



Report and Accounts
Year ended 31 March 2014

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Charity information

Purpose

The Neurological Alliance of Scotland is a forum of not-for-profit organisations and groups representing many thousands of people affected by neurological conditions in Scotland. The Alliance was launched in 2004 to ensure that neurological services are given priority at all levels of health and social care planning. The Alliance enables neurological organisations and groups to campaign together and speak with an influential voice.

Membership

All not-for-profit organisations working in the interests of people affected by neurological conditions in Scotland are welcome to become members of the Alliance.

Scottish Charity Number

SC035198

Contact Office

Neurological Alliance of Scotland
Mansfield Traquair Centre
15 Mansfield Place
Edinburgh
EH3 6BB

Executive

Craig Stockton (Chair)	on behalf of MND Scotland
Tanith Muller (Vice-Chair)	on behalf of Parkinsons UK
Ewan Dale	on behalf of ME Association
Dorothy Chisholm	on behalf of The Dystonia Society
Anissa Tonberg	on behalf of Epilepsy Scotland
John Eden	on behalf of Scottish Huntington's Association
Rebecca Duff	on behalf of MS Society Scotland
Stephanie Fraser	on behalf of Bobath Scotland
Weronica Hoinka	on behalf of Momentum Skills

Bankers

Royal Bank of Scotland plc
1944 Maryhill Road
Glasgow
G20 0EQ

Independent Examiner

David Main CA
Whitelaw Wells
Chartered Accountants
9 Ainslie Place
Edinburgh
EH3 6AT

Report of the Executive
Year ended 31 March 2014

The Executive is pleased to present their report and accounts for the year ended 31 March 2014.

Status of Charity and Governing Document

The Neurological Alliance of Scotland (“the charity”) is an unincorporated association governed by constitution and a recognised Scottish charity (No.SC035198).

Executive

Members of the Executive from 1 April 2013 to the date of this report were as follows: -

	Elected/Re-elected	Re-elected	Retired/Resigned
Craig Stockton (Chair)	18 April 2005	6 June 2012	
Tanith Muller (Vice-Chair)	2 June 2008	4 June 2013	
Andrew Wynd (Co-opted)	18 April 2005	4 September 2012	19 March 2014
Ewan Dale	21 May 2007	4 June 2013	
Dorothy Chisholm	27 June 2011	4 June 2013	
Dorothy Strachan	27 June 2011		4 June 2013
Anissa Tonberg	6 June 2012		
John Eden	6 June 2012		
Rebecca Duff	11 December 2012	4 June 2013	
Stephanie Fraser	4 June 2014		
Weronica Hoinka	4 June 2014		

Appointment of Executive and governance

Members of the Executive are elected from the membership and serve for a fixed period of three years, after which they must retire or offer themselves for re-election. One third of the executive retires each year, the members to retire being those who have been longest in office since they were last elected / re-elected.

Administrative Structure

The Executive meets four or five times each year and is responsible for the overall direction of the charity.

Charitable Objectives and Activities

The charity’s objectives are as follows:

Influencing policy

To inform and influence policy by bringing the needs of people with neurological conditions to the attention of health and social policy makers and strategists.

Report of the Executive
Year ended 31 March 2014

Raising awareness

To raise awareness and disseminate information about neurological conditions and their impact on individuals and society.

Improvements in care

To promote improvements in care for people with neurological conditions.

Statement on Risk

Members of the Executive assess the major risks to which the charity is exposed on an ongoing basis and establish procedures to mitigate those that are identified as a result.

Throughout the year we have continued to develop the organisation in line with our key aims of Influencing Policy, Raising Awareness and Improving Care.

Achievements and performance

This year the Alliance has prepared and submitted responses to a number of consultations including those on The Provision of Specialist Residential Chronic Pain Services in Scotland and the Independent Living Fund. Freedom of Information requests were placed with each Local Health Board around the issue of workforce planning and then shared with interested parties including the National Neurological Advisory Group (NNAG) and Scottish Neurosciences Council.

