategic plan and business and charitable objectives. An appropriate level of reserves for the Association is described by the reserves policy.

The Council of Management will not knowingly invest in specific companies whose activities are, in the opinion of the Council of Management, inconsistent with the aims and objectives of the Association. The Council reviews the policy every year and carries out a more thorough examination every three years. The policy was last reviewed and updated by Council on 5 December 2023.

Performance of investments

At the end of 2023, the Association retained listed investments valued at £1,911,025 (2022: £2,358,497). These investments are detailed in Note 12 to the financial statements. The listed investments produced an income of £93,698 (2022: £90,958). There was an unrealised gain on the investments of £67,222 (2022: unrealised loss of £198,820). Interest was received on cash deposits of £30,142 in 2023 (2022: £9,241). BEA Trading Limited contributed income to the charity of £22,229 (2022: £44,423). Total income for the year from the Association’s investments was £123,840 (2022: £100,199). Investment management costs in 2023 were £6,386 (2022: £13,099).

The Association’s investments are managed by its investment manager on a discretionary basis with reference to the Association’s investment policy. The investment manager provides a regular written performance report on the investments and each trustee has online access to independently view the Association’s investment portfolio at any time. The investment manager is also required to make a face-to-face presentation to the Council at least once every year.

Fixed assets

Details of movements in fixed assets during the year are set out in Notes 10, 11 and 12 to the financial statements.

Reserves Position



The reserves position for the charity at 31 December 2023 showed General Fund reserves of £1.98m (2022: £3.11m).

Designated fund reserves of £0.48m (2022: £0.58m) include money spent on the CRM database and website projects. The assets will be amortised over five years. A transfer of £40,000 was made into designated funds in 2023 for an IT upgrade project for the review of all Association IT hardware requirements and subsequent replacements and upgrades.

Restricted fund reserves at year end amounted to £1.52m (2022: £1.57m). Included within this fund is £0.30m for our counselling projects in Northern Ireland and Wales, £0.53m restricted legacies and £0.40m for our research projects.

Reserves policy

The current reserves policy was originally approved and adopted by the Council of Management on 11 July 2017. It was amended by the Council on 5 December 2023 to make permanent a previously temporary arrangement to enable access to more of the charity's unrestricted reserves. The policy applies a risk-based approach to the reserves based on an assessment of potential risk to future income. The policy is that the Association shall maintain a level of unrestricted financial reserves that falls within a range of between four months (previously eight months) and twelve months gross total unrestricted income based on the following year's revenue budget forecast. If the level of unrestricted financial reserves moves outside of these parameters, then the Council of Management will take appropriate action.

Based on the 2024 total unrestricted income of £3,465,470 forecast in the 2024 revenue budget, the range of unrestricted reserves should be between £3,465,470 (12 months cover) and £1,155,157 (4 months cover). At the end of 2023, the unrestricted reserve funds amounted to £1,980,665 (2022: £3,110,211), of which £15,305 (2022: £23,425) comprised fixed assets. At this level they represent 6.81 months' worth of unrestricted income and are therefore within the boundaries set by the reserves policy.

All of the Association's reserve funds are explained in more detail in Note 17 to the accounts.

Plans for future periods

The Council of Management approves and adopts an annual operational business plan and an annual revenue budget which includes a three year financial forecast.

As previously stated, a new strategic plan was approved and adopted by the Council in 2023 to run from 2024 through until 2030. The plan can be accessed on our website at [**Without limits - Epilepsy Action**](#)

Statement of Council Members' Responsibilities

The Council members (who are also directors of British Epilepsy Association for the purposes of company law) are responsible for preparing the Trustees' Annual Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Council 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 income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements,
- and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Council members are responsible for maintaining proper accounting records which 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. 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware;
- and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditor

In December 2023, the Council of Management approved the decision to undertake a competitive tender process for the audit of the financial statements for the year ending 31 December 2024. RSM UK Audit LLP are participating in the process, and the decision will be put to a general meeting of members on 18 June 2024.

Statement of disclosure to auditor

So far as each person who was a trustee at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, each trustee has taken all the necessary steps to make themselves aware of all relevant audit information and to establish that the company's auditor is aware of that information.

Registered office and professional advisers

Registered Office	New Anstey House Gate Way Drive Yeadon Leeds LS19 7XY
Registered Auditor	RSM UK Audit LLP Central Square 5 th Floor 29 Wellington Street Leeds LS1 4DL
Solicitors	Wrigleys Solicitors LLP 19 Cookridge Street Leeds LS2 3AG
Bankers	VirginMoney (formerly Yorkshire Bank) 94-96 Briggate Leeds LS1 6NP
Investment Manager	RBC Brewin Dolphin 10 Wellington Place Leeds LS1 4AN

The members of the Council of Management in their capacity as directors hereby approve the Trustees' Annual Report (prepared under the Charities Act 2022 and which also contains all information required in a Directors Report by the Companies Act 2006) and the incorporated Strategic Report (prepared under the Companies Act 2006).



Jane Riley
Chair, Council of Management
9 April 2024



Philip Lee
Chief Executive and Company Secretary
9 April 2024

Independent Auditor's Report to The Members of British Epilepsy Association

Opinion

We have audited the financial statements of British Epilepsy Association (the 'charitable company') for the year ended 31 December 2023 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Trustees' Report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the Trustees' Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report and the Strategic Report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report and the Strategic Report included within the Trustees' Report have been prepared in accordance with applicable legal requirements.

Independent Auditor's Report to The Members of British Epilepsy Association

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report or the Strategic Report included within the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' responsibilities set out on page 19, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, to perform audit procedures to help identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements, and to respond appropriately to identified or suspected non-compliance with laws and regulations identified during the audit.