Shortly after last year's AGM, the Alliance established two new sub groups of the executive; a finance subgroup with the remit of monitoring and scrutinising the financial activities of the alliance and a strategy group which was tasked with developing the next three year strategy. Both groups have been of benefit to the work of the alliance.

National Neurology Advisory Group (NNAG)

The National Neurological Advisory Group (NNAG) was established to ensure continuing commitment to improve services for people with neurological symptoms and conditions throughout Scotland and to further cement the relationship between the Neurological Alliance of Scotland, NHS Boards, Scottish Government and the wider neurological community, including people living with neurological conditions. Representatives from the Alliance have continued to make a substantial contribution to the work of the NNAG and the Operational Management Group (OMG) that sits below it. Neurological Alliance members head up a number of the key workstreams of the NNAG including the Person Centred Workstream and the condition Specific workstreams on Parkinsons, on Multiple Sclerosis and on Epilepsy.

As well as representatives from the Neurological Alliance, participants from the Neurological Voices Programme are integral to all aspects of the NNAG, with representatives actively taking part in the NNAG meetings as well as the Operational Management sub group.

At the NNAG Learning and Sharing event which was held in March this year, platform contributions were made by both the Alliances Chairman and a representative of the Neurological Voices project.

Neurological Voices Programme

The aim of the Neurological Voices project is to empower those in Scotland affected by neurological conditions to contribute to the development and improvement of neurological services.

Neurological Voices participants are actively involved with the NNAG and the OMG as well as participating in local neurological improvement groups.

Report of the Executive
Year ended 31 March 2014

In order to assist and support voices participants, a forum specifically for voices was added to the Alliance website during the course of the year. The forum aims to allow all those trained through the voices programme to share updates and raise issues for discussion.

A charter which sets out the guiding principles for involvement of anyone working with people with neurological conditions in a patient involvement context has also been drafted and will be completed in 2014. It is hoped that this document will support and encourage local health boards to involve voices participant in all relevant aspects of their work.

Neurosurgery

The Alliance continues to be represented on the Managed Service Network for Neurosurgery in Scotland (MSN) and a number of our members represent the Alliance on the MSN Operational Management Group and on a number of subgroups.

This year the Neurological Voices programme was contracted by the MSN to deliver Neurosurgical Voices training at the four neurosurgical units: Aberdeen, Dundee, Edinburgh and Glasgow. A total of 41 participants who were people who had previously undergone neurosurgery for a range of conditions or their carers, undertook the training. There are now groups of Neurosurgical Voices established in all four areas who will be supported by their local MSN contact.

Alliance Parliamentary Event Brain Awareness Week 2014

On Wednesday 12th March, the Alliance held a parliamentary reception in committee room one of the Scottish Parliament during this year's Brain Awareness Week. The event was sponsored by Christina McKelvie MSP and was entitled 'Breaking the News'. The aim of the evening was to raise the overall awareness of neurological conditions by highlighting in particular how people are told about their diagnosis and what post-diagnostic support is given. Representatives of member organisations took stalls to display art work and quotes which visually expressed themes relating to living with, or caring for someone living with, a neurological condition in Scotland. The evening started with presentations for the sponsor of the evening, Christine McKelvie MSP who was followed by the minister for public health, Michael Matheson MSP, Neurological Voices representative, and Specialist Advisor to the Scottish Government for Neurology, Dr John Paul Leach. There was then time to network and speak to each of the representatives for the different conditions. The evening was finished off with closing remarks from the Neurological Alliance Chairman.

A week long exhibition was also held in the garden lobby of the Scottish Parliament and displayed literature from many member organisations as well as a model of the brain and various brain facts. 50 MSPs visited the stand throughout the week and spoke to Alliance representatives about the work of the Alliance and issues faced by people with various neurological conditions. MSPs who visited the stand were sent a briefing document from the Alliance which highlighted issues of diagnosis and the need for good post diagnostic support. The briefing also provided data on the current neurologist workforce in Scotland, illustrating gaps and stressing the need to ensure adequate staffing levels.