In relation to fraud, the objectives of our audit are to identify and assess the risk of material misstatement of the financial statements due to fraud, to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud through designing and implementing appropriate responses and to respond appropriately to fraud or suspected fraud identified during the audit.

However, it is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud, the audit engagement team:

- obtained an understanding of the nature of the sector, including the legal and regulatory frameworks that the charitable company operates in and how the charitable company is complying with the legal and regulatory frameworks;

Independent Auditor's Report to The Members of British Epilepsy Association

- inquired of management, and those charged with governance, about their own identification and assessment of the risks of irregularities, including any known actual, suspected or alleged instances of fraud;
- discussed matters about non-compliance with laws and regulations and how fraud might occur including assessment of how and where the financial statements may be susceptible to fraud

As a result of these procedures we consider the most significant laws and regulations that have a direct impact on the financial statements are FRS 102, Charities SORP (FRS 102), Companies Act 2006, Charities Act 2011, and the charitable company's governing document. We performed audit procedures to detect non-compliances which may have a material impact on the financial statements which included reviewing the financial statements including the Trustees' Report, remaining alert to new or unusual transactions which may not be in accordance with the governing documents. We performed audit procedures to inquire of management and those charged with governance whether the charitable company is in compliance with these laws and regulations and inspected correspondence with regulatory authorities.

The audit engagement team identified the risk of management override of controls and the completeness and valuation of legacy income, and associated accrued income as the areas where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed in relation to management override of controls included but were not limited to testing manual journal entries and other adjustments, evaluating the business rationale in relation to significant, unusual transactions and transactions entered into outside the normal course of business, and challenging judgments and estimates. Audit procedures performed in relation to the valuation of legacy income included but was not limited to the verification to third party supporting documentation and receipt to bank statements, where applicable. Audit procedures performed in relation to the completeness of legacy income included but was not limited to the review of the legacy pipeline, and associated documentation received from third parties.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Sarah Mallinson
on behalf of RSM UK Audit LLP

SARAH MALLINSON FCA (Senior Statutory Auditor)

For and on behalf of RSM UK AUDIT LLP, Statutory Auditor
Chartered Accountants
Central Square
5th Floor
29 Wellington Street
Leeds
LS1 4DL

Date: **9 April 2024**

British Epilepsy Association
(Company Number 00797997)
Statement of Financial Activities
Incorporating an Income and Expenditure Account
for the year ended 31 December 2023

	General Funds 2023 £	Designated Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Incoming resources:					
2					
Donations and legacies	2,104,250	-	314,069	2,418,319	4,942,533
Charitable activities	140,829	-	984	141,813	155,524
Other trading activities	83,167	-	-	83,167	109,250
Investment income	115,969	-	7,871	123,840	100,199
Total	2,444,215	-	322,924	2,767,139	5,307,506
Resources expended:					
6					
Raising funds	1,282,937	32,892	282	1,316,111	1,246,178
Charitable activities	2,265,772	103,995	378,514	2,748,281	2,165,986
Other trading activities	40,241	2,436	21	42,698	86,900
Investment management costs	6,386	-	-	6,386	13,099
Total	3,595,336	139,323	378,817	4,113,476	3,512,163
Net (outgoing)/incoming resources before investment gains/(losses)	(1,151,121)	(139,323)	(55,893)	(1,346,337)	1,795,343
Recognised gains/(losses)					
Net unrealised gains/(losses) on investments	61,575	-	5,647	67,222	(198,820)
Net (outgoing)/incoming resources	(1,089,546)	(139,323)	(50,246)	(1,279,115)	1,596,523
Transfers between funds	(40,000)	40,000	-	-	-
Net movement in funds	(1,129,546)	(99,323)	(50,246)	(1,279,115)	1,596,523
Reconciliation of funds					
Total funds brought forward	3,110,211	582,128	1,576,337	5,268,676	3,672,153
Total funds carried forwards	1,980,665	482,805	1,526,091	3,989,561	5,268,676

The deficit for the year arises from the Charity's continuing operations.

British Epilepsy Association

(Company Number 00797997)

Balance Sheet

as at 31 December 2023

	Note	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	10		15,305		23,435
Intangible fixed assets	11		404,632		509,718
Investments	12		1,911,035		2,358,507
			<u>2,330,972</u>		<u>2,891,660</u>
Current Assets					
Debtors	14	1,115,309		1,886,419	
Cash at bank and in hand		878,063		768,594	
		<u>1,993,372</u>		<u>2,655,013</u>	
Creditors - amounts falling due within one year	15	(334,783)		(277,997)	
Net Current Assets			<u>1,658,589</u>		<u>2,377,016</u>
Net Assets	16		<u>3,989,561</u>		<u>5,268,676</u>
Funds					
Unrestricted					
General funds	17		1,980,665		3,110,211
Designated funds	17		482,805		582,128
Restricted funds	17		1,526,091		1,576,337
			<u>3,989,561</u>		<u>5,268,676</u>

The financial statements were approved and authorised for issue by the Council of Management on 9 April 2024 and signed on its behalf by:

Jane Riley
Chair, Council of Management
9 April 2024

Nicholas Hutton
Honorary Treasurer
9 April 2024

British Epilepsy Association

(Company Number 00797997)

Statement of Cash Flows

For the year ended 31 December 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash (used in)/provided by operating activities	A	(523,591)	184,487
Cash flows from investing activities			
Purchase tangible fixed assets	10	(5,474)	(5,325)
Purchase intangible fixed assets	11	-	(463,173)
Dividends, interest and rents from investments	2	93,698	90,958
Proceeds from sale of investments - Additions	12	(96,629)	-
Proceeds from sale of investments - Disposals	12	611,323	
Purchase of investments	12	-	-
Interest received	2	30,142	9,241
Net cash provided by/(used in) investing activities		633,060	(368,299)
Change in cash and cash equivalents in the reporting period		109,469	(183,812)
Cash and cash equivalents at the beginning of the reporting period		768,594	952,406
Cash and cash equivalents at the end of the reporting period		878,063	768,594

Note A. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	Note	2023 £	2022 £
Net (expenditure)/income for the reporting period (as per the statement of financial activities)	10	(1,279,115)	1,596,523
Adjustments for:			
Depreciation charges	10	13,604	26,956
Amortisation charges	11	105,086	15,710
(Gains)/losses on investments	12	(67,222)	198,820
Dividends, interest and rents from investments	2	(123,840)	(100,199)
(Increase)/decrease in debtors	14	771,110	(1,640,124)
Increase/(decrease) in creditors	15	56,786	86,801
Net cash (used in)/provided by operating activities		(523,591)	184,487

Analysis of changes in net funds	Balance At 1 January 2023	Cash flows £	Balance At 31 December 2023
	£		£
Cash and cash equivalents			
Cash	768,594	109,469	878,063
Total	768,594	109,469	878,063

The notes on pages 28 - 46 form part of these financial statements.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

I. Accounting policies

I.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

British Epilepsy Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note. The financial statements are presented in sterling which is the functional currency of the charity. Monetary amounts are rounded to the nearest £1 except where otherwise indicated.

By the nature of its principal activities, the association is a non profit making organisation and because of this a Profit and Loss Account is not included in these accounts, being replaced by a Statement of Financial Activities.

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

The financial statements show information about the charity as an individual entity and not about its group, as the charity has taken advantage of the exemption provided by section 405 of the Companies Act 2006 not to prepare consolidated financial statements as the trustees consider that all the charity's subsidiaries should be excluded from consolidation on the basis that they are immaterial for the purpose of giving a true and fair view.

I.2 Going concern

The charity's financial plans for 2024 and beyond take account of and reflect the challenging and unpredictable general financial outlook. The short and medium term general economic and financial outlook remain as difficult to assess as ever. The unpredictability and potential volatility is reflected by the caution and prudence adopted in future forecasts but especially with respect to income. Peoples' discretionary income and propensity to give to charity is likely to continue to be under pressure for the foreseeable future. This will impact all fundraising efforts – from general donations and individual giving to fundraising events. Legacy income, based on our known pipeline and recent past performance, will continue to make a valuable contribution. At the same time as maximising income we have endeavoured to control spending while still allowing the charity to develop and sustain its vital services.

Embarking on a new strategic direction has implications for longer term plans and investment begins in 2024. Resources are directed in the 2024 budget to start the delivery of the new strategy. It will take time for these investments to make a full return but we anticipate seeing this beginning to happen in 2024.

Notwithstanding the importance of resourcing the new strategy, the charity must have long term financial sustainability where spending is balanced by income.

Due to the strong position of the balance sheet and the level of liquid resources, the trustees have identified no material uncertainties that may cast significant doubt over the ability of the company to continue as a going concern for the period of at least 12 months from the approval of these financial statements. The trustees outline on page 19 that they have reviewed the reserves position and deficit for the year.

I.3 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

I.4 Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

1.5 Donations and Legacies

Legacies are recognised when received or when we are aware that the executors have or probably have determined before the year-end that payment can be or will be made. This would normally follow agreement of estate accounts.

Legacies that are received in the following year that meet the above conditions at year-end are accrued as income in the prior year end financial statements. In 2023 this amounted to £359,892 (2022: £1,093,659).

Legacies that do not meet the conditions are not accrued at the year end. These are disclosed only as contingent assets and not included on the balance sheet or statement of financial activities. In 2023 this amounted to £41,000 (2022: £36,750).

Donations are accounted for when received. Gift Aid receivable is included when there is a valid gift aid declaration and the donation has been received.

1.6 Grants

Grants received are credited to 'Incoming resources' in the Statement of Financial Activities. Grants received are recognised at the later date of either when the decision to award the grant is notified to the charity or on agreement to the terms and conditions of the grant if required and when the criteria of entitlement and probability are met and the value can be measured reliably.

Grants payable are payments made to the third parties in the furtherance of the charitable objects of the charity. Grants payable are recognised at the later date of either the decision to award the grant or on receipt of signed agreement to the terms and conditions of the grant if required.

1.7 Expenditure

Resources are recognised on an accruals basis and are analysed between costs of generating funds and charitable expenditure as detailed on the Statement of Financial Activities on page 25. Where costs have not been directly attributed to a particular category, they have been allocated to activities on a basis consistent with the use of the resources.

Support costs have been allocated to each charitable expenditure category on the basis of staff utilisation or on an activity basis of total direct expenditure.

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

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.8 Investments

Investments held as fixed assets are stated at fair value at the balance sheet date. Any difference between cost and market value is adjusted annually through the Statement of Financial Activities. The investment in the subsidiary undertaking is shown at cost.

1.9 Taxation

As a registered charity, British Epilepsy Association is not liable to taxation on its investment income and gains, income and gains arising from trading in furtherance of its charitable objectives and charitable donations. Recovery of income tax is made on tax credits arising from receipts under deeds of covenant and gift aid payments. VAT deemed to be irrecoverable is written off to the Statement of Financial Activities in the period to which it relates.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

1.10 Tangible fixed assets and depreciation

Annual impairment reviews are carried out to ensure the carrying value is not lower than the recoverable amount. The costs of minor additions or those costing below £5,000 are not capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis –

- Leasehold improvements Straight line over the life of the lease
- Fixtures, fittings and equipment Straight line over 5 years
- Computers Straight line over 2 years

1.11 Intangible fixed assets and amortisation

Identifiable development expenditure is capitalised once the technical and financial feasibility can be demonstrated. Intangible fixed assets are stated at cost less amortisation. Amortisation is provided at rates calculated to write off the cost of fixed assets, once complete, less their estimated residual value, over their expected useful lives on the following basis –

- CRM database Straight line over 5 years
- Website Straight line over 5 years

Website amortisation has been adjusted to be calculated straight line over 5 years. Previously calculated as straight line over 3 years. Over 3 years the rate of amortisation equalled £59,601 per year. The adjusted rate of amortisation over 5 years is calculated at £35,760 per year – a difference of £23,841 per year.