Future Developments

During the course of this year the Alliance has developed a Strategic Plan for the coming three years. The strategy identifies the following four key areas of work and states the strategic objectives within each that are to be achieved over the term of the plan.

Report of the Executive
Year ended 31 March 2014

Awareness: We aim to raise awareness of neurological conditions amongst the public and key decision makers. We will do this by Enlighten Politicians and Key decision makers to the needs of those affected by neurological conditions and by increasing public awareness of neurological conditions.

Diagnosis: We aim to improve the diagnostic process for those suspected neurological symptoms. We will do this by educating GPs, Improving how a diagnosis of a neurological condition is given and encourage the sharing of good practice.

Care: We aim to ensure those affected by Neurological conditions received the right care, at the right time, in the right location regardless of where they live. We will do this by highlighting inconsistencies in care, increasing accountability of services, empowering those affected by neurological conditions in order for them to take control of their care and by ensuring neurological conditions are to the forefront of the integrated health and social care agenda.

Information: We aim to ensure that people with a neurological condition have access to the information they need. We will do this by facilitating access to reliable and trusted information on neurological conditions and by keeping members of the Alliance up to date with developments that may affect them and their ability to service their clients.

As part of the key themes for the alliance this coming year, a section 16b application has been made to the Scottish Government for funding to look at the barriers that people with neurological symptoms have in receiving an appropriate and timely diagnosis. The funding, if successful, will allow a survey of GPs and patients/carers to be carried out with the results being presented in a report which will be launched at an event next year.

The Alliance will continue to support voluntary sector involvement in the wider neurological community and decision making. We will provide regular communication to members regarding core activity as well as provide a mechanism for circulating relevant information from member organisations to facilitate joined up working and sharing of experience and information. During the course of the coming year will undertake regular consultation with member organisations to ensure its strategic objectives are underpinned by shared priorities and we will seek to grow our membership in order to widen our breadth of knowledge and experience and to provide opportunities for small organisations and groups to have a voice within the wider neurological community.

Thanks

The Executive would like to express our grateful thanks to all the Alliance staff for their continued loyalty, drive and commitment without which we would not be able to deliver and make a real difference for those that we are here to serve.

Report of the Executive
Year ended 31 March 2014

Financial Review

Principal sources of funds

During the year, the charity received funds from members' subscriptions, together with a number of grants from the Scottish Government, as well as the Hugh Fraser Foundation.

Results for the year

The charity had net incoming resources of £21,201 for the year (2013: outgoing resources of £38,513), as shown in the Statement of Financial Activities on page 8. A surplus was made in the current year.

Reserves

The charity's unrestricted General Fund amounted to £3,827 as at 31 March 2014. The restricted funds amounts to £126,114 as at 31 March 2014; details are at note 10. We plan to seek repeat funding from the Scottish Government to ensure that the National Co-ordinator and Administration Assistant posts continue after the present one year duration which can be funded from reserves.

Statement of Executives responsibilities

The Charities and Trustee Investment Act (Scotland) 2005 and The Charities Accounts (Scotland) Regulations 2006 (as amended) require the Executives to prepare financial statements for each financial year that give a true and fair view of the Trust's financial activities during the year and of its financial position at the end of the year. In preparing financial statements, giving a true and fair view, the Executives are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice 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 Charities will continue in operation.

The Executives are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the legislation noted above. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accounts preparation

The Executives confirm that the accounts for the year ended 31 March 2014 have been prepared so as to comply with current statutory requirements, the Charity SORP and the charity's own governing document.

Approved by the Executive on 4 June 2014 and signed by order of the Executive:

.....
Craig W F Stockton
Chair

I report on the accounts of the charity for the year ended 31 March 2014 set out on pages 8 to 14.

Responsibilities of the charity's committee and independent examiner

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

Basis of Independent Examiner's Report

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

Independent Examiner's Statement

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

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

- to keep accounting records in accordance with Section 44 (1)(a) of The Charities and Trustee Investment (Scotland) Act 2005 and Regulation 4 of the 26 Accounts regulations (as amended) ; and
- prepare accounts which accord with the accounting records and comply with Regulation 8 of the Charities Accounts (Scotland) Regulations 2006(as amended)

have not been met; or

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

.....