1.12 Pensions

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company. The pension cost charge represents contributions payable by the charity and amounted to £237,257 (2022: £200,202). At year-end the pension creditor amounted to £23,927 (2022: £19,796) included within other creditors and accruals.

1.13 Branches

Income and expenditure in respect of the Association's branch network has been included in the Statement of Financial Activities. Cash balances held by the branches at the year end are shown in Note 3.

1.14 Accounting for separate funds

The financial statements of a charity must differentiate between restricted, designated, and unrestricted funds.

Restricted funds are funds subject to specific conditions, imposed by the donor or by the specific terms of the charity appeal.

Designated funds are funds allocated for specific purposes by the charity itself.

Unrestricted funds are all the other funds of the Association.

1.15 Recognition of liabilities

Liabilities are recognised when an obligation arises to transfer economic benefits as a result of past event.

1.16 Cash equivalent policy

Cash or cash equivalent amounts are cash held in bank accounts by the main charity or branches and include all cash held on short term deposits. They exclude cash held within the investment portfolio as part of the on-going investment activities.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

1.17 Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Apart from the accrual of legacy income, Note 1.5, there are no other areas of estimation uncertainty

1.18 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1.19 Financial Assets

Trade debtors, other debtors (including accrued income) and amounts due from group undertakings which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

A provision for impairment of trade debtors is established when there is objective evidence that the amounts due will not be collected according to the original terms of the contract. Impairment losses are recognised in profit or loss for the excess of carrying value of the trade debtor over the present value of the future cash flows discounted using the original effective interest rate. Subsequent reversals of an impairment loss that objectively relate to an event occurring after the impairment loss was recognised, are recognised immediately in the profit or loss.

1.20 Financial Liabilities

Trade and other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being transaction price less any amounts settled.

Where the arrangement with a creditor constitutes a financing transaction, the creditor is initially measured at the present value of future payments discounted at a market rate of interest for a similar instrument and subsequently measured at amortised cost.

1.21 Derecognition of financial assets and liabilities

A financial asset is derecognised only when the contractual rights to cash flows expire or are settled, or substantially all the risks and rewards of ownership are transferred to another party, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

A financial liability (or part thereof) is derecognised when the obligation specified in the contract is discharged, cancelled or expires.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

2. Details of Income

Donations and legacies

	General Funds 2023 £	Designated Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Donations individual	632,842	-	28,851	661,693	631,130
Branch income	7,021	-	-	7,021	4,528
Legacies	506,964	-	30,782	537,746	2,134,946
Grants	37,904	-	252,642	290,546	740,159
Corporate donations	12,007	-	-	12,007	32,406
Membership subscriptions	178,366	-	-	178,366	213,784
Fundraising	625,662	-	1,794	627,456	1,085,744
Donated goods and services	103,484	-	-	103,484	99,836
	2,104,250	-	314,069	2,418,319	4,942,533

Income from Charitable Activities

	General Funds 2023 £	Designated Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Sales of goods and services	140,829	-	984	141,814	155,524

Income from other Trading Activities

	General Funds 2023 £	Designated Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Event Registration Fees	31,989	-	-	31,989	37,403
Lotteries	28,949	-	-	28,949	27,424
BEA Trading Ltd	22,229	-	-	22,229	44,423
	83,167	-	-	83,167	109,250

Investment income

	General Funds 2023 £	Designated Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Income from quoted investments	85,827	-	7,871	93,698	90,958
Bank interest	30,142	-	-	30,142	9,241
	115,969	-	7,871	123,840	100,199

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

Legacies

Legacies with an estimated value to Epilepsy Action of £989,349 (2022: £727,018) have been notified to the charity but have not been included in the financial statements. The conditions for recognising this income within the accounts had not been met by 31 December 2023. Of these, legacies to the value of £41,000 have been disclosed only as contingent assets and therefore not accrued at year end (2022: £36,750).

We would like to thank the following Grant funders:

- B-C H 1971 Charitable Trust
- Bernard Lewis Family Charitable Trust
- Daisy Rich Trust
- Department Of Health Northern Ireland Core Grant Funding
- Doris Field Charitable Trust
- Fowler Smith and Jones Trust
- G J W Turner Trust
- Garfield Weston Foundation
- Lillie Johnson Charitable Trust
- Pilkington Charities Fund
- Sir Donald and Lady Edna Charitable Trust
- Sir John Sumner's Trust
- Sovereign Health Care
- The A M Fenton Trust
- The Adint Charitable Trust
- The Alison Hillman Charitable Trust
- The Anne and John Walters Charitable Trust
- The Barbour Foundation
- The Belstead Ganzoni Charitable Settlement
- The Broyst Foundation
- The Carrington Charitable Trust
- The Champniss Charitable Trust
- The Charles Brotherton Trust
- The Cutlers Company Charitable Trust
- The David Family Foundation
- The Earl Fitzwilliam Charitable Trust
- The Florence Turner Charitable Trust
- The Francis Charitable Trust
- The Fred Towler Charity Trust
- The George A Moore Foundation
- The Hamilton Wallace Charitable Trust
- The Helen Jean Cope Charity
- The Hugh Fraser Foundation
- The Hyde Foundation
- The Ian Askew Charitable Trust
- The J Reginald Corah Foundation
- The James Weir Foundation
- The Jessie Spencer Trust
- The Lady Hind Trust
- The Liz and Terry Bramall Foundation
- The Medicash Foundation
- The Michael and Anna Wix Charitable Trust
- The National Lottery Community Fund
- The Nicka Vassiliou Charitable Trust
- The Paul Bassham Charitable Trust
- The Roselands Trust
- The Simon and Philip Cohen Charitable Trust
- The Sir James Knott Trust
- The Sir James Roll Charitable Trust
- The Sylvia and Colin Shepherd Charitable Trust
- The Thomas and Rosemary Greenhalgh Charitable Trust
- UCB Pharma
- The W E Dunn Trust
- The Walter Guinness Charitable Trust
- The William Allen Young Charitable Trust
- The Wixamtree Trust
- The Zochonis Charitable Trust

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

3. Branches

	2023		2022
	£		£
Branch cash included in current assets at 1 January 2023	69,300		73,772
Branch income	7,021	4,528	
Branch expenditure	(3,417)	(4,003)	
Net income	3,604		525
Amount remitted by branches in the year	(7,021)		(4,997)
Branch cash included in current assets at 31 December 2023	65,883		69,300

At the end of 2023, we had a total of 8 branches (2022: 11) as the process of branch closure continued. We have moved back to a mix of virtual and face to face support groups to ensure our beneficiaries receive the support needed, and in 2023 held 196 UK wide virtual Talk & Support meetings and 343 in person Talk & Support group meetings

In accordance with Charity law, monies raised by the Association's branches fall to be accounted for by the Association centrally under the direction of its Council of Management acting as charitable trustees. Monies raised by branches are held in trust for the Association. Each branch acts as custodian in a trustee capacity.

4. Income from BEA Trading Ltd

	General Funds 2023 £	Designated Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Management charge	12,000	-	-	12,000	12,000
Gift Aid Donation	10,229	-	-	10,229	32,423
	22,229	-	-	22,229	44,423

The management charge is in respect of administrative costs recharged to BEA Trading Limited.

British Epilepsy Association
Notes to the financial statements
for the year ended 31 December 2023

5. Analysis of Governance and Support Costs

The charity initially identified the costs of its support functions. It then identified those costs that relate to governance. Having identified its governance costs, the remaining support costs and the governance costs are apportioned between the key charitable activities undertaken (see Note 6) in the year.

Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	General support	Governance	Total	Basis of apportionment
Audit	-	23,152	23,152	Governance 100%
Accountancy	-	3,650	3,650	Governance 100%
Trustee meeting costs and expenses	-	5,324	5,324	Governance 100%
Annual report and AGM costs	-	2,312	2,312	Governance 100%
Investment management costs	6,386	-	6,386	Investment management 100%
Operations	1,068,412	118,132	1,186,544	Allocated according to input between governance and general support (pro rata on full time equivalent staff numbers)
Building support	263,295	-	263,295	Pro rata on full time equivalent staff numbers
Information technology	245,889	-	245,889	Pro rata on full time equivalent staff numbers
Finance including non recoverable VAT	258,792	14,888	273,680	Allocated according to input between governance and general support (pro rata on full time equivalent staff numbers)
Total	<u>1,842,774</u>	<u>167,458</u>	<u>2,010,232</u>	

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

6. Expenditure

	Grants payable	Total Activity Costs	Total Support Costs	Total expenditure 2023
	£	£	£	£
Raising Funds				
Donations & Legacies	-	775,072	541,039	1,316,111
Other Trading Activities	-	2,622	40,076	42,698
Investment Management Costs	-	-	6,386	6,386
Raising Funds Total	-	777,694	587,501	1,365,195
Charitable Activities				
To improve the quality and healthcare services for people with epilepsy	-	927,885	1,021,962	1,949,847
To improve awareness and understanding of epilepsy	-	397,665	400,769	798,434
Charitable Activities Total	-	1,325,550	1,422,731	2,748,281
Total Expenditure 2023	-	2,103,244	2,010,232	4,113,476

Prior Year Expenditure

	Grants payable	Total Activity Costs	Total Support Costs	Total expenditure 2022
	£	£	£	£
Raising Funds				
Donations & Legacies	-	923,650	322,528	1,246,178
Other Trading Activities	-	60,113	26,787	86,900
Investment Management Costs	-	-	13,099	13,099
Raising Funds Total	-	983,763	362,414	1,346,177
Charitable Activities				
To improve the quality and healthcare services for people with epilepsy	-	957,702	600,417	1,558,119
To improve awareness and understanding of epilepsy	-	377,223	230,644	607,867
Charitable Activities Total	-	1,334,925	831,061	2,165,986
Total Expenditure 2022	-	2,318,688	1,193,475	3,512,163

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

7. Grants Payable

Grants payable in the year were £nil (2022: £nil)

8. Staff costs and numbers

Staff costs were as follows:

	2023	2022
	£	£
Wages and salaries	2,202,898	1,805,994
Social security costs	209,262	181,180
Other pension costs	237,257	200,202
	2,649,417	2,187,376

During the year termination payments made to 1 employee (2022: 0 employees) totalling to £22,931 (2022: £nil)

The average number of staff employed in the year was 75 equal to 67 full time equivalent (2022: 64 with 57 F.T.E)

The average number of employees calculated on a full time equivalent basis, analysed by function was:

	2023	2022
	No	No
Charitable activities	35	36
Management and administration of the charity	28	12
Fundraising and publicity	12	16
	75	64

The number of higher paid employees was:

	2023	2022
	No	No
In the band £70,001 - £80,000	1	1
In the band £80,001 - £90,000	1	-
In the band £90,001 - £100,000	1	1

Employer pension costs attributed to the higher paid employees amounted to £14,669 (2022: £10,720).