David Main
Chartered Accountant
Whitelaw Wells
Independent Examiners
9 Ainslie Place
Edinburgh
EH3 6AT

Dated: 4 June 2014

Statement of Financial Activities (incorporating Income and Expenditure Account)
Year ended 31 March 2014

	Notes	Unrestricted Funds 2014 £	Restricted Funds 2014 £	Total Funds 2014 £	Total Funds 2013 £
Incoming resources					
From generated funds:					
Members' subscriptions		2,328	-	2,328	2,832
From charitable activities:					
Grants	2	-	163,850	163,850	50,000
Total incoming resources		2,328	163,850	166,178	52,832
Resources expended					
Charitable activities	3	636	142,994	143,630	90,250
Governance costs	4	1,347	-	1,347	1,095
Total resources expended		1,983	142,994	144,977	91,345
Net incoming/(outgoing) resources for the year before transfers		345	20,856	21,201	(38,513)
Total funds brought forward		3,482	105,258	108,740	147,253
Total funds carried forward		3,827	126,114	129,941	108,740

The Charity has no recognised gains or losses other than the results for the period as set out above.
All of the activities of the Charity are classed as continuing.

The notes form part of these financial statements.

Balance sheet
As at 31 March 2014

	Notes	£	2014 £	£	2013 £
Fixed assets					
Tangible fixed assets	7		1,100		178
Current assets					
Debtors	8	330		292	
Cash at bank and in hand		131,153		110,152	
		131,483		110,444	
Creditors: falling due within one year	9	(2,642)		(1,882)	
Net current assets			128,841		108,562
Total net assets			129,941		108,740
Represented by:	10				
Restricted funds			126,114		105,258
Unrestricted funds			3,827		3,482
			129,941		108,740

Approved by the Executive on 4 June 2014 and signed on their behalf by:

Craig Stockton
Chair

Notes to the Accounts

Year ended 31 March 2014

1. Accounting policies

Accounting convention

The accounts have been prepared under the Financial Reporting Standard for Smaller Entities (effective January 2006), the historical cost convention and under the guidelines laid down in the Statement of Recommended Practice - Accounting and Reporting by Charities (issued March 2005).

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to the restrictions on their expenditure imposed by the donor.

Grants

Revenue grants are recognised in the Income and Expenditure Account and Statement of Financial Activities so as to match them with the expenditure towards which they are intended to contribute.

Allocation of support costs

Support costs are allocated in proportion to the direct costs attributable to each area of the charity's operations, i.e. charitable activities and governance as shown in note 4.

Fixed assets and depreciation

Fixed assets are originally recorded at cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer equipment - 33% on cost

Assets costing less than £300 are not capitalised. Donated assets are only included in the accounts when reliable cost information is available or where a reasonable estimate of cost can be made.

2. Grants

		Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
Scottish Government	- National Advisory Group	-	76,850	76,850	5,000
Scottish Government	- Staffing grant	-	70,000	70,000	40,000
Hugh Fraser Foundation	- Neurology Voices Project	-	5,000	5,000	5,000
MSN Neurosurgery	- Training grant	-	12,000	12,000	-
		-----	-----	-----	-----
		-	163,850	163,850	50,000
		=====	=====	=====	=====

Notes to the Accounts

Year ended 31 March 2014

3. Charitable activities

	General Co-ord -inator		Admin Assist	NAG	Voices	2014 Total	2013 Total
	£	£	£	£	£		£
Staff costs (Note 6)	-	24,981	11,324	40,518	26,373	103,196	66,722
Staff expenses	169	718	481	522	1,467	3,357	2,676
Rent	-	634	634	296	634	2,198	1,970
Recruitment	-	-	550	-	-	550	600
Training costs	155	96	402	1,143	-	1,796	6,871
Travel expenses	29	1,022	770	2,948	868	5,637	4,568
Event costs	133	539	539	8,641	556	10,408	2,512
Project costs	-	-	-	10,000	-	10,000	-
Advertising and marketing	-	52	52	-	52	156	330
Bank charges	91	-	-	-	-	91	76
Miscellaneous costs	9	73	86	66	171	405	309
Share of support costs (Note 5)	(128)	491	411	3,798	536	5,108	2,833
Depreciation	178	-	-	550	-	728	782
	636	28,606	15,249	68,482	30,657	143,630	90,249