No payment for annual leave or other benefits has been accrued.

No members of the Council of Management received any remuneration in respect of their duties as trustee during the year (2022 £nil). Pension creditor at year end was £23,927 (2022: £19,796).

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

9. Analysis of resources used

The following have been charged to the Statement of Financial Activities:

	2023	2022
	£	£
Depreciation of tangible assets	13,604	26,956
Amortisation of intangible assets	105,086	15,710
Hire of Land & Buildings	63,000	63,000
Hire of office equipment	55	534
Auditor's remuneration	28,000	25,500
Remuneration of auditors for non audit work	3,650	1,025

10. Tangible Fixed Assets

	Leasehold improvements	Fixtures, fittings and equipment	Computers	Total
	£	£	£	£
Cost				
At 1 January 2023	151,210	69,853	86,708	307,771
Additions during the year	-	-	5,474	5,474
Disposals during the year	-	-	-	-
At 31 December 2023	151,210	69,853	92,182	313,245
Depreciation				
At 1 January 2023	138,905	61,181	84,250	284,336
Charge for the year	7,474	3,866	2,264	13,604
Disposals	-	-	-	-
At 31 December 2023	146,379	65,047	86,514	297,940
Net book value				
At 31 December 2023	4,831	4,806	5,668	15,305
At 31 December 2022	12,305	8,672	2,458	23,435

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

11. Intangible Fixed Assets

	CRM £	Website £	Total £
Cost			
At 1 January 2023	346,626	178,802	525,428
Additions during the year	-	-	-
Disposals during the year	-	-	-
At 31 December 2023	346,626	178,802	525,428
Amortisation			
At 1 January 2023	5,777	9,933	15,710
Charge for the year	69,325	35,761	105,086
Disposals	-	-	-
At 31 December 2023	75,102	45,694	120,796
Net book value			
At 31 December 2023	271,524	133,108	404,632
At 31 December 2022	340,849	168,869	509,718

12. Fixed Asset Investments

	Listed securities £	Unlisted securities £	Total £
Market value			
At 1 January 2023	2,358,497	10	2,358,507
Additions	93,698	-	93,698
Disposals	(608,392)	-	(608,392)
Revaluations	67,222	-	67,222
At 31 December 2023	1,911,025	10	1,911,035

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

Investment Asset Class	Holdings		Holdings	
	2023	2023	2022	2022
Market value	£	%	£	%
UK Bonds	103,144	5.4%	180,637	7.7%
Overseas Bonds	263,286	13.8%	150,455	6.4%
UK Equities	350,367	18.3%	600,519	25.5%
Overseas Equities	837,921	43.8%	969,218	41.1%
Property	34,450	1.8%	35,256	1.5%
Cash	23,592	1.2%	51,702	2.2%
Other	298,265	15.6%	370,710	15.7%
	1,911,025	100%	2,358,497	100%

All the fixed asset investments are held in the UK.

Valuation

At valuation on acquisition the quoted investments would be shown at £1,738,367 (2022: £2,203,759).

All quoted investments are managed by RBC Brewin Dolphin on a discretionary basis.

Material investments

There are no investments that individually account for more than 9% of the value of the total portfolio.

13. Subsidiary Undertakings

The Association owns 100% of the issued ordinary share capital of BEA Trading Limited, a company incorporated in England and Wales. The subsidiary is engaged in fundraising activities, the distribution of Christmas cards, associated gifts and the promotion of BEA insurances and publishing. Its financial year ends 30 June rather than 31 December.

This ensures that full account is taken of the Christmas trade which forms the majority of the subsidiary's business without there being any need to delay the finalisation of the Association's own accounts.

The accounts of the subsidiary do not justify consolidation as the turnover is not deemed to be material to the Association as a whole. The materiality of the trading company will be reviewed on an annual basis, thus ensuring that the financial statements continue to be prepared using best accounting practice.

The trading results of BEA Trading Limited for the year to 30 June were as follows:

	2023	2022
	£	£
Turnover	39,168	75,247
Trading profit	10,229	32,423

A gift aid donation of £10,229 (2022: £32,423) has been received by the Association from BEA Trading Limited and is shown on the Statement of Financial Activities. The net assets of the subsidiary are £30,010.

The Association is also the sole member of Epilepsy UK and Epilepsy Action. Both companies are incorporated in England and Wales, have been dormant since incorporation and are Limited by Guarantee. British Epilepsy Association uses the working name 'Epilepsy Action' across its range of activities.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

14. Debtors

	2023	2022
	£	£
Due within one year:		
Trade debtors	4,294	1,126
Social security and other taxes	55,853	47,817
Amounts owed by group undertaking	44,442	24,728
Other debtors	271	124,635
Prepayments and accrued income	1,010,449	1,688,113
	1,115,309	1,886,419

Included within prepayments and accrued income are grants due to be received in > 1 year of £361,228

15. Creditors

	2023	2022
	£	£
Amounts falling due within one year:		
Trade creditors	160,965	108,634
Social security and other taxes	65,047	49,982
Other creditors and accruals	108,771	119,381
	334,783	277,997

16. Analysis of net assets between funds

	General Funds 2023	Designated Funds 2023	Restricted Funds 2023	Total Funds 2023
	£	£	£	£
Fixed assets	15,305	404,632	-	419,937
Fixed asset investments	1,752,491	-	158,544	1,911,035
Cash at bank and in hand	(229,819)	78,173	963,826	812,180
Branch balances	54,859	-	11,024	65,883
Other current assets	709,081	-	406,228	1,115,309
Creditors due within one year	(321,252)	-	(13,531)	(334,783)
Total net assets at 31 December 2023	1,980,665	482,805	1,526,091	3,989,561

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

Analysis of net assets between funds – previous year

	General Funds 2022 £	Designated Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Fixed assets	23,435	509,718	-	533,153
Fixed asset investments	2,160,393	-	198,114	2,358,507
Cash at bank and in hand	175,875	72,410	451,009	699,294
Branch balances	58,276	-	11,024	69,300
Other current assets	931,708	-	954,711	1,886,419
Creditors due within one year	(239,476)	-	(38,521)	(277,997)
Total net assets at 31 December 2022	3,110,211	582,128	1,576,337	5,268,676

17. Statement of Funds

General funds	Balance At 1 January 2023 £	Income £	Transfers £	Expenditure £	Gains (Losses) £	Balance At 31 December 2023 £
	3,110,211	2,444,215	(40,000)	(3,595,336)	61,575	1,980,665

Transfers

£40,000 was transferred from the general fund to the designated fund for the IT Audit project

Designated funds	Balance At 1 January 2023 £	Income £	Transfers £	Expenditure £	Gains (Losses) £	Balance At 31 December 2023 £
CRM Database Project	362,553	-	-	(86,063)	-	276,490
Roger Victor Crawley - Research	33,207	-	-	-	-	33,207
George Cowell Legacy - Liverpool	17,500	-	-	(17,500)	-	-
Website Project	168,868	-	-	(35,760)	-	133,108
IT Audit Project	-	-	40,000	-	-	40,000
	582,128	-	40,000	(139,323)	-	482,805

CRM database project

Monies designated for the implementation of a CRM system. In 2021 a full review was carried out after which it was decided to reset the project and write off the existing work done. The system went live on 22 November 2022.

Roger Victor Crawley - Research

Funds received from the estate of Roger Victor Crawley which he wished to be used for research.

George Cowell Legacy - Liverpool

Funds received from the estate of George Cowell which he wished to be used in Liverpool.

Website Project

Monies designated for the implementation of a new website. The website went live on 10 October 2022.

IT Audit Project

Monies designated for the review of all Association IT hardware requirements and subsequent replacements and upgrades.

British Epilepsy Association
Notes to the financial statements
for the year ended 31 December 2023

Restricted funds	Balance At 1 January 2023	Income	Transfers	Expenditure	Gains (Losses)	Balance At 31 December 2023
	£	£	£	£	£	£
Research Projects						
Octavia Morris Memorial Fund	11,754	-	-	16,500	-	28,254
Research Fund - General	167,035	38,347	-	(47,628)	-	157,754
Research Fund - Causes and Cures	204,213	7,871	-	(3,299)	5,647	214,432
Team Max Children's Fund	5,216	-	-	(3,021)	-	2,195
National Projects						
Befriending Project	17,116	157,500	-	(50,565)	-	124,051
Colin Woods Memorial Fund	102,632	10,003	-	(30,000)	-	82,635
Epilepsy Action NI Counselling Project	148,668	-	-	(101,339)	-	47,329
Epilepsy Action Cymru Wellbeing Service	328,195	-	-	(75,010)	-	253,185
Family Support Officer - Northern Ireland	53,911	-	-	(22,643)	-	31,268
Family Support Officer - Wales	-	-	-	-	-	-
Helpline Services	-	40,376	-	(35,650)	-	4,726
Janice Gilbert Legacy	464,550	-	-	-	-	464,550
Online Learning	-	26,726	-	(12,000)	-	14,726
Sapphire Nurse Scheme	10,067	-	-	-	-	10,067
The Estate of Nellie Terrett	38,157	-	-	(269)	-	37,888
The Estate of June Glasgow	-	20,000	-	-	-	20,000
Tricia's Fund - Learning Disability Project	2,174	-	-	-	-	2,174
Regional Projects						
DHSS Northern Ireland	-	4,551	-	(4,551)	-	-
Doreen Hinsley Legacy - Sandwell	-	10,782	-	-	-	10,782
Education Fund (Basildon & Thurrock)	3,685	-	-	-	-	3,685
Gloucestershire	1,179	-	-	-	-	1,179
My Family & Me Events	4,534	-	-	(2,430)	-	2,104
Northern Ireland Fund	-	2,360	-	(2,360)	-	-
Salisbury & District	727	-	-	(144)	-	583
South Warwickshire	1,500	-	-	-	-	1,500
Wales Fund	-	4,408	-	(4,408)	-	-
Branches						
Essex	5,335	-	-	-	-	5,335
Stoke	5,400	-	-	-	-	5,400
West Midlands Forum - Shrewsbury	161	-	-	-	-	161
Saffron Walden	128	-	-	-	-	128
Restricted Funds	1,576,337	322,924	-	(378,817)	5,647	1,526,091
Total funds	5,268,676	2,767,139	-	(4,113,476)	67,222	3,989,561

Restricted income and expenditure, which is reviewed and monitored on a regular basis, represents monies received and expended on specific projects.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

Octavia Morris Memorial Fund

Funds used for public awareness campaigns based on epilepsy first-aid and on the subject of epilepsy related death.

Research Funds

The balance retained on the 'Research Fund – General' is for social and medical research of a non-laboratory nature. Funds on 'Research Fund – Causes and Cures' are retained specifically for causes and cures research. The Team Max Children's fund is to support young people and children living with epilepsy.

Befriending Project

The Epilepsy Action Befriending Scheme is a three-year pilot project that will enable people affected by epilepsy to access regular, one-to-one support by a trained staff member or volunteer. It will provide an informal 'listening ear', and aims to improve health and wellbeing, combat social isolation and loneliness and help people live well with epilepsy.