4. Governance costs

	2014 £	2013 £
Accounts examination fee	780	780
Share of support costs (Note 5)	567	315
	<u>1,347</u>	<u>1,095</u>

Notes to the Accounts

Year ended 31 March 2014

5. Support costs	2014	2013
	£	£
Administration and postage	5,260	2,714
Insurance	415	434
	<hr/>	<hr/>
	5,675	3,148
	<hr/> <hr/>	<hr/> <hr/>
<i>Allocated as follows:</i>		
Charitable activities (note 3)	5,108	2,833
Governance costs (note 4)	567	315
	<hr/>	<hr/>
	5,675	3,148
	<hr/> <hr/>	<hr/> <hr/>

Notes to the Accounts

Year ended 31 March 2014

6. Staff costs and numbers	2014	2013
Wages and salaries	90,646	59,747
Social security costs	8,350	5,087
Employers pension	4,200	1,888
	<hr/>	<hr/>
	103,196	66,722
	<hr/> <hr/>	<hr/> <hr/>

Particulars of employees

The average number of staff employed, on a headcount basis, during the financial year was 4 (2013: 4).

7. Fixed Assets	Computer Equipment
Cost	
At 1 April 2013	2,823
Additions	<hr/> 1,650
	<hr/> 4,473
Depreciation	
At 1 April 2013	2,645
Charge for year	<hr/> 728
	<hr/> 3,373
Net Book Value	
At 31 March 2014	<hr/> 1,100
At 31 March 2013	<hr/> <hr/> 178

8. Debtors	2014	2013
	£	£
Accrued income	330	292
	<hr/>	<hr/>
	330	292
	<hr/> <hr/>	<hr/> <hr/>

9. Creditors	2014	2013
	£	£
Accrued expenses	2,642	1,882
	<hr/>	<hr/>
	2,642	1,882
	<hr/> <hr/>	<hr/> <hr/>

Notes to the Accounts

Year ended 31 March 2014

10. Movements in funds

	At 1 April 2013	Incoming resources	Outgoing resources	Transfers	At 31 March 2014
	£	£	£	£	£
Restricted funds:					
National Coordinator	12,816	42,000	(28,606)	-	26,210
Administrative Assistant	27,675	15,000	(15,249)	-	27,426
Neurology Voices Project	27,838	30,000	(30,657)	-	27,181
National Advisory Group	36,929	76,850	(68,482)	-	45,297
	-----	-----	-----	-----	-----
Total restricted funds	105,258	163,850	(142,994)	-	126,114
	-----	-----	-----	-----	-----
Unrestricted funds :					
General funds	3,482	2,328	(1,983)	-	3,827
	-----	-----	-----	-----	-----
Total funds	108,740	166,178	(144,977)	-	129,941
	=====	=====	=====	=====	=====

Purpose of restricted funds

The National Coordinator and Administrative Assistant restricted funds represent grants received from the Scottish Government to fund the staff positions.

Neurology Voices Project is funds received from the Scottish Government and Hugh Frazer Foundation to fund a neurological training programme.

National Advisory Group is funds received from the Scottish Government to fund a network facilitator in setting up and overseeing a National Advisory Group.

11. Analysis of net assets between funds

	General funds £	Restricted funds £	Total funds £
Tangible fixed assets	-	1,100	1,100
Current assets	4,617	126,866	131,483
Current liabilities	(790)	(1,852)	(2,642)
	-----	-----	-----
Net assets at 31 March 2014	3,827	126,114	129,941
	=====	=====	=====