Colin Woods Memorial Fund

Money in this fund is invested by Epilepsy Action and income derived from the fund is used to support Epilepsy Action's work, with a preference given to work in Northern Ireland and for educational work but the income is not restricted solely for these purposes.

Epilepsy Action NI Counselling Project

The counselling service provides timely access to talking therapies for people living with epilepsy, their parents and carers in Northern Ireland. This includes: a 1-1 counselling service, therapeutic themed groups, resilience sessions and the development of training resources for counsellors.

Epilepsy Action Cymru Wellbeing Service

The counselling service provides timely access to talking therapies for people living with epilepsy, their parents and carers in Wales. This includes: a 1-1 counselling service, therapeutic themed groups, resilience sessions and the development of training resources for counsellors.

Family Support Officer – Northern Ireland

Delivering a range of support for families across Northern Ireland.

Family Support Officer - Wales

Delivering a range of support for families across Wales.

Helpline services

Monies raised to enable the continuing running of the helpline.

Janice Gilbert – Legacy

Monies left to be spent in conjunction with Sapphire Nurse scheme.

Online Learning

Monies raised to enable the continued running of the online training programmes.

Sapphire Nurse Scheme

To part fund epilepsy nurse posts in NHS services for adults or children with epilepsy.

The Estate of Nellie Terrett

Monies left to be spent in conjunction with Epilepsy Action Cardiff Branch.

The Estate of June Glasgow

Monies left to be spent in Newcastle-upon-Tyne.

Tricia's Fund - Learning Disability Project

To develop resources for people with epilepsy and learning disabilities.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

DHSS Northern Ireland

Statutory funding towards salary costs of the NI manager.

Doreen Hinsley Legacy – Sandwell

Monies left to be spent in Sandwell area.

Education Fund - Basildon & Thurrock

To deliver awareness sessions in Basildon and Thurrock.

My Family & Me Events

Money raised to support UK wide family events.

Regional Funds

Comprises funds raised in England, Wales and Northern Ireland that are to be spent specifically in those areas.

Essex Branch

Money raised by the Essex forum for local projects across Essex.

Stoke Branch

Money raised by the branch for local projects.

West Midlands Branch

Money raised by the branch for local projects.

Saffron Walden Branch

Money raised by the branch for local projects.

British Epilepsy Association

Notes to the financial statements

for the year ended 31 December 2023

18. Indemnity Insurance

During the year the Association incurred costs for insurance cover against the possible loss arising to the Association from the neglect of defaults of its trustees or agents and to indemnify the trustees and other officers against the consequences of any neglect or default.

19. Financial Commitments

At 31 December 2023 the Association had total minimum lease payments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2023	2022	2023	2022
	£	£	£	£
Expiry date				
Within 1 year	63,000	63,000	1,187	3,978
Between 2 and 5 years	315,000	42,115	1,497	547

20. Analysis of Trustee remuneration and expenses, and the cost of key management personnel.

The key management personnel of the charity, comprise the trustees, the Chief Executive and the Deputy Chief Executive.

Total employee benefits, including employers NIC, of the key management personnel of the charity were £204,006 (2022: £193,894).

No charity trustee received payment for professional or other services supplied to the charity (2022: £nil). Travel and subsistence expenses during the year of £4,089 (2022: £4,817), were reimbursed to or paid on behalf of the 18 trustees who served during the year (see page 4 of the Trustees' annual report).

21. Related Party Transactions

There were no related party transactions during the year (2022: £nil)

22. Financial Instruments

The carrying amount of the company's financial instruments at 31st December 2023 were:

	2023	2022
	£	£
Financial Assets		
Debt instruments measured at amortised cost	787,297	1,584,946
Financial Liabilities		
Measured at amortised cost	209,882	160,051

23. Capital Commitments

The Association has capital commitments of £21,000 in relation to brand redesign (2022: £nil).

Glossary

The annual report and accounts have to provide detailed information to meet company and charity law. We know that many people will be unfamiliar with some of the words that we need to use. Here is a list of some of them with a brief explanation of what they mean.

Accruals basis	Income and expenditure is counted when the money is earned and when costs happen, rather than when the money actually enters or leaves the account.
Accrued	An expense that has happened but hasn't been paid yet. For example, staff wages accrue until the day they are paid.
Capital growth	An increase in the market price of an asset.
Designated funds	If part of an unrestricted fund is set aside for a particular project, it may be designated as a separate fund.
Donations in kind	A donation that is made in goods or services, rather than money.
Ex officio	When someone is a member of a committee without being elected to it but because of another post that they hold.
Fixed assets	An asset with a useful life of more than one year.
Listed investments	Investments like shares or bonds that are officially listed on a stock exchange for trading.
Materiality	An amount of money is assessed on its importance. For example, a debt of £10 might not be a concern. However, a debt of £10,000 could make a big difference to the financial health of the organisation. It makes a material difference to the accounts.
Realised gains	A gain from selling an asset for more than the original purchase price.
Reconciliation	An accounting process that compares two sets of records to make sure the numbers match and are accurate.
Residual value	The value of an asset that it could be sold for at the end of its useful life.
Restricted funds	If someone gives money to the charity for a particular purpose, the charity has to use it for that purpose. The use of the money is restricted.
Straight line basis	This is a way of spreading the cost of an asset equally over the number of years it is expected to be used.
Tangible fixed assets	Physical assets, like a computer system or improvements to a building.
Unrealised gain/loss	A gain/loss from revaluing an asset at a higher value than the original purchase price.
Unrestricted funds	If someone gives money to the charity without saying it is for a particular purpose, it can be spent on any area of work for the charity's objects. The use of the money is unrestricted.